

AIRCRAFT MAINTENANCE SUPERVISOR

This is supervisory work in the inspection, maintenance, modification, and repair of airframes, powerplants and related systems for fixed wing and/or rotary wing aircraft. Employee develops, established, revised and monitors unit work standards, goals and priorities. Work includes adjusting unit work assignments, workload balance methods and procedures, maintaining a sufficient spare parts and operating supplies inventory, and overseeing the completion of all necessary reports and records associated with the inspection and repair of aircraft. Employee supervises and participates in conducting periodic major and minor inspections, detecting and analyzing technical problems, and making the necessary decisions to effect repairs to the airframe, powerplant, exhaust, electrical, hydraulic, avionics, controls and other related systems. Work also includes supervising and participating in major reciprocating and turbine engine overhauls, major airframe repairs and modifications, developing and building jigs and special tools, reviewing and implementing FAA airworthiness directives and maintenance bulletins, researching files and maintenance manuals, and making decisions on borderline cases or vague instructions. Employee will recommend needs for personnel, space and equipment, and will assist their supervisor in developing and maintaining a budget. Employee may also fly aircraft on test flights and inspect major repair work as an FAA certified inspector. Work is evaluated for the effective and efficient utilization of materials, equipment and manpower. Work may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee develops and established short-term goals, priorities and workload; and recommends long-range goals and objectives to supervisor. This includes identifying major problem areas, developing and planning solutions and work assignments to resolve these problem areas, and determining needs for supplies, tools and spare parts.

Organizing and Directing - Employee develops, establishes, revises and monitors unit work standards, methods, procedures and workflow. This includes assigning work, developing changing work methods, and making adjustments to individual workloads to meet quality and quantity requirements.

Budgeting - Employee determines the need for supplies, tools, equipment, spare parts and personnel, and makes budget recommendations to their supervisor. Employee may also assist in developing a unit maintenance and operating budget and be responsible for operating within that budget when approved and established.

Training - Employee plans and provides on-the-job training for aircraft mechanics and helpers through hands on instruction and working jointly on projects. Employee may also evaluate and recommend outside training programs and courses.

Setting Work Standards - Employee develops, recommends, establishes and enforces work standards, quantity requirements, and work rules consistent with operating policies. Employee may also set some work quality requirements although most are established by maintenance manuals and by FAA regulations, directives and bulletins.

Reviewing Work - Employee works closely with subordinates on projects, repairs and inspections; and evaluates techniques, methods, procedures, completed work and work in progress. Employee will also review logs and other maintenance reports for compliance to standards and schedules, and will officially inspect and sign off major repairs, inspections or alterations. Work will often include reviewing repairs through ground checks and test flights either flown by the employee or in the company of a pilot.

Counseling and Disciplining - Employee is responsible for all first level counseling and discipline associated with work rules, standards and performance, including oral warnings. The more serious cases are referred to the supervisor along with recommended actions.

Performing Other Personnel Functions - Employee evaluates subordinates' performance, approves leave requests, and makes recommendations concerning potential new employees and generally makes the selection of the top candidate subject to review by the supervisor.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Aircraft inspection and repair techniques, equipment, methods, and procedures do not change very frequently. However, FAA airworthiness directives, maintenance/service bulletins, modification kits and changes in operational requirements occur on a fairly frequent basis causing shifts in program emphasis, work assignments, and maintenance schedules.

Variety of Work Supervised - Employee supervises all aspects of fixed and rotary wing aircraft inspections, repairs, alterations and maintenance. This includes powerplants, airframes, and electrical, hydraulic, exhaust, propeller, avionics, control, and other related systems. Employee also supervises the maintenance of spare parts inventories, research and service manuals, and all related logs, records and reports associated with aircraft repairs.

Number of Employees Responsible For - Employee generally supervises one to four aircraft mechanics and helpers.

III. EXTENT OF SUPERVISION RECEIVED: Extensive knowledge of the principles of operation and the maintenance and repair requirements of reciprocating and turbine aircraft engines and their related systems. Extensive knowledge of airframe construction, repair and rigging. Working knowledge of the tools, equipment and methods used in the inspection, maintenance and repair of aircraft. Working knowledge of Federal Aviation Administration rules and regulations concerning aircraft inspection and repair. Working knowledge of a personal computer. Ability to supervise, evaluate and review the work of subordinates. Ability to read and interpret technical manuals and bulletins, and to keep accurate records of work performed. Ability to use measuring instruments and tools used in aircraft repair. Ability to communicate effectively with subordinates, pilots, other agency personnel and the general public.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employee may be called on to work odd or extended hours during periods of heavy operational usage or for unusual modifications or repairs to aircraft.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Extensive knowledge of the principles of operation and the maintenance and repair requirements of reciprocating and turbine aircraft engines and their related systems. Extensive knowledge of airframe construction, repair and rigging. Working knowledge of the tools, equipment and methods used in the inspection, maintenance and repair of aircraft. Working knowledge of Federal Aviation Administration rules and regulations concerning aircraft inspection and repair. Working knowledge of a personal computer. Ability to supervise, evaluate and review the work of subordinates. Ability to troubleshoot technical problems and to plan and direct repairs. Ability to read and interpret technical manuals and bulletins, and to keep accurate records of work performed. Ability to use measuring instruments and tools used in aircraft repair. Ability to communicate effectively with subordinates, pilots, other agency personnel and the general public.

Minimum Training and Experience Requirements - Graduation from an FAA approved aviation maintenance technician school and three years experience in aircraft inspection, maintenance and repair; or graduation from high school and five years of related experience; or an equivalent combination of training and experience.

Necessary Special Requirements - Possession of a valid FAA Airframe and Powerplant license. Possession of a valid FAA Inspection Authorization certificate. Preferable other requirements include an FAA pilot license and an FCC Radiotelephone Operator's License, third class. May require current certification by the EPA as a type I, II, III or Universal technician as required by CFR part 82, subpart F.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.