



Classification: Aircraft Maintenance Supervisor

Title Code: V00646

Pay Range: 31

POSITION SUMMARY:

This employee is directly responsible for maintaining and managing the Patrol's airplane and helicopter maintenance program. This is skilled and supervisory work in the maintenance of single engine and multi-engine aircraft. This employee is responsible for all inspections, troubleshooting, repair work, and certification of all required inspections and repairs on single and multi-engine aircraft. The individual exercises independent judgment, decision-making, and discretion in the operation of the maintenance program with administrative direction received from the director of the Aircraft Division.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs a variety of supervisory duties such as planning, scheduling, and coordinating duties; reviewing and approving time records/leave requests; prepares and conducts job performance evaluations, etc.

Establishes and assures adherence to the maintenance schedule for aircraft (i.e. servicing aircraft to include flushing, cleaning, replenishing, greasing and checking lubricants, components and parts assemblies, etc.).

Ascertain the airworthiness of aircraft inspected and/or repaired, and signs their log books to that effect before returning them to service.

Completes the troubleshooting and repair of mechanical discrepancies on aircraft.

Maintains inventory of necessary parts and supplies.

Assists and advises the Director of Aircraft Division in scheduling aircraft to achieve maximum utilization of in-service time.

Assists and advises the Director of Aircraft Division concerning parts supply contracts required to insure adequate inventories.

Assists with cleaning all aircraft and the hanger area.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices required to perform inspections competently.

Thorough knowledge of the Federal Aviation Regulations pertaining to aircraft inspection and maintenance requirements.

Knowledge of Patrol policies and procedures.

Knowledge of the occupational hazards and safety precautions associated with the aircraft mechanic trade.

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Knowledge of state purchasing requirements.

Knowledge of inventory methods and procedures.

Knowledge of the basic principles and techniques of supervision.

Ability to supervise, develop, and motivate subordinates.

Ability to manage multiple priorities and demands.

Ability to plan, assign, and monitor the work of others.

Ability to help coordinate the flight and maintenance schedules.

Ability to perform preventive maintenance and direct repair of: aircraft electrical systems, hydraulic systems, engines, propellers, retractable and fixed landing gear systems, turbo- supercharger systems, flight control systems, fuel systems and aircraft environmental systems.

Ability to lift and move parts, tools and supplies associated with an aircraft facility.

Ability to position self and equipment necessary to repair and inspect aircraft equipment.

Ability to analyze routine and unique problem situations and make recommendations.

Ability to work independently and exercise discretion and judgment in the decision making process.

Ability to supervise a small staff of technicians and assistants in a professional manner.

Ability to work under varying climatic conditions.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED certificate and an associate's degree in aviation maintenance or related field.

AND

Eight years experience in aircraft mechanics.

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NECESSARY SPECIAL REQUIREMENTS:

Requires possession of a valid Missouri Driver's License in the appropriate classification required by law.

FAA Airframe and Powerplant Mechanic certification.

Must attend and successfully complete Bell Helicopter 206 and 407 technical courses within 6 months of appointment (or as soon as scheduling will allow).

Must attend and successfully complete King Air 250 mechanical school within 6 months of appointment (or as soon as scheduling will allow).

Aircraft Inspection Authorization preferred. (Requires holding both A & P Certification for minimum of three years.)

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.