

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

Aviation Maintenance Technician IUOE Local 39 Salary Range: 057 Job Code: 566

CLASS PURPOSE

Under limited direction, the Aviation Maintenance Technician is responsible for performing, coordinating and supervising all maintenance functions at the Aviation Maintenance Technology Program ensuring these activities are performed in a safe manner in accordance with schedule requirements and in compliance with all established regulatory and manufacturer's procedures. The incumbent is responsible for overall operation of the programs warehouses, maintaining and repairing equipment, including supervision of work, records maintenance and report preparation.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks, which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Service, repair and maintain all aviation equipment and ensure equipment is operable for usage in class.
- Oversee safety and security of aircraft and operations to ensure regulatory compliance.
- Coordinate external donations of airplanes, aircraft parts and material.
- Responsible for training and supervising work of Aviation warehouse personnel.
- Supervises the receiving, marking, storing, and issuing of Aviation equipment, materials, and supplies
- Oversees the checking in/out of Aviation tools and materials
- Trains workers, faculty and students in proper storage and inventory procedures for the Aviation program
- Directs annual on ongoing inventory of program equipment
- Plans, schedules, and supervises the delivery of program related mail and equipment to the college and if needed, the District
- Receives and assigns work orders for special pickup and delivery services
- Assists program with contacting vendors regarding quantity, quality, and delivery of Aviation related materials
- Assists program personnel in solving problems regarding identification of merchandise

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- Inspects damaged equipment and supplies, repairs if possible, and arranges for replacements if necessary
- Maintains and repairs Aviation vehicles and equipment, and schedules outside maintenance of equipment if necessary
- Prepares and submits various reports, laundry receipts, vendor reports, and annual inventory
- Reviews, files, records, processes and provides follow-up relative to distribution reports, purchase orders, supply invoices and goods accepted
- Initiates requisition forms for replacement of supplies as needed
- Checks data processing report on inventory against actual inventory count
- Performs other related duties as required

MINIMUM QUALIFICATIONS

1. Four years of experience in warehouse work involving stock control and inventory maintenance responsibilities and including one year in a supervisory lead capacity.

OR

Five (5) years in the aircraft maintenance industry. Including at least two (2) years in a leadership role.

2. FAA Airframe and/or Powerplant (A&P) certification.
3. Experience with aircraft maintenance operations and applicable FAA regulations
4. Proficient at reading blueprints, schematics and equipment operations manuals.
5. Experience repairing and maintaining aviation equipment
6. LICENSE: Possession of a valid Class B Commercial California operator's license and a copy of current driving record issued by the Department of Motor Vehicles. (Must be insurable under the Peralta Community College District's current insurance policy.)
7. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal Aviation Regulations – FAR 147, 65, 43.
- tools and equipment used in aircraft maintenance
- warehouse procedures, requisitions, purchase orders, invoices, and delivery documents and the use and meaning of each
- supplies associated with and used by various campuses and offices
- methods used in receiving, storing, issuing and keeping records of supplies and equipment
- safety procedures involved in lifting and transporting of heavy supplies and equipment

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- heavy vehicle operations and California Vehicular Code
- computers, barcoding scanners, and electronic mail
- basic principles of training and supervision
- wide range of commodities stored by the District, including specialized stores, equipment and tools
- supplies associated with and used by various campuses and offices
- principles of supervision and training; principles of record maintenance
- purchasing principles and procedures

- Ability to:
 - follow oral and written directions and to keep simple records
 - perform clerical work in receipt of shipping of supplies and equipment
 - apply appropriate safety practices in the performance of heavy manual labor
 - operate a delivery truck and other warehouse equipment safely; assemble and repair equipment
 - establish and maintain cooperative relationships with those contacted in the working environment
 - maintain accurate inventory and clerical records
 - operate a computer
 - supervise commodity receipt, storage, distribution and record keeping functions for the District Warehouse
 - maintain records; write brief reports
 - supervise, plan the work of, and train subordinates
 - maintain stock control program and records
 - operate a computer; analyze situations accurately and adopt effective courses of action
 - maintain accurate inventory and clerical records
 - supervise commodity receipt, storage, distribution and record keeping functions for the District Warehouse

ENVIRONMENTAL DEMANDS

- Occasional work performed in wet conditions
- Occasional work performed alone, in confined spaces and at elevated heights
- Constant use of moving equipment
- Constant use of motor vehicle on public highways and on campus property
- Constant work performed around people

MENTAL REQUIREMENTS

- Must be able to communicate in English (speaking, writing, and reading) at a level to safely and effectively perform the essential functions of the Warehouse series.

PHYSICAL REQUIREMENTS

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- Occasional sitting, kneeling, body twisting, and climbing of ladders
- Occasional pulling up to 100 lbs.
- Occasional work performed at rapid pace
- Occasional use of tactile (sense of touch) and visual acuity (seeing distance)
- Frequent pushing up to 100 lbs.
- Frequent climbing of stairs
- Frequent use of balance
- Frequent carrying, stooping, squatting, and reaching, high, low, and level
- Frequent use of oral communication
- Frequent use of audio acuity (speech range)
- Constant standing and walking
- Constant lifting up to 100 lbs.
- Constant use of manual dexterity
- Constant use of audio acuity (all ranges)
- Constant use of visual acuity (reading and color vision)

TOOLS AND EQUIPMENT USED

- Occasional use of eye protection
- Frequent use of protection for the arms, hands, and fingers
- Constant use of protection for the head
- Occasional use of a forklift
- Occasional use of delivery trucks/vans
- Occasional use of pallet lift
- Frequent use of a computer
- Occasional use of a typewriter
- Occasional use of stencil cutting machine

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