

***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 & EXTERNAL APPLICANTS**

Date: October 24, 2016

Position: Air Force Quality Assurance Supervisor -- Requisition #084902

Location: L-3 AFS, Air Force Project at Cairns, 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: October 30, 2016

To apply, go to [www.armyfleetsupport.com](http://www.armyfleetsupport.com), career section. Internal applicants must apply online and submit signed form 208 to Human Resources.

Army Fleet Support endorses a Drug-Free Workplace. All applicants therefore are subject to post-offer/pre-employment substance abuse testing.

Recruiting & Staffing

DISTRIBUTION:

Bulletin Boards

## L-3 ARMY FLEET SUPPORT

### JOB DESCRIPTION

Job Title: <b>Quality Supervisor, AF</b>	Job Number:	Grade:
Department: Quality Assurance	FLSA Status: Salary Exempt	Risk Level:
Location: Cairns Field, Fort Rucker, AL	Schedule:	
Risk Level: Low	Revision Date: 08/28/15	
Approved: Michael Lawson Human Resources		

### BASIC FUNCTION SUMMARY

Supervises and coordinates the activities of the Quality Support Team, which includes Quality Assurance (QA) Inspection, Product Improvement, and Technical Order Distribution Office (TODO) functions. Serves as first line supervisor for, directs the activities of, and ensures necessary training is provided to and accomplished by assigned personnel IAW work center requirements. Responsible for insuring timely, high quality completion of work center tasks under his supervision IAW the Quality Manual, Training Manual, Applicable Maintenance Instructions, and publications identified as mandatory in the contract Statement of Work (SOW). Operates flight line vehicles. Supervises and may perform ISO 9001 and AS 9100 inspections, audits, and monitoring of aircraft, equipment, processes, programs, and personnel. Assists in pilot/aircrew debriefing. Ensures FOD prevention and housekeeping in assigned work centers is completed IAW contract requirements. Carries out responsibilities with minimum supervision. Reports to the Air Force Quality Assurance Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and carries out inspection, audit, and monitoring schedules to determine the condition of assigned equipment and proficiency of maintenance personnel as outlined in the Air Force Quality Manual.

Through objective sampling, observations, and analysis of findings, provides Maintenance Supervisor and Air Force Manager with means of determining the overall condition of the maintenance effort.

Monitors aircraft and system maintenance practices to ensure quality and completeness.

Performs first-line supervisory duties for assigned employees, to include hiring and promotion recommendations, shift scheduling, time and attendance review, leave and absence management, performance assessment, counseling, and disciplinary actions as authorized by Program Management and the Collective Bargaining Agreement (CBA).

Oversees the Technical Order Distribution Office (TODO) to ensure a complete/current master technical library and proper technical data for the entire maintenance complex.

Complies with the CBA and deals with assigned collective bargaining unit employees strictly in accordance with the CBA.

Oversees the administration of the unit product improvement program, to include: Deficiency reporting, Technical Order Improvement Reports (AFTO Forms 22), Source, Maintenance, and Recoverability Code Change Requests (AFTO Forms 135), Reliability and Maintainability (Product Improvement Working Groups (PWIG) and conferences), Bad Actor Program, Air Force Repair and Enhancement Program (AFREP), Intermediate Repair Enhancement Program (IREP), and Value Engineering.

Compiles Monthly Quality Summaries and coordinates inputs for submission to the Air Force Manager.

Takes training and qualification action as necessary to insure all assigned employees are certified to cover the full spectrum of work center requirements as specified in the applicable Master Job Qualification Standard (MJQS).

Reviews training products to ensure timely, accurate information is provided to Training Management for update.

Ensures inspectors are qualified to assist instructor/inspectors in training workforce members in their fields of expertise.

Provides on-the-job training to instructor/inspectors in their assigned duties as quality assurance inspectors in inspection, audit, and monitoring tasks.

Ensures guidance and instruction is provided to all employees concerning technical orders, checklists, maintenance documentation, and hazardous materials.

Ensures that assigned personnel have access to and use proper technical data during all phases of their duties.

Provides technical advice and assistance to Program Supervision and Management, and other members of the work force.

Reviews and provides timely responses to quality control reports, and ensures corrective measures are implemented to improve quality and prevent the development of adverse trends.

Administers the Functional Check Flight Programs.

Ensures tool control, FOD awareness/prevention and work center housekeeping are accomplished IAW SOW requirements.

Performs tasks as permitted by the CBA to establish and maintain currency and certification.

Implements and actively participates in the Company Safety Program in his work center.

Obtains, uses, and disposes of hazardous materials IAW customer directives and company policies.

Assists in aircraft/equipment movement and flight line foreign object damage prevention walks, and ensures FOD prevention and housekeeping in assigned work centers is completed IAW contract requirements.

Shall perform other job related duties as may be assigned.

## **QUALIFICATION STANDARDS**

Must have a minimum of ten years of hands-on aircraft maintenance, five years quality assurance experience, five years supervisory experience, and completed an USAF aircraft technical training school, rotary wing preferred. An Airframe and Power Plant License is preferred but not required. Two years (within the five years) supervising Quality Assurance activities under ISO 9001 and AS9100 is desired. Completion of ISO 9001 Lead Auditor training is also desired.

Must be able to encourage, promote, and instill a cooperative team relationship by using tact and a professional approach during inspection and observations of the maintenance effort.

Must be able to work day shift, night shift, or weekend duty and travel as part of a maintenance recovery team or deployed maintenance team or on company business as required.

Must deal with the customer and company employees in a courteous, professional, and effective manner.

Must have in depth working knowledge of aircraft safety directives.

Must have a high school diploma or equivalent.

Must be able to read, write, speak and understand English.

Must have a current civilian driver's license, and be able to obtain and maintain a government flight line driver's license.

Must be able to obtain and maintain a SECRET security clearance.

Must have an in depth knowledge (aircraft/vehicle movement and safety/hazards) of flight line operations.

Must have an in depth knowledge of aircraft common and special tools and test equipment.

Must have an in depth knowledge of aircraft technical orders/job guides/publications-read, interpret, follow and comprehend schematic diagrams, drawings, charts and technical publications.

Must have an in depth working knowledge of the CBA.

Must have an in depth working knowledge (input and extract data) of computers.

Must have in depth knowledge of aircraft engine, landing gear, and flight control systems.

Must be willing and able to work with job required hazardous materials.

Must be willing and able to obtain and maintain Red X and IPI certification and to successfully complete position qualification training as identified in the MJQS and demonstrate expertise in all areas of responsibility within 60 days of hire or task assignment.

Must be willing and able to conduct specialty on the job training.

## **PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS**

### **Physical Demands:**

This classification activity is usually accomplished in an office and hanger/flight line environment and requires the scope of physical movements and postures normally associated with office work and aircraft and equipment maintenance in such an environment. Typical physical activities include desktop computer operations, climbing, mounting and dismounting vehicles and stands, standing, stooping, bending, lifting, pushing, pulling, crouching, kneeling, twisting, stretching, walking, working in tiring, uncomfortable positions, and motor vehicle operation. May require lifting of objects whose weight normally will not exceed 50 lbs. Special vision abilities required to perform this job are close and peripheral vision, depth perception and the ability adjust and focus.

### **Work Environment:**

The diversity of work conditions may range an environment where there is little on no physical discomfort, to an environment where inclement weather may subject the individual to severe changes in weather (temperature, wind, rain, etc.) May be required to work in areas where high noise hazards prevail and are exposed to fumes or airborne particles and electrical shock hazards.

## **LICENSING, CERTIFICATION REQUIREMENTS**

**ISO 9001 Auditor or Lead Auditor (desired)**

Red X/IPI Certification

Exceptional Release Certification (within 60 Days of hire)

Not Repairable This Station (NRTS) Certification

FAA Airframe and Power Plant License