

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**AIRCRAFT MECHANIC SUPERVISOR**

**JOB DESCRIPTION**

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

**Position Code Title - Aircraft Mechanic Supervisor-1**

**Aircraft Mechanic Supervisor 12**

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:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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 subordinate employees.

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.

Investigates and responds to grievances.

Maintains records, prepares reports, and composes correspondence related 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.

Checks and files airworthiness directives, Federal Aviation Administration (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 any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

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

Knowledge of departmental and FAA rules and regulations.

Knowledge of the operation of flight instruments.

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

Knowledge of training and supervisory techniques, and employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of labor relations and applicable union contracts.

Knowledge of occupational hazards and safety precautions applicable to the work.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to instruct, evaluate, and supervise employees.

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

Ability to train and oversee the work of others.

Ability to transport heavy tools and equipment.

### **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**

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Aircraft Mechanic Supervisor 12**

Six years of experience as a licensed aircraft mechanic.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

### **Special Requirements, Licenses, and Certifications**

Possession of a valid FAA Mechanic Certificate with Airframe and Powerplant ratings.

Possession of a valid FAA Inspection Authorization Certificate.

See individual position descriptions for other requirements.

**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

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