

## JOB DESCRIPTION

Woodland Aviation  
Woodland, California  
Job ID: Aircraft Maintenance Supervisor  
Position Type: Full Time – Exempt Status

### **Aircraft Maintenance Supervisor**

#### **Job Summary:**

**Your primary responsibility** in this position is to supervise all aspects and staff performing aircraft maintenance ensuring all work is scheduled and performed with quality in a productive, safe, and efficient manner verifying aircraft are safe for flight when finished.

Must have above average leadership, verbal communication and interpersonal skills. Must be a motivated self-starter and able to work without close supervision in a high stress maintenance environment under strict timelines. While performing your primary responsibility, you will ensure compliance to the Woodland Aviation Repair Station Manual and all FAA maintenance regulations and requirements. You will provide leadership and supervise aircraft maintenance staff, which includes reviewing employee performance, addressing personnel issues, generating and follow up on assignments, setting priorities and ensuring the group is working in a productive manner with quality while maintaining a clean, organized and safe work area in the hangar. You are responsible for organization of tools and equipment used to service and repair aircraft.

**Prior to start of work you will lead a daily production meeting lasting approximately 15 minutes. A meeting requiring more time should be scheduled independent of the daily production meeting. During this production meeting, you will:**

- Review and discuss quality and shop performance from the previous day including swing shift.
- Review shop safety procedures with a focus on any specific activities for the day.
- Review the day's schedule, assign work to properly trained and qualified personnel, and set priorities.
- Upon arrival of swing shift staff, you will repeat the process in preparation for the swing shift.

**As Aircraft Maintenance Supervisor at Woodland Aviation you will:**

- Work with and support the Director of Maintenance and Service Writer in estimation of required hours and updates of work.
- Assist Director of Maintenance with identification of training requirements for assigned personnel.
- Train and assist assigned personnel in proper work procedures and practices.

- Ensure assigned personnel have proper training and records for the assigned work.
- Ensure technicians complete work transfer documentation between work shifts to ensure continuity of work.
- Responsible for maintenance production and to coordinate and support all other departments of the Company.
- Provide direct customer support / interface duties when requested.
- Provide / manage daily technical direction as required for technicians on work assignments.
- Supervise and follow up on work in progress, outside services, and incoming parts. Track lead times and turn-around times in order to meet or adjust schedules.
- Read and interpret manufacturers' maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.
- Provide guidance and instruction to team members concerning technical orders, checklists, and hazardous materials.
- Ensure availability of materials, anticipating requirements and reordering.
- Assist in aircraft / equipment movement.
- Participate in aircraft evaluations / inspections and recommend necessary troubleshooting steps.
- Support and mentor new employees.
- Maintain the service hangar in a clean and orderly manner.
- Ensure technicians and shop personnel are observing the safety precautions relevant to the functions for which they are utilized.
- Ensure articles receive proper handling, preservation, and storage during the maintenance process.
- Ensure non-conforming articles are properly identified and segregated from serviceable articles.
- Ensure that maintenance activity is properly documented on work orders in Corridor and associated quality documentation and binders.
- Assure the proper handling of all parts while in the repair process and when work is completed.
- Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required.
- Perform other qualified duties as assigned.

**As Aircraft Maintenance Supervisor at Woodland Aviation you will have the ability and skills as an A&P Mechanic to train and support the following activities:**

- Perform maintenance, preventive maintenance, inspections, repairs, and alterations on company and customer aircraft.
- Meet deadlines and benchmarks.
- Inspect, repair, and overhaul aircraft to ensure airworthiness by performing the following duties. Repairs, replaces, and inspects aircraft structures and functional components including rigging, surface controls, plumbing, and hydraulics.
- Read and interpret manufacturers' maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.
- Examine engines and propeller systems for normal operation and makes adjustments as required. Tests engine operation to locate source of malfunction. Replaces or repairs worn or damaged components such as alternators, magnetos, propellers, ignition systems, fuel systems, etc.
- Possess necessary skills to remove engine from aircraft if needed. Inspects parts for wear, warping, or other defects.
- Adjust, repair, or replaces electrical wiring system and aircraft accessories. Perform miscellaneous duties such as aircraft servicing to include changing crankcase, oil filter, cleaning screens, lubricating moving parts, and checking brakes.
- Must be able to read, interpret and work from engineering drawings, blueprints, production illustrations and other specifications to determine the identity, location and relationship of aircraft parts

**Reporting Structure:**

You report to the Director of Maintenance

**Hours:**

This is an Exempt position. Our standard business hours are Monday through Friday 8:00 AM to 5:00 PM. First shift starts at 7:00 AM (Monday through Friday) and swing shift starts at 12:30 PM and ends at 11:00 PM (Monday through Thursday) and overlaps with the first shift. The normal mechanic work day for day shift is 7:00 A.M. to 3:30 P.M. These shifts and hours are subject to change.

**Education / Training / Experience Required:**

- Valid FAA Airframe and Power Plant License.
- 5 years or more experience in an aircraft maintenance environment.
- Minimum of 2 years' supervision experience in aviation.

- High School diploma or equivalent.
- Must be able to read, write and communicate proficiently in English, be skilled in use of computers and the ability to type / enter data efficiently.
- Knowledge and skill using on line maintenance manuals and looking up parts and components.
- Skills with Microsoft products.
- Experience with Continuum Corridor a plus.
- Experience with Turbo Prop line and phase inspections a plus.

**Working Conditions:**

Professional work attire is provided and required for this position due to safety along with the nature of clientele and expectations in corporate and private aviation. Occasionally you may be required to work in unpleasant weather or conditions. You are expected to work under time constraints to maintain schedules and to keep from inconveniencing customers.

**Position Requirements:**

- Complete all work order paperwork related to tasks performed with detailed documentation in accordance with Federal Aviation Regulations and company practices in a timely and professional manner.
- Responsible for safe and standard maintenance practices associated with FAA repair station.
- Work efficiently and safely to meet deadlines and schedules..
- Occasionally lift or pull objects weighing more than 75 pounds.
- Work in awkward positions such as on ladders and lifts.
- Must be able to crouch, crawl, grasp, or handle objects, use finger dexterity, bend elbow / knee and reach above / below shoulders.
- Must be able to routinely climb / descend stairs.
- Follow all security and safety requirements and wear appropriate personal protection equipment.
- Understand and have knowledge of fueling and towing of aircraft.
- Must possess a valid California driver's license and clean driving record.
- Must be able to work a flexible schedule and holidays if required.

**Knowledge, Skills, and Abilities**

- Ability to perform basic and complex maintenance tasks.
- Understanding of FAR's and regulations pertaining to aircraft maintenance.
- Ability to establish priorities, work independently, and proceed with objectives in an efficient manner.
- Ability to handle and resolve technical issues and problems.
- Maintain all required knowledge, skills and abilities.

END OF JOB DESCRIPTION