

# JOB DESCRIPTION



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**Position Title:** Aviation Mechanic

**Department:** Aviation

**Employment Category:** Classified Staff

**Primary Location:** Douglas Campus

**FLSA Classification:** Non-exempt

**Remote Work Eligible:** No

**Parameters:** 40 hours/week; 12 months/year

**Pay Grade:** CS11

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**Position Summary:** The Aviation Mechanic is responsible for inspecting, repairing and ensuring the continued airworthiness and safety of the colleges' fleet of training aircraft in accordance with FAA rules and regulations and maintaining records accordingly. Interpreting, applying and complying with rules and regulations and guidelines established by the FAA, Federal Communications Commission (FCC), the college and or other governmental agencies.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Maintains fleet of aircraft in safe and reliable condition; performs preventative and general maintenance, troubleshoots, repairs, overhauls and inspections in accordance with FAA, FCC and manufacturers approved maintenance manual; maintains preventive maintenance, repairs and/or inspection records for each aircraft in accordance with FAA rules and regulations; coordinates scheduled maintenance to maximize aircraft utilization and minimize user inconvenience; performs and documents safety inspections on aircraft regularly

Provides aircraft information/service history to persons flying aircraft as required by regulations; prepares special and recurring reports; complies with FAA regulations; conducts daily research; serves as point of contact for FAA on aircraft maintenance matters; attends quarterly meetings with FAA representatives to ensure continued compliance with all applicable rules and regulations under penalty of law

Interprets and applies FAA, FCC and National Transportation Safety Board (NTSB) rules and regulations; receives and responds to Airworthiness Directives issued by the FAA; interacts with suppliers, manufacturers, FAA representatives, and other external entities as well as internal personnel; obtains supplies and parts for aircraft repair; utilizes power, hand and aviation equipment and tools; keeps current in field of expertise

Communicates with Chief Flight Instructor to coordinate maintenance schedules with flying schedules; informs Director of Aviation Programs and Chief Flight Instructor of ongoing maintenance issues and problems

Utilizes the Resource Management System (RMS) for the following activities: discrepancy management, work order management, event management, corrective action, tool management,

Utilizes monitors and maintains power, hand and aviation tools and equipment

Ensures the fuel truck is serviced and in operable conditions, to include obtaining fuel from fuel farm, testing fuel, and reporting status of fuel supply to the director for replenishing

Provides training about fueling aircraft for aviation personnel

Maintains hanger and work space in an organized, clean and safety conscious manner representative of the professional services provided

# JOB DESCRIPTION



Communicates and provides input for planning external maintenance inspections and services with supervisors

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

High School Diploma or equivalent

Three years' general aviation maintenance experience

FAA airframe and power plant license

FAA Inspection Authorization

Associate's degree preferred

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

**Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of FAA & FCC safety standards, regulations and/or guidelines

Knowledge of aircraft and systems

Knowledge of power, hand and aviation tools and equipment

Knowledge of aviation terminology

Knowledge of the proper operation of and the ability to use personal computers and job-related software, including Microsoft Office Suite and other job specific software

Skill maintaining the required FAA maintenance documentation for verification of work performed and airworthiness of the aircraft

Skill repairing and overhauling aircraft

Skill utilizing power, hand and aviation tools and supplies

Skill reading blue prints and schematics

Skill in presenting ideas and concepts orally and in writing

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical hangar or office setting with appropriate climate controls and includes exposure to mechanical and chemical hazards.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, fine motor skills, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting

# JOB DESCRIPTION



only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Director of Aviation Programs

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.