

Specification for Class of

AVIATION MAINTENANCE MANAGER

Abolished Effective July 1, 2007

Definition: Develops and manages the aviation maintenance and repair program for the Washington State Patrol. Has responsibility for aircraft, equipment, and parts specifications development, purchase and contractual agreements, and departmental compliance to the Federal Aviation Administration regulations for safe maintenance for aircraft. Provides operational and maintenance training in aircraft systems for all Washington State Patrol pilots.

Distinguishing Characteristics: The Washington State Patrol provides security and air transportation to the Governor of the State of Washington, passenger air transportation to State, city, and county agencies, and air traffic and drug enforcement activities. This position is distinguished from other aviation positions in that a majority of time is spent managing the maintenance program for a fleet of aircraft utilized in these services, and the incumbent has final authority to ground aircraft.

Typical Work

Plans and schedules the maintenance of aircraft to ensure safe, rapid air transportation;

Develops aircraft specifications and confers with purchasing agents in the purchase of aircrafts; develops specifications for bid advertisements in purchasing section shop equipment and aircraft parts; responsible for quality control;

Inspects aircraft in accordance with Federal Aviation Administration and manufacturer requirement; prepares documentation and maintenance files in compliance to regulations; performs repairs if necessary;

Develops budget projections for aircraft maintenance and expansion; monitors biennial allotments and expenditures;

Supervises aircraft mechanics, scheduling work, conducting job evaluations, counseling and discipline;

Determines subordinates' training, develops training plans, and conducts training to ensure maintenance of expertise on current aircraft system developments;

Departmental liaison with Federal agencies regarding aircraft maintenance, inspections, equipment;

Responsible for the manuals, log books, parts books, inventory system to be current and in compliance with regulations;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: principles and practices of management, cost analysis, budget; aircraft maintenance; Federal regulations for aircraft safety, repairs, maintenance, and documentation; principles of effective supervision; specification development; purchasing procedures; departmental policies and regulations.

Ability to: plan, direct, and coordinate the aircraft maintenance program for agency; inspect, diagnose trouble, adjust, maintain, and repair aircraft; write and communicate clearly, concisely, and informatively.

Minimum Qualifications

A Bachelor's degree in business or public administration or related field.

AND

Five years of experience as a journey-level aircraft mechanic of which two years must be in a supervisory capacity, and completion of multi-fan jet factory airframe and engine school. Must possess a current FAA Airframe and Power Plant License with current FAA inspection authorization.

Additional qualifying experience will substitute, year for year, for education

New class: 11-13-89

Revised minimum qualifications: 5-13-91