



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 8424

AIRCRAFT MAINTENANCE COORDINATOR
DEPARTMENT OF TRANSPORTATION

GRADE J

SCOPE OF WORK:

Work involves overseeing aircraft maintenance for the Department of Transportation.

DUTIES PERFORMED:

- Determine and schedule maintenance on aircraft.
- Oversee and consult on repairs including inspecting and verifying completion and documentation of work.
- Administer maintenance contracts including reviewing invoices for correct billing and ensure repairs are done properly and in compliance with Federal Aviation Administration (FAA) regulations.
- Ensuring completeness and accuracy of aircraft logbooks and maintenance entries according to FAA regulations.
- Update and monitor maintenance scheduling software program and generate reports regarding maintenance activities.
- Review maintenance source documentation, aircraft inspection records, notes regarding discrepancies or trends; initiate appropriate action; maintain records of maintenance.
- Assist with flight assessment for troubleshooting maintenance problems.
- Maintain compliance with all applicable federal government, civilian regulation, and manufacturers' requirements as it relates to the maintenance and modification of the aircraft.
- Assist in aircraft preflight inspections, ground handling, fueling, and minor preflight and post flight repairs.
- Act as a liaison with the FAA in the maintenance area.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a Federal Aviation Administration (FAA) Aircraft and Power Plant (A & P) certification, Federal Aviation Administration (FAA) Mechanics certification, and three years of experience in aircraft maintenance that included the oversight of aircraft maintenance.

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Eff. Date: 09/08

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