

Classification Specification: Aircraft Maintenance Superintendent

Classification Number: 54227 Pay Grade:

Effective Date: April 4, 2014 Current Exemption Status: Nonexempt

Position Summary

Performs skilled mechanical maintenance and repair on aircraft engines and other mechanical parts in order to ensure continued safety and flight readiness of aircraft. Supervises and inspects work of aircraft maintenance personnel, and oversees aircraft ground support.

Essential/Primary Duties

- Performs skilled mechanical maintenance.
- Orders parts, maintains aircraft logbooks and coordinates all FAA compliance paperwork.
- Supervises employees and co-supervises student workers.
- Oversees and inspects the maintenance and repair work performed by staff.

Experience and Education

Experience

 Three to five years related experience required and must have been actively engaged in aircraft maintenance the previous 3 years

Education

- High school diploma or GED required; nine months to one year certificate program in related field required and at least 30 months of practical experience concurrently performing the duties appropriate to both the airframe and power plant ratings
- Airframe & Power plant certificate and Inspection Authorization certificate issued by the Federal Aviation Administration required

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.



Classification Specification: Aircraft Maintenance Superintendent

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods
- Ability to operate and use manual and power custodial equipment
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to perform automotive and heavy equipment maintenance and repair

Supervisory Responsibility

Full-Time	Part-Time
Aircraft Mechanic	None

Providing Direction

Full-Time	Part-Time
None	None

1

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.