



# **City of Phoenix**

## **AIRCRAFT MAINTENANCE SUPERVISOR**

**JOB CODE 75020**

Effective Date: Rev. 01/07

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to direct the operation of an aircraft maintenance hangar and to supervise the maintenance of an aircraft fleet consisting of helicopters and fixed-wing aircraft. The Aircraft Maintenance Supervisor supervises the inspection and repair of aircraft, and is responsible for the integrity of the aircraft parts inventory. The Aircraft Maintenance Supervisor schedules maintenance and ensures it is properly performed, schedules work shifts, and trains mechanics to ensure maximum availability of aircraft to meet operation demands. Work is performed with considerable independence in accordance with manufacturer specifications, Federal Aviation Administration (FAA) standards, standard practices of the trade, and operational requirements. General supervision is received from a Police Lieutenant and performance is evaluated on the basis of the results achieved. Supervision is exercised over Aircraft Technicians (including Quality Assurance assignment), User Technology Specialist, and Supplies Clerk III.

### **ESSENTIAL FUNCTIONS:**

- Supervises employees engaged in aircraft maintenance and inventory control activities;
- Plans scheduled and non-scheduled inspections, services, maintenance, repair, and modification of aircraft and equipment;
- Designs and applies production control, quality control and other maintenance management procedures;
- Prepares and supervises preparation of forms, records and reports concerning aircraft maintenance;
- Advises pilots of maintenance requirements that will affect operational planning;
- Performs physical inventories of supplies and parts;
- Develops and maintains aircraft maintenance budget, and provides forecast reports of upcoming budget changes;
- Manages the custody and use of materials, tools, and equipment used for maintenance programs;
- Ensures storage functions are performed according to established procedures;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Principles of maintenance management and supervision.
- Rules and regulations affecting aircraft safety, and safety procedures pertaining to aircraft and aircraft maintenance.
- Federal, state, and local rules and regulations pertaining to the operation of aircraft.
- Aircraft maintenance requirements and necessary supplies, materials, and equipment.
- Aircraft servicing and storage requirements and applicable safety precautions.

#### Skill in:

- The use of common and special purpose aircraft maintenance tools and test equipment.
- Diagnosis and repair of aircraft components.

#### Ability to:

- Communicate orally in the English language with various aircraft manufacturers' technical representatives, sales, and management personnel in a face-to-face, one-on-one setting or by telephone.
- Observe, monitor or compare data, objects, or people's behavior to determine compliance with prescribed operating or safety standards.
- Comprehend and make inferences from material written in the English language.
- Remain aware of changes in the field by reading, attending training, and actively participating in the day-to-day activities.
- Enter data into a terminal, personal computer, or other keyboard device.
- Perform a broad range of supervisory responsibility over others.
- Work cooperatively with other City employees and numerous contract suppliers.
- Interpret wiring and schematic diagrams and complex technical instructions.
- Establish and enforce shop safety regulations.
- Measure distance using a measuring device.
- Perceive the full range of the color spectrum.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to self or others.



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- Identify trends in the aviation industry and assess their impact on aircraft maintenance.
- Estimate labor or material costs to prepare initial project budgets.

### **Additional Requirements:**

- FAA Airframe and Powerplant Mechanic Certificate and Inspection Authorization;
- Absence of history of violation of FAA regulations.
- Travel to in-state and/or out-of-state technical schools.
- After-maintenance test flights.
- This position requires the use of a personal or City vehicle on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions require the performance of other essential and marginal functions depending upon work assignment, location, or shift.
- Appointments to positions in the Police Department are subject to meeting appropriate polygraph and background standards.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of experience within the past seven years maintaining helicopters and fixed-wing aircraft, and factory training in the maintenance of aircraft on the models to be maintained. Other combinations of experience and education which meet the minimum requirements may be substituted.