

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: AIRCRAFT MAINTENANCE TECHNICIAN

Reports To: Designated Supervisor

UW Job Code: 6200

UW Job Family: 62 - Crafts/Trades

SOC Code: 49-3011

FLSA: Non-exempt

Pay Grade: 23

Date: 11-20-02 (revised 7-1-04; 7-1-08; 10-11-13)

JOB PURPOSE:

Perform maintenance, troubleshooting, repair, overhaul, testing, and general preventive maintenance on University research and transportation aircraft; participate in extensive aircraft modifications and installation activities for research operations; purchase aircraft equipment, parts, and supplies; and assist in maintaining spare parts and ground support inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform maintenance, troubleshooting, repair, overhaul, testing, and general preventive maintenance on University research and transportation aircraft.
- Participate in extensive aircraft modifications and installation activities for research operations.
- Purchase aircraft equipment, parts, and supplies, as directed.
- Assist in maintaining spare parts and ground support inventory.
- Refuel aircraft, move aircraft in/out of hangar, clean aircraft, and assist in pre-flight checks.
- Assist with routine maintenance.

SUPPLEMENTAL FUNCTIONS:

- Meet arriving and dispatch departing aircraft.
- Assist passengers and crew in appropriate manner.
- Assist with cleaning and maintaining hangar and office areas.

COMPETENCIES:

- Technical/Professional Knowledge
- Quality Orientation
- Safety Awareness
- Independence

- Consistency
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **5 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Federal Aviation Administration Airframe license**
- **Federal Aviation Administration Power Plant Mechanic's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Aircraft and aircraft engine repair and maintenance operations and procedures.
- Federal Aviation Administration rules and regulations.
- Twin turbine-powered aircraft engine and equipment.
- Mechanical and electronic equipment and systems installation, testing and repair methods, techniques and applications.
- Safety rules, regulations and procedures applicable to trade.

Skills and Abilities to:

- Operate specialized tools, equipment and systems specific to aircraft and aircraft engine maintenance.
- Read blueprints, drawings and schematics.
- Work in confined spaces.
- Utilize hand/eye coordination.
- Utilize manual dexterity.
- Use time management skills for meeting deadlines.
- Use computer and software applications such as Windows operating system with Microsoft applications (Word, Excel, Outlook, etc.).
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Standard aircraft hangar environment; regularly exposed to dirt, dust, noise, fumes, odors, confined spaces and poor lighting; subject to fire, mechanical and chemical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.