

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

AIRCRAFT MECHANIC SUPERVISOR

JOB DESCRIPTION

Employees in this job direct the maintenance and repair operations of various aircraft.

There is one classification in this job.

Position Code Title – Aircraft Mechanic Supervisor-1

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The employee is the principal aircraft mechanic serving as the chief mechanic. The employee supervises and schedules the work of subordinate personnel.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinates.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs and participates in complete inspections, repair work, preventive maintenance, and parts replacement.

Accompanies pilot on test flights to determine the airworthiness of aircraft, and ensures that adjustments are made as necessary.

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Checks and files airworthiness directives, FAA publications, service instructions, engine specifications, aircraft specifications, or any other necessary documents.

Performs annual various hour engine and airframe inspections, preventive maintenance checks, and any major/minor repairs.

Computes weight and balance after repairs or alterations, when changing equipment on aircraft.

Maintains mechanical and electrical hangar maintenance.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of the trades involved in the servicing and maintenance of aircraft and engines including electrical work, radio installation, painting, welding, metalworking, and woodworking.

Extensive knowledge of departmental and FAA rules and regulations.

Extensive knowledge of the operation of flight instruments.

Extensive knowledge of single and multi-engine operations, variable pitch propellers, and jet engines.

Ability to direct and train lower-level personnel in the maintenance and repair of aircraft engines and airframes.

Ability to determine the airworthiness of various aircraft and to make decisions as to their being grounded.

Ability to apply personnel rules and regulations.

Working Conditions

Potential hazards associated with working around aircraft, electricity, pressurized air, hydraulic systems, use of hand & power tools, solvents, lubricants, and other combustible substances (aircraft fuel).

Physical Requirements

Ability to transport heavy tools and equipment.

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Education

Educational level typically acquired through completion of high school.

Experience

Six years of experience as a licensed aircraft mechanic.

Special Requirements, Licenses, and Certifications

Possession of a FAA Airframe and power plant license in accordance with FAR 65-65.77-65.71.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

AIRMCHSPV

Job Code Description

Aircraft Mechanic Supervisor

Position Title

Aircraft Mechanic Supervisor-1

Position Code

AIRCSPV1

Pay Schedule

NERE-072

ECP Group 3
Revised 7/1/06
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