AUBURN
Human Resources

Supv, Aviation Maintenance Control & Inventory

Job Description

JOB INFORMATION

Job Code	EG16
Job Description Title	Supv, Aviation Maintenance Control & Inventory
Pay Grade	TR16
Range Minimum	$59,730
33rd %	$73,660
Range Midpoint	$80,630
67th %	$87,600
Range Maximum	$101,530
Exemption Status	Non-Exempt
Approved Date:	5/10/2024 10:26:59 AM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

Reporting to the Director of Aircraft Maintenance, the Supervisor of Aircraft Maintenance Control & Inventory is responsible for purchasing, tracking, and maintaining inventory levels to support the AU Aviation Center. Tracks scheduled service inspections and collaborates with the maintenance supervisor and flight school designee to coordinate and manage the unscheduled and scheduled maintenance needs of the customer.

RESPONSIBILITIES

- Plans and tracks scheduled maintenance inspections on Auburn University Professional Flight program aircraft. Coordinates scheduled and unscheduled maintenance events between customers and maintenance with consideration to maintenance workload, staff levels, customer needs, and minimizing aircraft downtime.
- Manages the aircraft fleet use to balance scheduled and unscheduled maintenance with respect to resource downtime, flying needs, maintenance personnel and resource availability.
- Tracks, inspects, traces, and oversees over stock-keeping units (SKUs) valued at over $400,000.00, which may require traceability by serial number, and confirmation of certificates of conformance/documentation. Assures accuracy of installed components by serial number to aircraft to meet federal airworthiness assurance requirements. Tracks, schedules, and coordinates the calibration of special tools and pieces of test equipment.
- Creates a daily aircraft status report for the school of aviation leadership and maintenance personnel which details current and upcoming aircraft availability for each department's planning purposes.
- Conducts in-house training for on-site mechanics and other personnel regarding policies, procedures, and the computer-based system for resource management system (RMS) as well as setting up accounts for personnel. Manages RMS account access for operations and maintenance personnel. Trains all personnel on proper system usage.
- Provides reports and analysis on inventory levels, costs, and discrepancies to the Director of Maintenance. Responsible for gathering and analyzing aircraft maintenance reports, identifying and resolving problems and inefficiencies.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School diploma or equivalent. Associate's Degree in Aviation, Management, or related field desired.	and	4 years of	Experience in aircraft maintenance facility and aviation supply procedures, including aircraft parts and inventory.	Or
Bachelor's Degree	Aviation, Management, or related field desired.				

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of FAA regulations and guidelines.	
Knowledge and familiarity with aircraft maintenance logs, AD's, ICA's, and 14 CFR part 91 and part 43.	
Strong Interpersonal and communication skills within a matrix management structure.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	