

*L-3 Army Fleet Support is an Equal Opportunity Employer*  
We encourage minorities, women, protected veterans, and disabled individuals to apply.

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

Date: June 5, 2015

Position: UH-60 Maintenance Supervisor      Requisition #071387

Location: Lowe, Fort Rucker, AL

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](http://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: <b>UH-60 Maintenance Supervisor</b>	Job Number:	Grade:
Department: Maintenance	FLSA Status: Exempt	Risk Level: mid
Reports to: Field/Department Manager	Schedule: Variable	
Location: TBD	Revision Date: 5/1/15	
Approved: Human Resources		

**BASIC FUNCTION SUMMARY**

Manages and coordinates UH-60 maintenance/production activities at assigned location. Supervises and provides technical guidance to maintenance personnel performing UH-60 aircraft/subsystem maintenance. Evaluates maintenance operations and facilities to ensure compliance with applicable 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, streamline work processes, and work cooperatively to provide quality seamless customer service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Participates, as management team member, in formulating and implementation of company organizational policies and operating procedures.

Ensures goals of the section are aligned with department and company goals, policies, and strategies. Provides effective leadership to assigned personnel through goal setting and communication.

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.

Conducts meetings to effectively communicate to assigned personnel new/revised programs, policies, and procedures.

Supervises scheduled/unscheduled maintenance, overhaul, and modification of aircraft and sub-systems/components. Supervises and provides technical guidance to assigned 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.

Supports implementation of required training programs within assigned work center and assesses their 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 potential 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 resources (manpower, technical data, tools, and equipment) is available for planned work and shift coverage. Monitors time and attendance of personnel in the work center.

Ensures all labor and materials are used and maintained properly, 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 items are correctly 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 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 acts as a liaison with internal and external customers in order to maintain a high level of cooperation and service.

Investigates 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 are prepared to assess the quality of the overall maintenance effort, and that they are 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.

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 aviation maintenance experience which must include five years of UH-60 specific maintenance experience. Additionally, experience must include two or more years managing/supervising personnel. A Bachelor's degree in a related field or valid

Airframe and Powerplant (A&P) Certificate is desired, and if held will reduce the seven years aviation maintenance experience requirement to five years.

The incumbent must possess a thorough knowledge of UH-60 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 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 be a highly motivated individual who possesses demonstrated leadership and management skills to effectively respond to the daily challenges presented in the aircraft maintenance environment. The incumbent must be able to effectively communicate 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**

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Department Manager

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Site Manager

\* Formal Schooling Required  
# Limited (Task Specific)