AUBURN
Human Resources

Dir, Aircraft Maintenance

Job Description

JOB INFORMATION

Job Code	EG17
Job Description Title	Dir, Aircraft Maintenance
Pay Grade	TR20
Range Minimum	$95,140
33rd %	$123,680
Range Midpoint	$137,960
67th %	$152,230
Range Maximum	$180,770
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/14/2021

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

Reporting to the Director of Operations, the Director of Aircraft Maintenance is responsible for the planning, development, execution, and evaluation of scheduled and unscheduled maintenance and repair for the Auburn University Aviation Center ensuring fleet reliability and smooth operations. Develops, maintains, and implements long term goals and plans that complement the Center's growth strategy. Through subordinate staff, ensures operations are conducted safely and in compliance with AU policy and procedures and FAA regulations and guidelines.

RESPONSIBILITIES

- Develops and executes strategies for maintaining Auburn University (AU) flight training aircraft and equipment (owned and leased) and external customer aircraft. Through subordinate staff, identifies and implements continuous improvement initiatives to ensure operational effectiveness. Leads the development, communication, and implementation of efficient operational procedures, policies, and effective growth strategies for the department.
- Provides leadership and operational support to a team of Aviation Maintenance Technicians through the Manager of Aviation Maintenance, ensuring the department is sufficiently staffed, organized, trained, and fulfilling its responsibilities. Ensures staffing levels are optimized for all planned and anticipated activities occurring throughout the day, as well as after hours and on nights and weekends, as required.
- Oversees all inspections, repairs, and component changes and ensures the accompanying documentation are accomplished in accordance with the manufacturer or FAA approved procedures, conforming to quality control standards, on schedule, and in compliance with FAA regulations. Plans and prepares maintenance and repair estimates, determines scope of work, schedules, and assigns qualified personnel based on skill levels.
- Ensures maintenance methods, procedures, and documentation are in compliance, through subordinate staff, with applicable Federal Aviation Administration approved procedures or accepted industry best practices, as applicable. Ensures compliance with all applicable federal, state and university regulatory requirements including, but not limited to, work standards, quality, safety, health, environmental, and personnel management.
- Responsible for the aircraft, tooling, equipment, materials, inventory, and activities within the hangar(s) and on the adjacent ramp(s) for all department personnel. Evaluates new equipment, software, tooling, or other technologies to enhance the quality of the maintenance program.
- Maintains all necessary records and logbooks, including certification in the aircraft permanent maintenance records that the aircraft is approved and returned to service.
- Establishes and maintains a positive working relationship between the aircraft maintenance operation and customers, vendors, service providers, and federal, state, and university regulatory agencies.

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	Supervises others with full supervisory responsibility.

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	
Some college; vocational or Associate's Degree	from an accredited institution in Business Management or Administration. A Degree's focus on industrial production and scheduling and/or management of aviation/aerospace organizations desired. Bachelor's degree from accredited institution desired.	and	5 years of	supervisory/management experience in aircraft servicing, inspection, and repair under Aircraft Federal Aviation Regulations with progressively increasing levels of responsibility and accountability. Experience serving as Director of Maintenance (or military equivalent) level of responsibility and additional years of experience desired. Experience in aircraft servicing, inspection, and repair under Federal Aviation Regulations §145 is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of aircraft maintenance practices.	
Ability to effectively interact and tactfully communicate with various regulatory agencies' personnel, both in person and in writing.	
Must be able to read, write and understand safety plans, rules, maintenance instructions, training manuals, Material Safety Data Sheets (MSDS), maintenance bulletins and procedure manuals.	
Must be able to interpret and understand FAA Airworthiness Directives and manufacturer Service Bulletins and Service Letters.	
Strong computer skills, including inventory and purchasing as well as aircraft maintenance records and manuals.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
FAA - FAA Commercial Rotorcraft License	FAA certificated Airframe and Power plant (A&P) Mechanic required.	Upon Hire	Desired	And
	Additional aviation maintenance-related certification and ratings desired.	Upon Hire	Desired	

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	