

The Maryland-National Capital Park and Planning Commission

TITLE: Aircraft Maintenance Supervisor **GRADE:** G **CODE:** 5520
SERIES: Trades Supervisory **DATE:** 1/13/88

Class Definition

Under direction, supervises repair shop to perform difficult skilled mechanics work, involving considerable responsibility, complexity and variety. Inspects, maintains and repairs all types of private aircraft (e.g., turboprops, helicopters) up to 8,500 pounds at the College Park Airport. Performs more difficult and complex repairs. Conducts test flights. Performs general servicing of aircraft. On-call 24 hours in emergencies. Performs other related duties as assigned.

Examples of Important Duties

1. Plans work. Meets with pilots to receive aircraft for maintenance and repair. Writes repair orders. Sets priorities. Reviews technical manuals. Contacts owners to obtain information on past maintenance and repairs. Estimates time, staff, tools, equipment and parts needed for each assignment.
2. Supervises staff. Plans, schedules and assigns work of full-time and temporary Aircraft Mechanics and Trades Helpers. Evaluates work and counsels staff on ways to improve performance. Recruits, selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests. Writes reports (e.g., accidents, injuries).
3. Makes purchases. Reviews catalogs and meets with vendors to identify equipment, parts and supplies needed. Obtains bids and price quotes. Writes purchase orders. Maintains parts inventory.
4. Conducts inspections. Conducts annual, 100-hour and special inspections of aircraft (airframes and powerplants) to certify that aircraft is legal and safe to fly, as required by Federal Aviation Administration. Identifies maintenance and repairs needed. Issues certificates.
5. Performs repairs. Makes major repairs to all types of aircraft (e.g., turboprops, helicopters) up to 8,500 pounds. Rebuilds or replaces engines, wings, fuselage, tail assembly, landing gear, control cables, propeller assembly, electrical systems and fuel tanks. Replaces parts. Installs instruments. Conducts ground and flight tests of aircraft.
6. Performs maintenance. Performs regular preventive

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Minimum Qualifications

1. Completion of a trades school or an approved apprenticeship program in aircraft mechanics, or four years of progressively responsible experience as an Aircraft Mechanic and three years of experience as an Aircraft Mechanic and one year of experience in a lead or supervisory capacity; or
2. An equivalent combination of training and experience.
3. FAA Airframe and Power plant license with IA (Inspector Authorization).
4. Private pilot's license, with instrument rating.
5. Valid Maryland driver's license, or the ability to acquire one.

Working Conditions

Works in shop and airport. On-call 24 hours. Some driving and flying. Exposed to dirt, grease, caustic chemicals, exhaust fumes.