



JOB INFORMATION

Job Code	EG06A
Job Description Title	Tech I, Aviation Maint
Pay Grade	TR13
Range Minimum	\$41,990
33rd %	\$50,390
Range Midpoint	\$54,590
67th %	\$58,790
Range Maximum	\$67,190
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/17/2023

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

Provides general and preventative maintenance on University owned aircraft as well as other aircrafts. The levels of this position may only perform duties for which appropriate training has been provided as outlined in department training manual and guidelines provided by the Federal Aviation Association.

RESPONSIBILITIES

- Inspects university aircraft by performing very detailed inspections and preventive mechanical maintenance in accordance to the standards established by the university, federal regulations, and industry best practices.
- Diagnoses and repairs university aircraft as needed. Determines airworthiness of aircraft and components ensuring all protocol is followed in regards to Federal Aviation regulations. Ensures timely scheduling of maintenance in order to least impact client's flight schedule and provide for high degree of aircraft availability.
- Maintains electrical systems that include wiring, electrical connections, and the replacement of instruments.
- Troubleshoots, inspects, tests, repairs, and services aircraft and engine systems to prepare aircraft for flight. Initiate and document any nonconforming materials, hardware, software, tools, parts, assemblies, or portions thereof, according to specifications, processes, and procedures
- Maintains proper and updated records required by the University and Federal Aviation Authority regulations.
- Maintains a safe work environment abiding by all safety manuals.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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 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	High School Diploma or equivalent	And	2 years of	Requires 2 years of any mechanical experience.	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of mechanical functions and preventative maintenance.

MINIMUM LICENSES & CERTIFICATIONS

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

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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.