

POSITION DESCRIPTION

TITLE: Maintenance Superintendent

REPORTS TO: Sortie Generation Division Manager

WORK EXPERIENCE: Twelve (12) Years Aviation Maintenance Experience. 5 Years Leadership and Management Experience. Must be able to obtain a US government security clearance. US Citizen or proper immigration status.

EDUCATION/TRAINING: Associates of Applied Science or equivalent experience.

FSLA Status: Exempt

REQUIREMENTS: Must be able to obtain Secret Security Clearance. US Citizen or proper immigration status. Five (5) years of leadership and management experience.

Skills and Characteristics:

Excellent attention to detail. Well-developed interpersonal and communication skills that promotes and fosters a team culture. Possess extraordinary organizational skills, and communication skills both written and verbal. Team player.

Physical Requirements:

Must be able to lift up to 50 pounds. Must meet company fitness for duty requirements.

RESPONSIBILITIES:

Position Summary: Manages and leads personnel conducting flight line and other organizational level maintenance. Directly responsible and accountable for the quality of maintenance performed by BFS personnel. Enforces compliance with all applicable published guidance. Controls and directs the organizational maintenance effort on aircraft and equipment assigned to BFS. Responsible to develop, coordinate and execute monthly and weekly flying and maintenance plans. Responsible for developing and keeping aircraft generation sequence current and directs aircraft generation flow.

Essential Duties and Responsibilities:

- Directs the maintenance effort using available resources. Identifies resource requirements and aggressively pursues solutions to any shortfalls. Manages the maintenance production effort by assigning priorities, assigning tasks to specific individuals and monitoring progress to meet the flying and maintenance schedules.
- Provides leadership and management to guide employees for safe and compliant maintenance actions. Actively monitors all flight line activity and ensures personnel are qualified to perform tasks assigned. Responsible to identify and correct training deficiencies and employee progression. Provides follow-up to ensure compliance with published guidance.
- Investigates and reports incidents, accidents and non-compliance events.
- Reviews and verifies corrective maintenance actions for all repeat and recur discrepancies.
- Performs Impound Official responsibilities.
- Enforces strict adherence to technical data and management procedures.
- Ensures aircraft and equipment maintenance documentation is complete and accurate on

maintenance forms and automated systems such as the USAF Integrated Maintenance Data System (IMDS). Identifies and corrects any documentation errors and provides training and guidance for employees that create the errors.

- Understands aircraft status and inventory reporting as covered in AFI 21-103, and applicable supplements. Reports daily aircraft and equipment status. Ensures aircraft status is accurately reflected in both the maintenance forms and automated systems.
- Authorizes and directs all cannibalization (CANN) actions. Coordinates CANN actions with the USAF Maintenance Operations Control Center (MOCC) and USAF supply.
- Keeps MOCC informed of the maintenance effort and coordinates with MOCC and other units for support.
- Prepares for and attends and/or conducts daily maintenance meetings.
- Familiar with specific disaster control duties and responsibilities, and AFI 32-4001, Disaster Preparedness Planning and Operations, and unit operations order (OPORD) pertaining to movement of aircraft, support equipment, and evacuation of flight line personnel. Maintains a current copy of the on-base disaster map with cordon overlay and appropriate check sheets outlining duties during disaster exercises.
- Aggressively works not-mission capable (NMC) aircraft. Verifies and approves MICAP conditions.
- Thoroughly familiar with the Crashed, Damaged, or Disabled Aircraft Repair (CDDAR) program and understands local procedures designed to protect personnel and prevent further damage to aircraft, equipment, and other resources.
- Ensures all aircraft are safe for flight and signs the Exceptional Release (ER) IAW TO 00-20-1.
- Reviews maintenance forms, aircraft records, automated maintenance data systems, and historical reports to ensure complete and accurate documentation. Responsible to ensure 100 percent maintenance data accuracy.
- Enters data into aircraft forms and Integrated Maintenance Data System (IMDS) and ensures it is complete and accurate.
- Ensure material, product and software deficiency reports are submitted in a timely manner.
- Weight and Balance Certified/Qualified.
- May be required to perform Site Manager Duties while deployed.
- Performs other duties as assigned.