

## AVIATION MAINTENANCE MECHANIC / INSTRUCTOR

### SECTION I - Background Information:

DEPARTMENT: Aviation Technology / Aviation Maintenance Technology

DIVISION: Instruction

CLASSIFICATION TITLE: Exempt (12 month contract)

SCHEDULED WORK HOURS: Varies

TOTAL SCHEDULED HOURS PER WEEK: 40

CAMPUS LOCATION: Rangely

TITLE OF SUPERVISOR: Aviation Technology Program Director

SICK LEAVE: 10 hours/mo

ANNUAL LEAVE: 15 hours/mo

### SECTION II - Summary of Major Functions:

The major functions of this position are to complete all inspections and perform all scheduled and unscheduled maintenance of all aircraft in the Aviation Technology Program, as well as, to teach in the Aviation Technology Program or Aviation Maintenance Program.

### SECTION III - Primary duties:

1. Perform, all required tasks required to insure that the college aircraft are properly cleaned, maintained and repaired.
2. Teach in the Aviation Technology or Aviation Maintenance Technology Programs. Develop course syllabi and select course materials. Maintain class records on college platforms.
3. Coordinate aircraft maintenance requirements and schedules with Aviation Technology Program Director.
4. Participate in long range planning activities of the Aviation Technology and Aviation Maintenance Department.
5. Prepare and administer the maintenance budget for the Aviation Technology Program Director.
6. Submit a preventive maintenance program and preventative controlled maintenance plan to the Aviation Technology Program Director.
7. Initiate, receive/review, and process work orders for completion.
8. Maintain records as required by the Federal Aviation Administration for efficient operations.
9. Order supplies and repair parts for proper maintenance of college aircraft.
10. Schedule major maintenance on all aircraft in accordance to applicable Federal Aviation Regulations including annual inspections, engine overhauls, and propeller overhauls.

11. Coordinate with services companies to conduct repairs to CNCC's aircraft and their systems including transponder checks, ELT checks, and pilot-static checks.

12. Train CNCC employees in safety and notification requirements in regards to Hazmat and other safety concerns.
13. Train employees in logbook requirements. Monitor and maintain proper logbook entries in accordance to applicable Federal Aviation Regulations.
14. Maintain professional and collaborative conduct with college personnel and students.
15. Perform other duties as assigned by the Program Director or the Dean of Instruction, Rangely Campus.

#### SECTION IV - Secondary duties:

1. Maintain up-to-date inventory of cleaning supplies, tools and equipment, and aircraft parts.

#### SECTION V - Important & essential knowledge, skills & abilities:

1. Thorough understanding of aircraft maintenance procedures and practices, and FAA policies and procedures.
2. Production maintenance scheduling.
3. Budget planning.
4. Inventory Control.
5. Ability to teach Maintenance classes and Pilot Systems classes.
6. Ability to ensure aircraft fleet is maintained in accordance to FAR part 91 and FAR part 43.
7. Ensure shop and ground equipment is maintained.
8. Ability to communicate effectively with fellow workers, supervisors, students, and security personnel.

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SECTION VI - Degrees, Licenses, Certificates or Registrations:
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Minimum or Required:  
Driver's License - State of Colorado  
Associates degree or equivalent experience in an appropriate Aeronautical Field  
Minimum five (3) years' experience in aircraft maintenance.  
An Airframe and Power plant (A and P) certificate with an Inspector Authorization (IA)  
Obtain and maintain a CTE Teaching Credential for the state of Colorado.

Preferred:  
Appropriate Bachelor's degree  
Teaching Experience at an institution of higher learning  
At least five (5) years of industry experience in line oriented maintenance

SECTION VII - Equipment/Machine Operation:
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Knowledge of the following equipment/machines is necessary in the performance of the duties of this position.

Minimum or Required:  
Truck  
Car  
Forklifts  
Hand tools  
Welding machines  
Cutting Torch  
Grinder  
Power tools  
Tractor  
Aircraft Pre-heater

SUPERVISES THE FOLLOWING POSITIONS: Mechanics. Work study students
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DATE OF UPDATE: 08/10/2016
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PERSON CURRENTLY HOLDING POSITION: Vacant
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