

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Aviation Maintenance Manager

DEPARTMENT: Instruction / CTE Rangely Division – Rangely Campus

REPORTS TO: Director of the Aviation Technology Program

SUPERVISES: Aviation Mechanic & Work-study students

FLSA: FACULTY _____ APT X COACH _____

DOCUMENT STATUS: New/Date: _____ Revision # 3 Date: 9/22/2021

TRAVEL: N/A

SICK LEAVE: 10 hours per month **ANNUAL LEAVE:** 15 hours per month

COLLEGE-WIDE _____ **CAMPUS:** X **RANGELY** ___ **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

This position will be responsible for the following: Direct and manage the Aviation Technology fleet maintenance schedules of aircraft in an FAA Part 141 instruction flight line, ensure and manage completion of scheduled and unscheduled maintenance for a fleet of aircraft used in the Aviation Technology Program, work with the Aviation Program Director to maintain inventory, order approved parts, and provide general assistance with all aspects of an aviation maintenance shop. Please note - This is a working manager position. The Aviation Maintenance Manager is expected to do maintenance labor and perform managerial duties.

PRIMARY DUTIES:

- Perform maintenance, preventative maintenance, and troubleshooting, on all aircraft in accordance to applicable Federal Aviation Administration (FAA) Regulations.
- Perform inspections, component removal and replacement for all aircraft systems including avionics.
- Ensure that all college aircraft are properly cleaned, maintained and repaired.
- Coordinate aircraft maintenance schedules with the Aviation Program Director and additional maintenance facilities if required.
- Order and manage supplies and repair parts needed for proper maintenance of college aircraft.
- Maintain accurate records, including logbook entries, as required by the FAA.

- Maintain an up-to-date inventory of cleaning supplies, tools and equipment and aircraft parts.
- Work with and continue building working relationships with external maintenance providers.
- Perform other duties as assigned by the Aviation Technology Program Director.

MINIMUM/ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. Education and Training:

Minimum or Required:

- High school graduate or GED
- An Airframe and Power Plant (A&P) certificate
- Cessna Factory School certification
- Minimum 5 years Cessna single experience

Preferred:

- Associate or Bachelor's Degree from an accredited college
- Inspector Authorization (IA)
- Ten (10) years of experience in aircraft maintenance
- Previous leadership role with proven track record.

2. Licensure/Certification:

Minimum or Required:

- Valid driver's license
- Five (5) years A&P license without violation

3. Other:

- Thorough understanding of aircraft maintenance procedures and practices and FAA policies and procedures
- Ability to ensure aircraft fleet is maintained in accordance to FAR part 91 and FAR part 43
- Able to work multiple shifts as required by flight schedule, to include nights, weekends, and holidays
- Ability to communicate effectively with supervisors, colleagues and students
- Computer - Proficient with MS windows 10, MS Excel, MS word
- Ability to pass drug screen and background checks

EQUIPMENT/MACHINE OPERATION:

Knowledge of the following equipment/machines is necessary in the performance of the duties of this position:

1. Minimum or Required:

- Must supply own basic hand tools as required for maintaining general aviation aircraft
- Operating hydraulic mules, electrical power carts and associated support equipment as required

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

(less than 1/2 hour per day)

O = Occasionally

(1/2 - 2.5 hours per day)

F = Frequently

(2.5 - 5.5 hours per day)

C = Continually

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot			X			
Climbing			X			
Balancing			X			
Reaching Overhead		X	X			
Reaching Extension					X	
Manual Dexterity					X	
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person		X				
Talking on Telephone		X				
Hearing in Person			X			
Hearing on Telephone		X				
Vision for close work				X		
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)					X	
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)				X		
Operation of equipment, tools, vehicles					X	
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____