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

**JOB ANNOUNCEMENT
FOR INTERNAL & EXTERNAL APPLICANTS**

Date: June 5, 2015

Position: FAA Repair Station Supervisor Requisition # 071392

Location: Cairns Field

Salary: Furnished to Qualified Applicants

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

Closing Date: June 12, 2015

To apply, go to www.armyfleetsupport.com, career section.
Current employees must submit an AFS Form 208 signed by Field Manager AND apply online.

Recruiting & Staffing

DISTRIBUTION:
Bulletin Boards

ARMY FLEET SUPPORT

JOB DESCRIPTION

Job Title: FAA Repair Station Supervisor	Job Number:	Grade:
Department: Maintenance	FLSA Status: Exempt	Risk Level:
Reports to: Department Manager	Schedule: Variable	
Location: Cairns Field	Revision Date: 11/29/12	
Approved: Human Resources		

BASIC FUNCTION SUMMARY

Manages and coordinates maintenance/production activities within the FAA Repair Facility. Supervises the repair, overhaul, and testing of aircraft components and technical inspection activities within the Repair Station. 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

Provides leadership to personnel through effective goal setting, delegation, 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.

Liaise with assigned FAA Inspector in the furtherance of aviation safety and airworthiness.

Monitor compliance with FAA Directives, Regulations and FAA approved Procedures.

Confers with maintenance management to determine production schedules and determines resources necessary to support the production process. Identifies any shortfalls, and takes appropriate action.

Plans and directs production activities within the repair facility and establishes priorities to increase the efficiency and effectiveness of the production process. Coordinates work input to the maintenance sections as required.

Acts as a focal point for collecting, recording, and reporting of statistical data pertaining to the production effort. Tracks the progress and effectiveness of the maintenance effort using performance indicators.

Conducts statistical analysis to accurately depict the status of all maintenance operations, including man-hour expenditures, overtime, work order status, and maintenance backlogs. Analyzes data to detect trends and problem areas.

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.

Implements and enforces a sound and effective industrial, ground, and aviation safety program and a fully compliant environmental program at assigned location.

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 at assigned location. 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 summaries, analyses, and other data necessary to determine the quality of the overall maintenance effort is submitted to the Production Supervisor.

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

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

QUALIFICATION STANDARDS

The incumbent must have a high school diploma or equivalent. The incumbent must have 5-7 years experience in aviation maintenance and possess five years experience working in production. Two or more years experience managing/supervising personnel is required. A Bachelor's 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 and current Airframe and Powerplant (A&P) Certificate and have FAA Part 145 specific experience.

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. The incumbent must have the ability to coordinate the activities of different departments, or sections, to ensure 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, while normally accomplished in an office environment, does have duties that require the individual to work outside the office environment. 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 10 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 work conditions are normally those of a standard office environment where there is little physical discomfort. During the performance of duties outside the office 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 exposed to areas where high noise hazards prevail. May be exposed to fumes or airborne particles. May be exposed to electrical shock hazards. May work near moving mechanical parts.