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

- 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

The Maryland-National Capital Park and Planning Commission

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

Examples of Important Duties (Continued)

maintenance on all types of aircraft (e.g., turboprops, helicopters) up to 8,500 pounds. Changes oil, filters and fluids. Lubricates moving parts. Replaces or charges batteries. Adjusts brakes. Inflates and changes tires. Tunes up engines (e.g., replaces ignition points and plugs, adjusts carburetor and timing).

- 7. Coordinates with FAA. Notifies FAA about defects discovered in aircraft design. Works with FAA to investigate plane crashes and accidents at airport and surrounding area.
- 8. Keeps records. Maintains detailed records of revenues, expenditures, time cards, inventory, work performed, accidents and injuries. Records work performed, name and license number in aircraft logbooks. Keeps library of latest aircraft manuals and FAA directories.
- 9. Provides general service. Advises pilots about local flying conditions (e.g., navigational aids, airspace restrictions), federal and state aviation regulations, Airport rules and operational status of airport. Collects fees for maintenance, repairs and other services.

Important Worker Characteristics

- A. Considerable knowledge of (1) aircraft mechanics; (2) Commission organization*; (3) Commission policies and procedures*; (4) equal employment opportunity; (5) FAA regulations; (6) fire codes; (7) first aid; (8) Maryland aviation regulations; (9) mechanical repair; (10) Merit System regulations*; (11) safety.
- B. Skill in operation of (1) engine diagnostic equipment; (2) hand tools; (3) light aircraft; (4) power tools; (5) truck.
- C. Ability to (1) apply principles to solve practical problems. (2) compute fractions, decimals and percentages; (3) read technical reports and correspondence; (4) see different colors; (5) write routine reports and correspondence; (6) provide courteous service; (7) lift up to 50 pounds.
- * Developed primarily <u>after</u> employment.

Minimum Qualifications

The Maryland-National Capital Park and Planning Commission

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

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.