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We encourage minorities, women, protected veterans, and disabled individuals to apply.

L-3 Army Fleet Support
Fort Rucker, Alabama
JOB ANNOUNCEMENT
FOR EXTERNAL & INTERNAL APPLICANTS

Date: June 17, 2015

Position: AH-64D Maintenance Supervisor Requisition #071718

Location: Hanchey Field

Salary: Furnished to Qualified Applicants

Job Duties/
Responsibilities: See Attached Job Description
Qualified AFS employees will be given hiring consideration

Closing Date: Until Filled

To apply, go to www.armyfleetsupport.com, career section. AFS internal applicants must apply online and submit form 208 to Human Resources.

Recruiting & Staffing

DISTRIBUTION:
Bulletin Boards

EOE/Minorities/Women/Veterans/Disabled
L-3 ARMY FLEET SUPPORT

JOB DESCRIPTION

Job Title: Maintenance Supervisor	Job Number:	Grade:
Department: Maintenance	FLSA Status: Exempt	Risk Level: mid
Reports to: Field/Department Manager	Schedule: Variable	
Location: TBD	Revision Date:	
Approved: Human Resources		

BASIC FUNCTION SUMMARY

Manages and coordinates maintenance/production activities at assigned location. Supervises and provides technical guidance to maintenance personnel performing aircraft and subsystem maintenance and evaluates maintenance operations and facilities for compliance with directives, technical manuals, work standards, safety procedures, and operational policies. Performs maintenance trend analysis and applies production control and other management principles and procedures to maintenance operations. Demonstrates continuous effort to improve operations, decrease cycle time and streamline work processes, and works cooperatively and jointly to provide quality seamless customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Participates, as a member of management team, in formulating and establishing organizational policies and operating procedures for the company. Recommends and implements policies and procedures.

Provides leadership to personnel through effective goal setting and communication. Aligns goals of the section with the departments and company's goals, policies, and strategies.

Conducts meetings to ensure that personnel are well informed of changes in programs, policies, and procedures.

Supervises the scheduled, unscheduled maintenance, overhaul, and modification of aircraft and aircraft systems/ components. Supervises and provides technical guidance to maintenance personnel performing aircraft and subsystem maintenance.

Plans, schedules, and controls the flow of maintenance within work centers to meet aircraft training requirements.

Manages and coordinates maintenance/production activities within scheduled, unscheduled, or flight line maintenance. Coordinates work input to the maintenance sections, assigns priorities, and aligns resources within assigned work center.

Determines man-hours, personnel, parts, and facility requirements to repair aircraft and associated equipment.

Evaluates maintenance operations and facilities for compliance with directives, technical manuals, work standards, safety procedures, and operational policies.

Implements' training program within assigned work center and evaluates program's effectiveness. Tracks and documents individual progress and provide feedback to training department.

Prepares forms, records, reports and other documents pertaining to maintenance on aircraft, components, and equipment on assigned project.

Performs trend analysis to identify problem areas and applies production, quality, and other maintenance management principles and procedures to the production process.

Provides guidance, technical assistance, and instruction to personnel and conducts technical training in the use, preparation, maintenance, and disposition of aircraft, vehicle, and equipment forms and records.

Ensures sufficient manpower, technical data, tools, and equipment is available for planned work and shift coverage. Monitors time and attendance of personnel in the work center.

Assures all labor and materials are being used and maintained in the proper manner and are allocated to the correct job and work order number.

Works closely with personnel to ensure that only required parts are requested and ordered. Ensures unserviceable items are tagged and turned into supply system in a timely manner.

Implements and enforces Company policies and procedures pertaining to the promotion, training, discipline and termination of employees. Ensures that all employees possess the qualifications and certifications necessary to perform their jobs.

Trains, develops, counsels and motivates subordinates; represents the Company at personnel-related hearings, investigations, and bargaining talks.

Interprets directives, manuals, procedures, or other instructions affecting aircraft, vehicle, and equipment records. Initiates appropriate actions required by the Army's Maintenance Management System relating to aircraft, vehicle, and equipment records.

Maintains a working relationship and act as a liaison with internal and external customers in order to maintain a high level of cooperation and service.

Conducts investigations into customer complaints relating to contractual deficiencies within assigned work center. Performs root cause analysis, and recommends and implements appropriate corrective actions.

Plays an active part in problem resolution, communicating plan to customers, and following up to ensure problems are resolved. Identifies and ensures customer requirements are met, and assesses and analyzes data to determine customer satisfaction.

Ensures that policies are in accordance with evolving regulations, legal requirements, and industry trends.

Reports all deviations from established policies or procedures, changes caused by the contractor, federal, or state requirements, or non-compliance with regulations and changes.

Ensures summaries, analyses, and other data necessary to determine the quality of the overall maintenance effort is submitted to the Production Supervisor in a timely manner.

Evaluates technical publications concerned with aircraft maintenance practices and participates in activities of related professional organizations to update knowledge of program developments.

Evaluates reports, decisions, and results of section in relation to established goals. Recommends new approaches, policies, and procedures to maximize the efficiency and effectiveness of the organization, while lowering costs.

Number of Personnel Supervised	Exempt *	Non-Exempt *	Contract *	Total *
Number of Personnel Indirectly Supervised	Exempt *	Non-Exempt *	Contract *	Total *

*As required by job classification

QUALIFICATION STANDARDS

The incumbent must have a high school diploma or equivalent. The incumbent must have successfully completed formal training (BNOC/ANOC, etc.) conducted by the U.S. Army or Armed Forces equivalent, or training courses (maintenance management) conducted by industry or civilian institutions. The incumbent must have a minimum of seven years experience in aviation maintenance and possess five years experience

working in production. Two or more years experience managing/supervising personnel is required. A Bachelors degree in a related field and five years experience in aviation maintenance is desired. Maintenance Supervisory personnel assigned any FAA commercial, and/or nonstandard military aircraft project must possess a valid Airframe and Powerplant (A&P) Certificate.

The incumbent must possess thorough knowledge of aircraft systems, applicable maintenance/technical publications, basic tools, special tools, test, and ground support equipment. He or she must be able to read and interpret technical data, drawings, blueprints, maintenance instructions and other applicable data. He or she must have thorough knowledge of Army and commercial aviation maintenance practices and regulations. The incumbent must have the ability to coordinate the activities of different departments, or sections, to ensure to the timely support of the maintenance process. He or she must be able to read, write, speak and understand English and be able to follow written and oral instructions.

The incumbent must possess leadership and management skills and must be highly motivated and have a proven track record demonstrating adaptability to change and the ability to respond to challenges in a changing environment. The incumbent must be able to communicate effectively with all levels of employees throughout the organization. He or she must also be able to develop and maintain strong working relationships with internal and external customers. The incumbent must be able to meet any Government/Company licensing/qualification requirements for the position and obtain the level of Industrial Security Clearance required by the Government.

The incumbent must be knowledgeable of problem solving techniques and have knowledge of ISO 9001 Quality Management System. The incumbent must have excellent prioritization, organization, analytical and decision-making skills. He or she must be able to define problems, collect data, establish facts, and draw valid conclusions. The incumbent must be computer literate and proficient in Microsoft Office.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

Physical Demands:

This classification activity is usually accomplished in a hangar/flight line/shop environment and as such requires the scope of physical movements and postures normally associated with these activities. Typical physical demands or activities include climbing, standing, bending, stooping, pushing, kneeling, reaching and walking. May be required to lift objects whose weight normally will not exceed 50 pounds. Special vision abilities required to perform this job are close vision, peripheral vision, color vision, depth perception and the ability to adjust and focus.

Work Environment:

The diversity of work conditions may range from an environment where there is little or no physical discomfort, to an environment where inclement weather may subject

individual to changes in temperature and weather. May be required to work in areas where high noise hazards prevail. May be exposed to fumes or airborne particles. May be exposed to toxic or caustic chemicals. May be exposed to electrical shock hazards. May work near moving mechanical parts.

LICENSING, CERTIFICATION REQUIREMENTS

Formal/Specialized Training or Equivalent
Security Clearance #
Valid State Drivers License #
FAA Airframe & Powerplant (A&P) Certificate #

ORGANIZATIONAL DATA

Department Manager

Site Manager

* Formal Schooling Required
Limited (Task Specific)