AUBURN
Human Resources

Spec, Aviation Maintenance Control & Inventory

Job Description

JOB INFORMATION

Job Code	EG18
Job Description Title	Spec, Aviation Maintenance Control & Inventory
Pay Grade	TR15
Range Minimum	$53,090
33rd %	$65,480
Range Midpoint	$71,670
67th %	$77,860
Range Maximum	$90,250
Exemption Status	Non-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 Aircraft Maintenance, the Aircraft Maintenance Control & Inventory Specialist 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

- Tracks, inspects, traces, and oversees over 1,000 SKUs, many of which require traceability by serial number, confirmation of certificates of conformance/documentation. Assures accuracy of installed components by serial number to aircraft in order to meet federal airworthiness assurance requirements. Processes core returns to protect value of Auburn assets and secure the aviation component supply chain. Protects value up to $18,000,000 of university assets with unlimited liability exposure.
- Provides quality control by inspecting purchased parts to identify Suspected Unapproved Parts or non-conformity issues and requests refunds or replacements, as necessary.
- Maintains appropriate traceability documentation on all parts in inventory, including life-limited part core marking as required by Federal Aviation Regulations (FARs).
- Prepares scheduled maintenance work order part kits ensuring accurate pricing, quantities, shop/consumable fees, and labor rates have been applied. Creates invoices from work orders and submits to Aviation Customer Service.
- Updates and tracks scheduled service inspections on Auburn University Professional Flight program aircraft. Coordinates scheduled and unscheduled maintenance events between customers and maintenance with consideration to maintenance work load, staff levels, customer needs, and minimizing aircraft down time.
- 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.
- Completes tracking updates in flight school management software to include tracking times, dates, and notes. Communicates daily status updates and timelines to the customer.
- Makes daily decisions used to support the operation which impacts the department's credibility to include preserving the integrity of the airworthiness and safety of university owned and leased fleet aircraft, playing a critical role in protecting the lives of University employees and students, making resource allocation decisions to maximize availability of aircraft, and determining and executing stock-point policy and reorder triggers for maintaining proper levels of critical inventory for all components. Identifies and resolves problems in a timely manner, gathering and analyzing information skillfully to include.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	2 years of	Experience in aircraft maintenance facility and aviation supply procedures, including aircraft parts and inventory.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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	