



JOB INFORMATION

Job Code	EG11
Job Description Title	Mgr, Aircraft Maintenance
Pay Grade	TR19
Range Minimum	\$83,190
33rd %	\$105,380
Range Midpoint	\$116,470
67th %	\$127,560
Range Maximum	\$149,750
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/15/2019

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

Manages the aircraft maintenance program for university and transient small aircraft and ground support equipment. Responsible for the evaluation, performance and management of aircraft maintenance. Provides professional recommendations associated with maintaining the aircraft's market value and upkeep related to asset management, and ensures airworthiness of assigned aircraft.

RESPONSIBILITIES

- Oversees general and preventative maintenance for university aircraft and general aviation aircraft. Oversees quality maintenance, preventive maintenance, and inspections to conform within the standards established by the university, federal regulations, and industry best practices.
- Oversees Aviation Maintenance Technicians including supervision of work assignments, university policy and procedures, on-the-job instruction in relation to technical information, job procedures, safety and general shop and hangar practices.
- 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.
- Oversees inventory control and ordering of parts and materials.
- Ensures aircraft records and logbooks are maintained and updated.
- Represents the airport and the university to the faculty, students, pilots, and visiting pilots/owners in aircraft maintenance matters. Communicates effectively and accurately with the client, vendors, and other internal departments.
- Prepares and administers aircraft maintenance budgets.
- Maintains a safe work environment. Updates and maintains all safety manuals.
- May perform other duties as assigned.

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.
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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	6 years of	Experience in providing general and preventative maintenance to aircraft.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of aircraft maintenance and inspection procedures to include aviation fueling and related Occupational Safety and Health Administration (OSHA) standards.	
Knowledge of FAA part 91 regulations.	
Ability to troubleshoot and resolve problems in a timely manner along with an in depth understanding of electrical theory and principals.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
FAA Certified Aircraft Mechanic	FAA Certification in Air Frame and Power Plant Mechanics and Inspection Authorization.	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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	

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.