



JOB DESCRIPTIONS

APRIL 28, 2014 THROUGH APRIL 28, 2019



**Army Fleet Support
Communications**

FORT RUCKER, ALABAMA

AND

**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS**

AFL-CIO

LOCAL LODGE NO. 2003



Jobs • Security • Prosperity

TABLE OF CONTENTS

GENERAL REQUIREMENTS OF ALL CLASSIFICATIONS 3

ADMINISTRATIVE SPECIALIST 4

AIRCRAFT ARMAMENT TECHNICIAN..... 6

AIRCRAFT COMPONENT CLEANER 7

AIRCRAFT COMPONENT PLATER..... 8

AIRCRAFT ENGINE SHOP MECHANIC 9

AIRCRAFT HYDRAULIC SHOP MECHANIC 10

AIRCRAFT MECHANIC 11

AIRCRAFT MONITOR 13

AIRCRAFT OVERHAUL/HEAVY STRUCTURAL MECHANIC 14

AIRCRAFT REFINISHING SPECIALIST 15

AIRCRAFT SCHEDULER 16

AIRCRAFT STRUCTURAL MECHANIC 17

AIRCRAFT TECHNICAL/NDT INSPECTOR..... 18

AIRCRAFT WELDER 20

ARMAMENT, AVIONICS, ELECTRICAL, AND INSTRUMENT TECHNICIAN..... 21

AVIATION LIFE SUPPORT EQUIPMENT (ALSE) TECHNICIAN 23

AVIONICS, ELECTRICAL, AND INSTRUMENT MECHANIC 25

BUS DRIVER 27

ELECTRONIC INSTRUMENTATION LABORATORY TECHNICIAN 28

FABRIC AND UPHOLSTERY MECHANIC 30

FLIGHT ENGINEER..... 31

FLIGHT MECHANIC 32

FLIGHT OPERATIONS SPECIALIST 33

FUEL AND MUNITIONS SPECIALIST..... 35

JANITOR..... 36

LEADER..... 37

MACHINIST 39

MAINTENANCE OPERATIONS CENTER CLERK – AIR FORCE..... 40

MAINTENANCE TEST PILOT..... 42

MATERIEL CLERK 44

MATERIEL INSPECTOR 46

MATERIEL SPECIALIST 47

MESSENGER 49

PERSONNEL SPECIALIST 50

L3 Army Fleet Support – Fort Rucker, Alabama – Job Descriptions – April 2014

PLANT AND FACILITIES MECHANIC52
PRODUCTION CONTROL CLERK.....53
PRODUCTION CONTROL SPECIALIST55
QUALITY DEFICIENCY REPORTS (QDR) TECHNICIAN.....57
RECORDS SPECIALIST59
SERVICE ATTENDANT61
TECHNICAL PUBLICATIONS TECHNICIAN.....62
TEST CELL TECHNICIAN64
WEIGHT AND BALANCE TECHNICIAN.....65
WELDER.....66
X-RAY/NDT TECHNICIAN.....67

GENERAL REQUIREMENTS OF ALL CLASSIFICATIONS

OTHER DUTIES:

1. Operates motor vehicles, machines and special purpose equipment as required by the job assignment.
2. Performs prescribed cleaning, preservation and operator maintenance on vehicles, tools and equipment. Performs housekeeping duties in immediate work area.
3. Ensures that tools and equipment used by the employee in the classification are properly calibrated.
4. When selected, attends schools and classes, which are designated by the Company for employees in the assigned classification.
5. Uses approved methods and publications in the performance of the assigned job.
6. Performs the duties of lower classified employees within the line of progression when assigned.
7. May be allowed to occasionally perform those assignments of employees holding the next higher classification in the line of progression in order to qualify for promotion except for Aircraft Mechanic to Aircraft Technical/NDT Inspector.
8. Completes and maintains records and reports as required by job assignment.
9. Demonstrates job procedures and assists in the on-the-job training (OJT) of employees within the classification as required.
10. Performs imaging technology (scanning and other related) functions as required by the job assignment.
11. Disposes of hazardous materials related to job assignment.
12. Performs duties using automated equipment and software utilized in the functional assignment.
13. May remove and reinstall cowlings, panels and fairings necessary to gain access to work within his classification.
14. When assigned to the flight line, provide customer support during launch and recovery and aircraft security as required.

LANGUAGE SKILLS:

1. Read, write, speak and understand English.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate. This requirement is waived for employees with seniority dates prior to May 3, 1999.

PHYSICAL REQUIREMENTS:

1. Must be physically able to perform duties and responsibilities of the classification.
2. Must be able to work with required materials without debilitating irritation to skin, eyes or respiratory system while wearing the required personal protective equipment.

OTHER REQUIREMENTS:

1. Must have a valid state driver's license when required by job assignment.
2. Must obtain a valid government driver's license when required by job assignment.
3. Must obtain a valid commercial driver's license (CDL) to include hazardous material endorsement when required by job assignment.
4. Must obtain the level of Industrial Security Clearance required by the Government.

ADMINISTRATIVE SPECIALIST

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs administrative and clerical duties to include, but not limited to, document preparation, compilation and input of essential data, personnel services, filing, and significant office administration with little or no supervision. Use company/government computer based systems and/or new technology to complete job functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs routine office duties such as preparation and maintenance of office files, read and initial files, answering telephones, sorting and distributing mail, receiving visitors, issuing visitor badges, ordering office supplies and forms. Maintain appointment calendars, schedules meetings and coordinate with Headquarters, Human Resources, ACLC and other government personnel.
2. Prepares and types internal/external memorandums and other correspondence as required. Prepare slide presentations, flip charts and organization charts. Update/maintain the publication portal on the intranet. Creates, post and maintain forms on the forms portal. Maintain and post information on bulletin boards.
3. Provide assistance to employees in completing/processing Personnel, Finance and Accounting and other forms pertaining to employee records and benefits, including annual insurance enrollment forms, worker's compensation forms, medical and disability insurance forms. Assist employees with pay issues, and filing pay and personnel status complaints. Assist employees with establishing email accounts, AKO accounts and processing CAC cards.
4. Maintain database of employees assigned to the field location. Prepare manpower reports and forms for temporary and permanent personnel moves. Input personnel status change requests and new hire information in the database. Submit requests for personnel changes. Maintain employee performance appraisal evaluations. Process and maintain grievance and disciplinary action files.
5. Maintain/report monthly copier readings and reports. Assist with industrial property account accuracy. Submit ITS hardware requests and network access request. Make and issue TDY packets and maintain TDY records and reports. Submit travel requests and coordinate reservations and special arrangements.
6. Input and track facilities engineering work requests. Coordinate with facilities department for work and repairs needed at the facility. Prepares postings/signs for fire exit plans and emergency notification.
7. Assigns and maintains monthly discrepancy logs and Quality Assurance Surveillance Program. Prepares and maintains Corrective Action Reports and Preventive Action Reports. Inputs and maintains Non-Destructive Inspection documentation, medical screenings, qualifications and inspector stamps for quality personnel. Inputs and maintains Unit Level Logistics System-Aviation (Enhanced)(ULLS-A(E)), Major Maintenance Events (MMEs), User Personal Information, PIDs, and Roles. Accumulates daily data, and prepares monthly activity reports and Audit Monthly Roll Up.

ADMINISTRATIVE SPECIALIST (CONTINUED)

8. Input accident notification in the database and type estimated repair appraisal for damaged aircraft. Submit AMTRACKS, TAMMS and TASK reports to AMCOM. Maintain Suspected Out Of Tolerance (SOOT) reports and submit Out of tolerance investigation form (777's) for investigative responses.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assumes full responsibility against divulging material or pertinent information relating to individual employees or information pertinent to matters of security or departmental policy.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. One year clerical experience. One (1) year clerical training can be substituted for one (1) year clerical experience.
3. Must be able to keyboard accurately at 50 words per minute on a computer.
4. Must possess personal computer and data processing literacy, spreadsheet development and use, and word processing skills.

OTHER REQUIREMENTS:

1. Ability to work with others to effect a solution to ordinary situations/problems.
2. Must demonstrate skills in administrative and clerical duties to include filing, preparing memos, letters, and other communications, performing mathematical calculations and maintaining suspense files, logs, and other records.
3. Must be able to interpret written instructions, manuals, and directives.
4. Must be able to follow written and oral instructions.

AIRCRAFT ARMAMENT TECHNICIAN

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs major troubleshooting, removal, replacement, cleaning, repair, modification, and overhaul of aircraft weapons and weapon systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reads, interprets, and complies with weapon systems maintenance procedures, manuals, specifications, directives, guides, and forms used on the job.
2. Performs inspections, major troubleshooting, repairs, functional checks, modifications, overhauls, removal, replacement, rework, and maintenance and preservation of weapons and weapon systems.
3. Works with standard test equipment in the accomplishment of functional job assignment.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs functional checks of aircraft armament and armament systems using appropriate guides, procedures, and instructions.
2. Obtain aircraft run-up authorization, when required.
3. Participates in aerial flight, when required (requires a Class III flight physical).
4. Demonstrates weapon systems maintenance procedures and assists in the training of employees assigned Aircraft Armament Technician work.
5. Operates aircraft towing equipment in aircraft towing operations.
6. Removes and replaces electromechanical components in the weapons systems (limited to cannon plugs or multi-wires with dissimilar connectors), to perform armament system troubleshooting and repairs.
7. Works with other classifications to complete boresighting operations.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Demonstrate a thorough knowledge of aircraft weapons, weapon systems, and component parts or two(2) years experience as a Fuel and Munitions Specialist.

AIRCRAFT COMPONENT CLEANER

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs aircraft parts, tools, and equipment cleaning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reads and interprets records, reports, and technical manuals used to describe service inspection and cleaning of aircraft parts, tools, and equipment.
2. Mixes necessary solutions and performs cleaning operations including, but not limited to ultrasonic and steam cleaning, glass beading, laser, sand blasting, plastic media blasting, paint stripping, hot and cold water, or by other approved methods.
3. Performs aircraft parts, tools, and equipment cleaning using de-greasing solvents.
4. Removes paint and corrosion from aircraft parts, tools and equipment using approved methods including plastic media blasting.

OTHER DUTIES AND RESPONSIBILITIES:

1. May work under the general guidance of other bargaining unit employees.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent General Education Development (GED) certificate.
2. One-year experience in a janitor, service attendant or other cleaning occupation, or possess a general knowledge of cleaning processes.

OTHER REQUIREMENTS:

1. Must have a thorough knowledge of hazardous material/waste handling and disposal.
2. Must be able to write and read, interpret written instructions, manuals, and directives, and follow oral instructions.

AIRCRAFT COMPONENT PLATER

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Cleans and applies corrosion prevention treatments, electrodeposited coatings, and chemical surface treatments to aircraft parts and special tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reads and interprets Technical Manuals, technical drawings, blueprints, and other written or oral instructions used to coat and/or provide corrosion prevention for aircraft repair parts and special tools.
2. Safe operation of electroplating equipment, chemical mixing and testing equipment, and high pressure cleaning and blasting equipment.
3. Maintains calibration records and keeps assigned Test Measuring Diagnostic Equipment (TMDE) within current calibrations.
4. Performs and records operator maintenance on all assigned tools and equipment.

OTHER DUTIES AND RESPONSIBILITIES:

1. Determines priority of work to be accomplished by using Company provided reports.
2. Orders and maintains authorized stocks of repair parts and other supplies necessary to accomplish job tasks. Maintains supply economy and discipline.
3. Identifies and works with ferrous and non-ferrous metals, alloys and other materials common to aircraft repair.
4. Mixes chemicals used in chemical and plating treatment applied to aircraft parts.
5. Coordinates with the safety department to insure that all hazardous material and waste storage, disposal, and treatments are carried out in accordance with current EPA, ADEM, and OSHA regulations.
6. Coordinates with engineering and environmental compliance personnel in the development of new plating and chemical treatment procedures.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. One (1) year experience in electroplating or other chemical treatments.

OTHER REQUIREMENTS:

1. Must have good working knowledge of aircraft parts cleaning, corrosion control, and plating processes.
2. Must have basic knowledge of AC/DC electricity and electrolysis.
3. Must achieve and maintain certification in Defense Hazardous Material and Waste Handling.
4. Must achieve and maintain certifications required for electroplating and other treatments as required.
5. Must demonstrate knowledge of general chemical operations and HAZMAT procedures.

AIRCRAFT ENGINE SHOP MECHANIC

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Services, inspects, troubleshoots, repairs, modifies, and overhauls aircraft engines and engine systems within the engine shop or on test beds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs routine aircraft engine maintenance functions.
2. Performs in-shop operational checks on engine components.
3. May remove and replace components in the electromechanical system when such components are part of the engine undergoing evaluation, maintenance, or repair.
4. Maintains aircraft fuel, oil and systems on the engine.
5. Performs in-shop preventive maintenance inspections on aircraft engines, engine components and shop equipment.
6. Performs troubleshooting, repair, overhaul, modifications, corrosion control and preservation of aircraft engines, aircraft engine systems and turbine APU/GPU engines. Overhauls aircraft engine components and sub-components.
7. Performs preventive maintenance inspections on all assigned ground support equipment, performs functional checks, inspections, troubleshooting, minor repairs, modifications and preservation of shop support equipment, special tools and accessories.

OTHER DUTIES AND RESPONSIBILITIES:

1. Removes/installs aircraft components and engines on test stands.
2. Performs in-house calibration of common and special tools as requiring calibration before use (CBU).
3. Performs related record maintenance including: completing appropriate forms, condition tags and parts change slips in accordance with technical publications, Company procedure manuals and other written and oral directives, signs-off own work accomplished.
4. Uses blueprints, schematics, technical drawings and manufacturers' drawings and sketches in the performance of assigned duties. Estimates materials needed.
5. Performs touch-up spot painting.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent – General Educational Development Certificate. (GED).
2. FAA Powerplant License or two (2) years experience in internal heavy repair of turbine engines.

OTHER REQUIREMENTS:

1. May be required to perform Maintenance Operational Checks (MOCs) on a test cell or while assisting a test cell technician.
2. Must demonstrate an operational knowledge of aircraft engine systems, engines, and component parts.
3. Must have knowledge of the proper use of hand tools and special tools in aircraft engine maintenance.
4. Must be able to read and write, and interpret and comply with aircraft maintenance procedures, manuals, specifications, directives, guides and forms used on the job.

AIRCRAFT HYDRAULIC SHOP MECHANIC

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Services, inspects, troubleshoots, repairs, tests, modifies and overhauls aircraft hydraulic, electro-hydraulic and pneudraulic system components and sub-components.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs routine hydraulic, electro-hydraulic, pneudraulic maintenance functions.
2. Performs operational checks on hydraulic/electro hydraulic/pneudraulic components and sub-components.
3. May remove and install and connect leads on transducers, electro-actuators, pumps, solenoids, and valves.
4. Must be able to read and write, and interpret and comply with aircraft maintenance procedures, manuals, specifications, and directives, guides and forms used on the job.
5. Performs troubleshooting, repair, modifications, corrosion control and preservation of aircraft hydraulic components and sub-components. Overhauls aircraft hydraulic components and sub-components.
6. Performs preventive maintenance inspections on all assigned shop equipment. Performs functional checks, inspections, troubleshooting, repairs, modifications, overhaul, and preservation of aircraft hydraulic equipment, special tools and accessories.

OTHER DUTIES AND RESPONSIBILITIES:

1. Removes/installs aircraft hydraulic components on test stands and test equipment.
2. Makes appropriate record entries and signs-off own work accomplished.
3. Performs in-house CBU calibration of common and special tools as required.
4. Performs related record maintenance including: completing appropriate forms, condition tags and parts change slips in accordance with technical publications, Company procedure manuals and other written and oral directives.
5. Uses blueprints, schematics, technical drawings and manufacturer's drawings and sketches in the performance of assigned duties. Estimates materials needed.
6. Performs touch-up spot painting.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent – General Educational Development (GED) Certificate.
2. FAA Airframe License or two (2) years experience in aircraft hydraulic component repair/overhaul, classified as an Aircraft Mechanic or have previously held the Aircraft Mechanic classification.

OTHER REQUIREMENTS:

1. May be required to perform Maintenance Operational Checks (MOCs) on hydraulic components within shop.
2. Must demonstrate an operational knowledge of aircraft hydraulic systems and component parts.
3. Must have knowledge of the proper use of hand and automated tools in hydraulic maintenance.
4. Must be able to read, write, and interpret and comply with aircraft maintenance procedures, manuals, specifications, and directives, guides and forms used on the job.

AIRCRAFT MECHANIC

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Services, inspects, troubleshoots, repairs, modifies and overhauls aircraft and aircraft systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs routine aircraft maintenance functions.
2. Performs operational checks on lighting equipment, such as: navigation lights search and landing lights, anti-collision lights and replaces bulbs.
3. May remove and install electrical connections that are fool proof, one-wire or cannon plug type.
4. Removes and installs starter and main generators.
5. Must demonstrate an operational knowledge of aircraft, aircraft systems, engines and component parts.
6. Operates aircraft towing equipment in towing operations.
7. Recovers disable aircraft.
8. Maintains aircraft fuel, oil and hydraulic systems.
9. Must have knowledge of the proper use of hand tools in aircraft maintenance.
10. Must be able to read and write, and interpret and comply with aircraft maintenance procedures, manuals, specifications, and directives, guides and forms used on the job.
11. Performs preventive maintenance inspections on aircraft and aircraft systems and subsystems.
12. Performs troubleshooting, repair, modifications, corrosion control and preservation of aircraft and aircraft systems and aircraft sub-systems, including fuel, oil and pneudraulic systems. Overhauls aircraft components and sub-components.
13. Services ground support equipment. Performs preventive maintenance inspections on all ground support equipment. Performs functional checks, inspections, troubleshooting, repairs, modifications, overhaul, paint and preservation of ground support equipment, special tools and accessories.

OTHER DUTIES AND RESPONSIBILITIES:

1. Removes/installs aircraft components and engines on test stands and engine test cells.
2. Makes appropriate logbook entries and signs-off own work accomplished.
3. Performs aircraft functional checks including, but not limited to, aircraft and engine run-up and taxi.
4. May be required to accompany aircraft in flight.
5. Performs in-house calibration of common and special tools as required.
6. Performs related record maintenance including: completing appropriate log book forms, condition tags and parts change slips in accordance with technical publications, Company procedures manuals and other written and oral directives.
7. Uses blueprints, schematics, technical drawings and manufacturers' drawings and sketches in the performance of assigned duties. Estimates materials needed.
8. Replaces aircraft batteries.
9. Performs non-aerosol (brush) touch-up spot painting.

AIRCRAFT MECHANIC (CONTINUED)

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent - General Educational Development (GED) certificate.
2. FAA Airframe and Powerplant (A&P) certificate and one(1) year aircraft maintenance or 30 months of rotary wing aircraft maintenance experience.

OTHER REQUIREMENTS:

1. May be required to perform Maintenance Operational Checks (MOCs) and run-up aircraft when required by job assignment.

CLASSIFICATION DISTINCTIONS WHEN ASSIGNED TO THE AIR FORCE PROJECT:

1. Completes maintenance documentation accurately using Integrated Maintenance Data System (IMDS) and required forms, as required by job assignment.
2. Must show proficiency in the use of IMDS within 90 days after assignment.
3. Directs incoming and outgoing aircraft to assist pilot's maneuvering of aircraft, using visual hand or light signals.
4. Must have one year (within the past three years) aircraft maintenance experience on any rotary wing aircraft.

AIRCRAFT MONITOR

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Observes downed or crashed damaged aircraft. Discourages unauthorized personnel from crash site. Deters vandalism and tampering. Performs normal housekeeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains physical observation of crashed damaged and downed aircraft until relieved by proper authority.
2. Discourages unauthorized personnel from being at the immediate scene of an aircraft accident site without the use of force to allow the crash rescue crew to work without interference.
3. Deters vandalism or unauthorized tampering with military aircraft and equipment.
4. Assures crash scene is not disturbed by unauthorized personnel.
5. Operates motor vehicles and portable communications equipment.
6. Flies frequently as a non-crew member aboard military aircraft to and from downed aircraft or downed aircraft sites.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assists in aircraft towing operation.
2. Reads road maps in performance of duties.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.

OTHER REQUIREMENTS:

1. Must obtain the level of Industrial Security Clearance required by the Government

AIRCRAFT OVERHAUL/HEAVY STRUCTURAL MECHANIC

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Repairs, fabricates, replaces, and rebuilds aircraft structures associated with major airframe modifications and aircraft overhaul.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Repairs and fabricates aircraft and aircraft repair parts and/or special tools.
2. Performs heavy/major sheet metal repairs/component replacement associated with aircraft modifications and overhaul in accordance with manufacturer and customer specifications.
3. Performs sheet metal repairs such as windshield, window and engine deck replacement, landing gear repair, honeycomb repair, main and tail rotor blade repair and other structural repair as assigned.
4. Performs flat panel layout, sheet metal fabrication and composite panel repairs to include insert installation and core replacement after proper surface preparation and treatment.
5. Reads and interprets Technical orders/manuals, technical drawings, blue prints and other written or oral instructions.
6. Performs operation of the following, but not limited to; aircraft fixtures and jigs, shop equipment, drills, drill press, grinders, metal cutting tools and equipment, metal bending tools and equipment and vacuum/heat bonding pads and equipment. .

OTHER DUTIES AND RESPONSIBILITIES:

1. Interfaces with other personnel regarding repair or fabrication processes.
2. Estimates man-hours and materials required to repair or fabricate aircraft repair parts or special tools.
3. Determines, by using Company provided reports, priority of work to be accomplished.
4. Orders and maintains authorized stocks of repair parts and common hardware and other supplies necessary to accomplish job tasks. Maintains supply economy and discipline.
5. Assists in aircraft towing operations.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent-General Educational Development (GED) certificate.
2. Minimum (4) years experience as an aircraft structural mechanic.
3. A valid FAA Airframe (A) Certificate is preferred, but not required.

OTHER REQUIREMENTS:

1. Must be able to identify and work with ferrous and/or non-ferrous metals, alloys, composites, and other materials common to aircraft repair.
2. Must be able to determine and use mathematical equations, metallurgical tables and charts and other data used in the repair and fabrication process.
3. Must pass a written examination and hands-on skills assessment prior to assignment

AIRCRAFT REFINISHING SPECIALIST

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Coats surfaces of aircraft and aircraft parts with paint, lacquer, epoxy, resin or other material. Removes old paint from aircraft using Plastic Media Blasting (PMB), sandpaper and scraping. Paints insignia, letters or numerals on aircraft using stencils.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Refinishing of aircraft, aircraft parts and/or special tools.
2. Read and interpret Technical Manuals, technical drawings and other written or oral instructions.
3. Safe operation of the following shop equipment:
 - a. Compressors.
 - b. Paint spraying equipment.
 - c. High-pressure cleaning and blasting equipment (PMB).
4. Maintains hazardous material and waste records in shop.
5. Must be able to safely mix chemicals used in corrosion control and refinishing processes.

OTHER DUTIES AND RESPONSIBILITIES:

1. Interface with other personnel regarding refinishing requirements.
2. Estimates man-hours and materials required to refinish aircraft and aircraft components.
3. Determines, by using Company provided reports, priority of work to be accomplished.
4. Orders and maintains authorized stocks of repair parts and common hardware and other supplies necessary to accomplish job tasks. Maintains supply economy and discipline.
5. Performs and records operator maintenance on all assigned tools and equipment.
6. Assists in aircraft towing operations.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Must possess a valid FAA Airframe (A) certificate or have a knowledge of and demonstrate ability to select, mix, blend and apply paints, dopes, varnishes, sealants and other finishing materials used on aircraft surfaces and component parts or three (3) years experience in aircraft industry painting operations.

OTHER REQUIREMENTS:

1. Must have good working knowledge of aircraft parts cleaning, corrosion control and refinishing processes.
2. Must have an understanding and working knowledge of hazardous material (HAZMAT) handling and disposal as related to the job assignment.

AIRCRAFT SCHEDULER

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Plans and schedules available aircraft in support of the U. S. Army Aviation School's aircraft requirements by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reviews aircraft requirements and availability, production, and maintenance conditions; and selects assignment of aircraft for flight.
2. Coordinates with flight and Company departments to ensure that specific requirements are known and that aircraft are scheduled in accordance with policies or procedures.
3. Determines priority of need for aircraft, and coordinates with appropriate departments/personnel for assignment of priority for work.
4. Prepares schedules and distributes to flight departments and other agencies according to job assignment.
5. Inputs required data in automated computer systems in accordance with government publications and Company procedures as required by functional assignment.

OTHER DUTIES AND RESPONSIBILITIES:

1. Prepares and maintains office files.
2. Performs routine office duties such as answering telephones, sorting mail, receiving visitors, ordering office supplies, etc.
3. Prepares and types records, reports, and correspondence in the performance of functional assignments, assuring correct spelling, format, punctuation, etc.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate plus two (2) years experience in a lower rated classification in the same line of progression. Specialist technical or other formal training may be substituted in part for the experience requirement.
2. Must demonstrate ability to accurately keyboard at 30 words per minute on a computer.

OTHER REQUIREMENTS:

1. Must have a thorough knowledge of technical publications, policies, or procedures pertaining to aircraft maintenance operations, and must be able to read and interpret them for own use.
2. Must be able to maintain composure and perform duties satisfactorily during short periods of peak activity.
3. Must possess effective verbal and written communication skills.
4. Must demonstrate skills in administrative and clerical duties to include filing, preparing aircraft scheduling memos, performing mathematical calculations pertaining to this classification, and maintaining suspense systems, logs, and other records.

AIRCRAFT STRUCTURAL MECHANIC

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Repairs, replaces, and rebuilds aircraft structures. Fabricates aircraft repair parts and special tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Repairs and fabricates aircraft and aircraft repair parts and/or special tools.
2. Performs sheet metal repair such as windshield, window and engine deck replacement, landing gear repair, honeycomb repair, main and tail rotor blade repair and other structural repair as assigned.
3. Reads and interprets Technical orders/manuals, technical drawings, blue prints and other written or oral instructions.
4. Performs operation of the following, but not limited to; shop equipment, drills, drill press, grinders, metal cutting tools and equipment, and metal bending tools and equipment.

OTHER DUTIES AND RESPONSIBILITIES:

1. Interfaces with other personnel regarding repair or fabrication processes.
2. Estimates man-hours and materials required to repair or fabricate aircraft repair parts or special tools.
3. Determines, by using Company provided reports, priority of work to be accomplished.
4. Orders and maintains authorized stocks of repair parts and common hardware and other supplies necessary to accomplish job tasks. Maintains supply economy and discipline.
5. Assists in aircraft towing operations.
6. Performs touch-up spot painting on area of repair.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent-General Educational Development (GED) certificate.
2. Must have two (2) years experience in aircraft sheet metal work. Training or experience in general sheet metal work may be substituted for aircraft sheet metal experience.
3. A valid FAA Airframe (A) certificate is preferred but not required.

OTHER REQUIREMENTS:

1. Must be able to identify and work with ferrous and/or non-ferrous metals, alloys and other materials common to aircraft repair.
2. Must be able to determine and use mathematical equations, metallurgical tables and charts and other data used in the repair and fabrication process.
3. Must pass a written examination and hands-on skills assessment prior to assignment.

CLASSIFICATION DISTINCTIONS WHEN ASSIGNED TO THE AIR FORCE PROJECT:

1. Completes maintenance documentation accurately using Integrated Maintenance Data System (IMDS) and required forms, as required by job assignment.
2. Must show proficiency in the use of IMDS within 90 days after assignment.

AIRCRAFT TECHNICAL/NDT INSPECTOR

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Responsible for final quality of aircraft, aircraft component, component repair and overhaul. Responsible for procedural compliance of Company and Army or Air Force directives and standards. Inspects Company areas for housekeeping, safety, and environmental regulatory compliance. Performs technical inspections of aircraft, vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs quality technical inspection of vehicles, equipment, aircraft, aircraft components, parts, repairs, and systems (including avionics, electrical, instrument and armament) as required by functional assignment.
2. Performs quality and safety inspections of on-site equipment and tools used in aircraft maintenance, vehicles, and equipment.
3. Performs in-progress and final quality technical inspections during maintenance, repair, modification, rework, and overhaul of aircraft, aircraft components, and component parts.
4. Inspects job procedural forms and maintenance forms used in the performance of aircraft maintenance, vehicle and equipment maintenance to assure compliance with approved methods and procedures.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs non-destructive testing (NDT) in accordance with Company requirements.
2. Performs special technical inspections on aircraft, aircraft components, and component parts as required.
3. Provides technical guidance, instructions, and interpretation of written instructions and procedures to lower classified employees as required to assure acceptable quality work and flight line services.
4. Assists in preparation, processing, and answering of Quality Deficiency Reports (QDRs).
5. Assists in aircraft accident investigations, and assists Company Safety Officers when required. Prepares estimated cost of damage reports as required.
6. May perform X-ray technician functions in the absence of the X-ray technician.

EDUCATION AND EXPERIENCE:

1. Must have a minimum of three (3) years experience as an Aircraft Mechanic/Leader and an FAA Airframe and Powerplant (A&P) license.
2. High school diploma or equivalent--General Educational Development (GED) certificate.
3. Must have a minimum of one (1) year experience and completed OJT on the specific model aircraft that they will be assigned to.

OTHER REQUIREMENTS:

1. Must demonstrate the ability to use, with accuracy, all measuring, test, and diagnostic equipment (TMDE) normally associated with aircraft maintenance operations.
2. Must demonstrate a thorough knowledge of aircraft, aircraft systems, components and engines, aircraft metals and structures, and acceptable maintenance and repair practices.
3. Must be able to perform non-destructive testing (NDT) processes as assigned, conditional to Company requirements for certification.
4. May be assigned to provide on the job training (OJT) to newly assigned Inspectors, when required.

AIRCRAFT TECHNICAL/NDT INSPECTOR (CONTINUED)

CLASSIFICATION DISTINCTION WHEN ASSIGNED TO THE AIR FORCE PROJECT:

1. Completes maintenance documentation accurately using Integrated Maintenance Data System (IMDS) and required forms, as required by job assignment.
2. Must show proficiency in the use of IMDS within 90 days after assignment.
3. Must have five(5) years aircraft maintenance experience on any H-1 aircraft which shall be documented in personnel and/or training records.

AIRCRAFT WELDER

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Repairs aircraft parts. Fabricates aircraft repair parts and special tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Repairs or fabricates aircraft repair parts and/or special tools.
2. Reads and interprets Technical Manuals, technical drawings, blueprints, sketches and other written or oral instructions used to repair, fabricate and manufacture aircraft repair parts and special tools.
3. Safe operations of the following shop equipment:
 - a. All welding equipment including heli-arc welding machines and ox-acetylene welding equipment as well as metal cutting equipment.
 - b. Drill press
 - c. Grinders
 - d. Metal cutting tools and equipment
4. Interfaces with other personnel regarding repair or fabrication processes.
5. Estimates man-hours and materials required to repair or fabricate aircraft repair parts or special tools.
6. Determines, by using Company provided reports, priority of work to be accomplished.
7. Orders and maintains authorized stocks of repair parts and other supplies necessary to accomplish job tasks. Maintains supply economy and discipline.
8. Maintains calibration records and keeps assigned Test Measuring Diagnostic Equipment (TMDE) within current calibrations.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.

OTHER REQUIREMENTS:

1. Must possess a current Class "A" Welder and/or Welding Operator Certification Authorization as issued by the Company in accordance with DOD MIL Spec MIL-T-5021D or latest revision.
2. Must be able to identify and work with ferrous and non-ferrous metals, alloys and other materials common to aircraft repair.
3. Must be able to determine and use mathematical equations, metallurgical tables and charts and other data used in the repair and fabrication process.
4. Must have a thorough understanding of all welding processes used in aircraft repair.

ARMAMENT, AVIONICS, ELECTRICAL, AND INSTRUMENT TECHNICIAN

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs inspections, checks, troubleshooting, repair, overhaul, maintenance and preservation of avionics and similar equipment. Performs calibration of tools and equipment. Performs boresighting operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must be able to work with and maintain standard and non-standard test equipment, instruments, meters, and gauges used in troubleshooting, repair, and overhaul of aircraft armament, avionics, electrical, instrument systems, and replaces and performs operational checks of bulbs.
2. Performs inspection, functional check, troubleshooting, modification, repair, overhaul, and maintenance and preservation of avionics, radio, electromechanical, radar, navigation, autopilot, automatic stabilization, instrument, ASE equipment, photo and armament systems, components, and parts.
3. Works with design, test, and development personnel in adapting new armament, avionics, electrical, and instrumentation designs to aircraft installations; and fabricates/assembles the needed wires, panels, and test and recording devices to accomplish the assigned job.
4. Performs in-house calibration requirements of tools and equipment used by employees in this and lower classifications.
5. May be required to participate in aerial flights.
6. Performs boresighting operations that require both mechanical and electrical adjustments. This classification will work with the classification of Aircraft Armament Technician in accomplishing the boresighting operation. When boresighting operations require only mechanical adjustments, i.e., when there are no electrical testing or adjustments in the boresighting operation, the Aircraft Armament Technician will be assigned to perform the boresighting operation.
7. Replaces aircraft batteries.

OTHER DUTIES AND RESPONSIBILITIES:

1. Must be able to write, read, and understand and work with blueprints, schematic and engineering drawings, sketches, wiring diagrams, printed circuits and cards, manufacturer's specifications, maintenance manuals, and other reference sources used in avionics, radio, instrument, radar, navigation systems, autopilot, automatic stabilization, photography, armament, and electromechanical fabrication, maintenance, repair, and overhaul.
2. May be required to obtain aircraft run-up authorization.
3. Completes and maintains records and reports as functional assignments require.
4. Operates aircraft towing equipment in aircraft towing operations.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Must be a graduate of a recognized school (civilian or military) for aircraft electronics/avionics maintenance, repair and overhaul, or 2 years avionics, aircraft electrical systems, or aircraft, or aircraft armament electrical system experience may be substituted.

ARMAMENT, AVIONICS, ELECTRICAL, AND INSTRUMENT TECHNICIAN (CONTINUED)

OTHER REQUIREMENTS:

1. Must have a broad knowledge of AC/DC electricity, electromechanical components, radio and electronics (state-of-the-art) including radar and navigation, autopilot/automatic stabilization, and armament systems as used in aircraft.
2. Must have a knowledge of, and ability to apply, shop mathematics in the performance of the job.

AVIATION LIFE SUPPORT EQUIPMENT (ALSE) TECHNICIAN

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Repairs, modifies fits, maintains, and inspects all items of life support equipment and instructs personnel in the concepts of Aviation Life Support Equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. May be required to adjust and/or operate Aviation Life Support Equipment in flight.
2. Uses and evaluates new Aviation Life Support Equipment.
3. Performs major and minor repairs, modifications, maintenance and inspection of all items of life support equipment in shop and flight line environments with minimal supervision, using various types of state of the art diagnostic testers, sewing equipment and specialty tools.
4. Fits flight helmets, oxygen masks, parachute harnesses, survival vests, Air Warrior and other items of equipment to assigned military and contractor crewmembers. This may include specialized flying helmets with sophisticated helmet mounted devices associated with a specific weapon system.
5. Provides ALSE briefings to customers, employees and crewmembers.
6. Conducts aircrew life support Continuation training classes IAW applicable manuals and regulations.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs general administrative and technical duties that include serving as a point of contact for supply and calibration actions involving Aviation Life Support Equipment. Knowledge of and ability to utilize automated ALSE tracking systems, to enter, modify, retrieve and or delete ALSE inspection data and requirements.
2. Evaluates prototype ALSE during developmental stage.
3. Operates test equipment in the maintenance and inspection of ALSE.
4. Performs precision soldering on various items associated with specific communication protection devices, and helmet mounted devices.
5. Instructs aircrew personnel in the operation, use and operator maintenance of ALSE.
6. Instructs non-air crew personnel and civilians required to participate in regular and frequent flights on emergency procedures and proper operation and use of ALSE.
7. Must be able to interpret Army, Air Force, Navy and commercial technical publications.
8. Performs sensitive items inventory and prepares status reports.
9. May be required to provide mentoring and task specific training to new hires/cross trained personnel as directed by the supervisor.
10. Must be able to forecast material requirements/repair parts as necessary to accomplish mission, while maintaining supply economy and discipline.
11. Maintains hazardous materials and waste records in facility.
12. Performs quality and safety inspections of on-site equipment.

AVIATION LIFE SUPPORT EQUIPMENT (ALSE) TECHNICIAN (CONTINUED)

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Must be a graduate of the U.S. Air Force, U.S. Navy, U.S. Army or other Aviation Life Support Equipment (ALSE) course of instruction. Current AFS employees who meet the education and experience requirements in #1, #3, and #5 may be provided the course of instruction at no cost to the employee. Failure to successfully complete the course will disqualify the employee for this job classification.
3. Must have a minimum of three (3) years experience in aviation safety related field or an aircraft maintenance field, or possess a FAA A&P, license, if not a graduate of one of the schools listed in #2.
4. Must be able to use sketches, electrical diagrams, technical specifications and drawings in accomplishing work.
5. All applicants must be able to pass an ALSE pre-employment competency evaluation. (Written and practical).
6. Must possess communication skills necessary for platform instruction and ability to follow lesson plans/instructor guides.
7. All applicants must be able to acquire and maintain an industrial security clearance at the Secret level.

OTHER REQUIREMENTS:

1. May occasionally assist other classifications in the inspection, fabrication and repair of ALSE requiring sheet metal or fabric modification.
2. Should be proficient in use of Microsoft Office applications such as Word, Excel, and PowerPoint, and other applications as required.
3. May be called on to assist in aircraft accident investigations and assist company safety officer as required.
4. Typical physical demands or activities include climbing, standing, bending, stooping, pushing, kneeling, reaching and walking. May be required to lift objects whose weight normally will not exceed 50 pounds. Special vision abilities required to perform this job are close vision, peripheral vision, color vision, depth perception and the ability to adjust and focus.

AVIONICS, ELECTRICAL, AND INSTRUMENT MECHANIC

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs inspections, checks, troubleshooting, repair, overhaul, maintenance and preservation of avionics and similar equipment. Performs calibration of tools and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must be able to work with and maintain standard and non-standard test equipment, instruments, meters, and gauges used in troubleshooting, repair, and overhaul of aircraft avionics, electrical, instrument systems, replaces and performs operational checks on bulbs.
2. Performs inspection, functional check, troubleshooting, modification, repair, overhaul, maintenance and preservation of avionics, radio, electromechanical radar, navigation, autopilot automatic stabilization, instrument, ASE and photo systems, components, and parts, and adjustments required during compass swings.
3. Works with design, test and development personnel in adapting new avionics, electrical and instrumentation designs to aircraft installations and fabricates/assembles the needed wires, panels, and test and recording devices to accomplish the assigned job.
4. Performs in-house calibration requirements of tools and equipment used by employees in this and lower classifications.
5. May be required to participate in aerial flights.
6. Replaces aircraft batteries.

OTHER DUTIES AND RESPONSIBILITIES:

1. Must be able to read, write, speak and understand English. Must be able to read, understand and work with blueprints, schematic and engineering drawings, sketches, wiring diagrams, printed circuits and cards, manufacturer's specifications, maintenance manuals, and other reference sources used in avionics, radio, instrument, radar, navigation systems, autopilot, automatic stabilization, photography, electromechanical fabrication, maintenance, repair, and overhaul.
2. Completes and maintains records and reports as functional assignments require.
3. Operates aircraft towing equipment in aircraft towing operations.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent-General Educational Development (GED) certificate.
2. Must be a graduate of a recognized school (civilian or military) for aircraft electronics/avionics maintenance repair and overhaul, or 2 years avionics, or aircraft electrical systems experience may be substituted.

OTHER REQUIREMENTS:

1. Must have a broad knowledge of AC/DC electricity, electromechanical components, and radio and electronics (state-of-the-art), including radar and navigation and autopilot/automatic stabilization systems used in aircraft.
2. Must have the knowledge of, and ability to apply, shop mathematics in the performance of the job.
3. May be required to obtain aircraft run-up authorizations.
4. Must have knowledge of aircraft technical orders and publications and have the ability to read, interpret, follow and comprehend schematic diagrams, drawings, charts, technical orders and publications.
5. Must have a working knowledge of computers to input and extract data.

AVIONICS, ELECTRICAL, AND INSTRUMENT MECHANIC (CONTINUED)

CLASSIFICATION DISTINCTION WHEN ASSIGNED TO THE AIR FORCE PROJECT:

1. Completes maintenance documentation accurately using Integrated Maintenance Data System (IMDS) and required forms, as required by job assignment.
2. Must show proficiency in the use of IMDS within 90 days after assignment.

BUS DRIVER

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs Bus Driving and Other Duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Drives a passenger bus as required.
2. Performs passenger bus pre-trip inspection and refueling as required.
3. When bus driving duties are not required, perform duties as a service attendant as listed below.
4. Reads and interprets records and reports and technical manuals used to describe service, inspection and cleaning of aircraft, aircraft parts, vehicles, tools, facilities and other equipment.
5. Mixes necessary solutions and performs cleaning operations including, but not limited to, dusting, sweeping, mopping, vacuuming, ultrasonic and steam cleaning, glass beading, sand blasting, plastic media blasting, paint stripping, cleaning with hot and cold water or by other approved methods.
6. Performs aircraft washing and cleaning using provided equipment. Performs aircraft parts cleaning using de-greasing solvents.
7. Performs aircraft parts paint and corrosion removal using approved methods including plastic media blasting.
8. Assists in aircraft towing operations.

OTHER DUTIES AND RESPONSIBILITIES:

1. May work under the general guidance of an Aircraft Mechanic, Aircraft Structural Mechanic, Aircraft Refinishing Specialist or Avionics Technician/Mechanic.
2. Performs janitorial and housekeeping duties as assigned.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent General Education Development (GED) certificate or prior experience in this occupation or possess general knowledge in cleaning procedures, compounds, and solutions.

OTHER REQUIREMENTS:

1. Must have a thorough knowledge of hazardous material/waste handling and disposal.
2. Must be able to write and read, to interpret written instructions, manuals, and directives, and to follow oral instructions for the accomplishment of job assignments.
3. Must have a valid and current Commercial Drivers License (CDL) with Bus Driver Endorsement.

ELECTRONIC INSTRUMENTATION LABORATORY TECHNICIAN

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Fabricates, tests and uses measurement systems in support of aeronautical mechanical, electronics and engineering concepts, components and test and measuring systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Uses practical electronics, mechanical, and aeronautical engineering concepts to fabricate test and measurement systems.
2. Advises on application, use and arrangement of equipment such as digital and analog tape recorders, oscillographics, elemeters, and direct reading devices to record data on the functions, environmental circumstances, operation, capability, and limitations of aircraft and related equipment.
3. Verifies test and measurement requirements of projects and assemblies.
4. Tests, calibrates, installs and operates equipment to be used for data acquisition.
5. Resolves instrumentation limitations or unavailability by modifying existing equipment, fabricating test devices and related peripheral items needed using new test equipment and measuring devices.
6. Participates in aerial flight when required.
7. Must be able to read and understand blueprints and schematics. Must be able to solve problems relating to design, fabrication, troubleshooting, and repair of prototype systems, circuits and interact units.

OTHER DUTIES AND RESPONSIBILITIES:

1. Recommends test and measurement hardware designs, material and devices to assure performance and safety to conserve time, money and manpower.
2. Recommends the type, duration, and method of testing needed for particular projects based on the availability of equipment, specifications, or established criteria.
3. Assists in aircraft towing operations.
4. Uses and evaluates new equipment.
5. Performs general administrative and technical duties that include serving as a point of contact for supply and calibration actions involving laboratory equipment and instrumentation.
6. Assists in reduction/processing of flight test data when required, by operating and making adjustments to tape recorders, PCM decoders, word selectors, digital computers, digital fast transform analyzers and similar equipment.
7. Develops new configurations and methods for packaging complex instrumentation systems for data gathering requirements under various climatic conditions.

ELECTRONIC INSTRUMENTATION LABORATORY TECHNICIAN (CONTINUED)

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Must be a graduate of an accredited technical school, college, or military school with advanced training in electronic theory, or have obtained an FCC license and demonstrated proficiency in electronic theory application.
3. Must have a minimum of three (3) year's experience in the aircraft maintenance field or possess a FAA A&P license.
4. Must have a thorough knowledge of highly complex electronic instrumentation equipment and electronic, mechanical, and aeronautical concepts.
5. Experience must include: installation, maintenance, and repair of range support instrumentation equipment/systems such as telemetry systems, microwave systems, position location systems, and meteorological instrumentation.

FABRIC AND UPHOLSTERY MECHANIC

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Fabricates repair parts, covers and special tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates industrial sewing machine.
2. Makes templates and patterns, measures and lays out materials used to fabricate or repair aircraft covers, aircraft seats, cushions and interior blankets. Repairs or fabricates vehicle seats and cushions and other related covers.
3. Reads and interprets Technical Manuals, technical drawings, blue prints and other written or oral instructions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Lays out and engraves aircraft component data plates and measuring devices used for special tools. Performs other engraving as required.
2. Estimates man-hours and materials required to repair or fabricate aircraft repair parts, covers and special tools.
3. Interfaces with other contractor personnel regarding repair or fabrication processes.
4. Determines, by using Company provided reports, priority of work to be accomplished.
5. Orders and maintains authorized stocks of repair parts and common hardware and other supplies necessary to accomplish job tasks. Maintain supply economy and discipline.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.

OTHER REQUIREMENTS:

1. Must be able to properly identify and work with common and special tools normally associated with aircraft refinishing and fabric work.
2. Must be able to determine and use measuring devices, mathematical equations and other data used in the fabrication process.
3. Must be able to fabricate and repair aircraft seat covers, seat cushions and other aircraft related items made of fabric and must be capable of performing upholstery work associated with aircraft interiors.
4. Must have an understanding and working knowledge of hazardous material (HAZMAT) handling and disposal.

FLIGHT ENGINEER

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Meets all requirements and performs all duties and responsibilities of an aircraft mechanic. Performs flight engineer duties in support of military pilots, and assists the maintenance test pilots consistent with established Company standards. Performs major trouble shooting duties consistent with established contract and government standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs as flight crew in flight or on the ground during day, night, and night vision goggles (NVG), Instrument Meteorological Conditions (IMC), and terrain operations. Performs in-flight observation, troubleshooting, adjustments, and repair consistent with current contract and government procedures.
2. Performs aircraft functional checks including, but not limited to, magnetic compass swing.
3. Uses, jigs, fixtures, tracking and balancing equipment, hoists, dollies, cranes, and special tools and test equipment necessary in the performance of functional assignment.
4. Performs all aircraft mechanic duties when not performing flight engineer duties.
5. Operates aircraft towing equipment in towing operations.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs APU run-ups.
2. Assists in student training, and training others to perform flight engineer duties.

PHYSICAL REQUIREMENTS:

1. Must hold a valid, current FAA or military Class III Medical Certificate, as prescribed by the Government.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent General Education Development (GED) certificate.
2. FAA airframe and powerplant license or two (2) years aircraft maintenance experience.
3. Aircraft mechanics currently working on the CH-47 aircraft will have first preference for flight engineer positions. If the position(s) are not filled in this manner, flight engineers will be selected from employees in the aircraft mechanic classification that have former experience as a CH-47 aircraft mechanic. If the position(s) are not filled in this manner, flight engineers will be selected from employees in the aircraft mechanic classification.
4. Should the contract require flight engineers on an aircraft type other than the CH-47, aircraft mechanics currently working on the respective aircraft will have first preference for flight engineer positions. If the position(s) are not filled in this manner, flight engineers will be selected from employees in the aircraft mechanic classification that have former experience as an aircraft mechanic in the respective aircraft. If the position(s) are not filled in this manner, flight engineers will be selected from employees in the aircraft mechanic classification.

OTHER REQUIREMENTS:

1. Must qualify and maintain currency in aircraft auxiliary power units (APUs).
2. Must demonstrate leadership qualities and have the ability to coordinate work requirements with other classifications to effect solutions to situations and problems.
3. Must pass a contractor or military evaluation initially and annually thereafter.
4. Must maintain night vision goggles (NVG) currency, when required.

FLIGHT MECHANIC

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Meets all requirements, and performs all duties and responsibilities of an Aircraft Mechanic. Performs in-flight duties and assists the Maintenance Test Pilots, consistent with established Army/Air Force and Company standards depending on assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs as flight crew as assigned or aboard aircraft in flight or on the ground during both day and night operations.
2. Performs in-flight observation, troubleshooting, adjustments, and repair consistent with current procedures.
3. Performs aircraft functional checks including, but not limited to, run-up and magnetic compass swings, when required.
4. Uses jigs, fixtures, tracking and balancing equipment, hoists, dollies, cranes, and special tools and test equipment necessary in the performance of functional assignment.
5. Performs all Aircraft Mechanic duties when not performing Flight Mechanic duties.
6. Operates aircraft towing equipment in towing operations.

PHYSICAL REQUIREMENTS:

1. Must hold a valid, current FAA or Military Class III Medical Certificate, as prescribed by the Government.

OTHER REQUIREMENTS:

1. Must qualify and maintain currency to perform Maintenance Operational Checks (MOCs) and run-ups when required.

CLASSIFICATION DISTINCTION WHEN ASSIGNED TO THE AIR FORCE PROJECT:

1. Completes maintenance documentation accurately using Integrated Maintenance Data System (IMDS) and required forms, as required by job assignment.
2. Must show proficiency in the use of IMDS within 90 days after assignment.
3. Must have one year (within the past three years) aircraft maintenance experience on any H-1 aircraft which shall be documented in personnel and/or training records.
4. May be required to provide on the job training (OJT) to newly assigned personnel, within the classification.

FLIGHT OPERATIONS SPECIALIST

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs administrative and clerical flight operations and flight following duties. Prepares, compiles, inputs, and maintains data. Performs routine clerical duties with little or no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs flight following duties for local, cross-country, test flight, recovery and training aircraft. Operates dispatch radio using proper flight following procedures.
2. Maintains and coordinates flight plans/logs/mission brief sheets with appropriate agencies. Monitors, with appropriate agencies, overdue flights and activates preaccident plan/emergency reporting procedures.
3. Accumulates data and prepares activity reports regarding hours expended in test flights, mission support flights, training, ground operations, maintenance operational checks, and recoveries by aircraft type.
4. Initiates requests for passenger and crewmember authorizations. Prepares and maintains files and records on APU and aircraft run-up requirements, renewals, and currency. Maintains flight time for aircraft crewmembers and non-crewmembers. Maintains aerial flight authorizations granted by the Government Flight Representative (GFR).
5. Compiles and inputs data into automated system. Prepares, types, and edits documents correcting errors in spelling, grammar, and punctuation. Assembles final product for review, authentication or other disposition.

OTHER DUTIES AND RESPONSIBILITIES:

1. Receives and distributes incoming flight operations publications/messages and coordinates actions or replies.
2. Maintains an Aircrew Information reading file and flight operations training records.
3. Assigns and maintains listing of radio call numbers.
4. Reviews manuals and procedures for accuracy and applicability, and submits necessary corrections for approval.
5. Coordinates and obtains approval and/or clarification for special authorizations and certifications.
6. Performs routine clerical and administrative duties, and other related duties as required.

EDUCATION AND EXPERIENCE:

1. Must have a high school education or equivalent General Educational Development (GED) certificate.
2. Must have two years administrative, clerical, or aircraft maintenance experience. Special technical, vocational or other formal flight operations training may be substituted in part for experience requirements.

FLIGHT OPERATIONS SPECIALIST (CONTINUED)

OTHER REQUIREMENTS:

1. Must demonstrate skills in administrative and clerical functions to include filing, preparation and maintenance of flight records, flight authorization requests, simple mathematical calculations, maintenance of flight suspense systems, logs and other records.
2. Must have excellent oral and written communication skills. Must be able to read, interpret, and follow written instructions, manuals, directives and oral instructions.
3. Must keyboard accurately at a rate of 30 words per minute on a computer. Must demonstrate proficiency in Microsoft Office Suite including spreadsheet, database, Outlook and Word Processing.
4. Must deal with the customer and contractor employees in a courteous and professional manner.

FUEL AND MUNITIONS SPECIALIST

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Services aircraft with fuel and ammunition, transports ammunition, and operates a variety of refueling and ammunition vehicles and equipment. Services, inspects and repairs ground support equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Transports ammunition to the assigned gunnery range from the Ammunition Supply Point, and returns ammunition at the completion of scheduled range periods. This includes, but is not limited to: inspecting the truck prior to loading, counting of ammunition, assisting in loading of the truck, receiving the load, and the filling out/signing all appropriate paperwork.
2. Loads/unloads trucks and crates/uncrates ammunition.
3. Loads/unloads, arms/de-arms aircraft.
4. Refuels aircraft utilizing the pantograph system. This includes, but is not limited to: pantograph flushing, nozzle changes and aircraft refueling.
5. When required, stands fireguard during aircraft refueling.
6. When required, assists in starting the aircraft at the range.
7. Performs those aircraft weapon system troubleshooting procedures and repairs, which can be accomplished at the range.
8. Removes nozzle and replaces nose seal only and reinstalls nozzle on pantograph.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assists Aircraft Mechanics in the performance of their duties at the range.
2. Operates aircraft towing equipment in the towing of aircraft.
3. Maintains physical observation of downed or crashed aircraft on the range until relieved by proper authority.
4. Performs preventive maintenance inspections on all ground support equipment. Performs functional checks, inspections, repairs, and preservation of ground support equipment, special tools and accessories at the range.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Must have 18 months aircraft maintenance experience, aircraft armament experience, or aircraft refueling experience.

OTHER REQUIREMENTS:

1. New hires must have a commercial driver's license (CDL). Reclassified employees must obtain a CDL within 90 days after entering this classification.
2. Must obtain the level of Industrial Security Clearance as required by the Government.

JANITOR

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs janitorial services and housekeeping on and in buildings, grounds, and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs prescribed housekeeping on buildings, grounds, and facilities to include sweeping, mopping, scrubbing, dusting, polishing, waxing, refuse removal, and grounds keeping.
2. Provides supplies and minor maintenance services including paper towel and toilet tissue replenishment, light bulb replacement, furniture moving and arrangement, and minor facilities repair.
3. Cleans windows, mirrors, glass partitions, and other glass surfaces of building interiors and exteriors.
4. Maintains inventory and orders supplies and equipment necessary for job accomplishment.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assists other classifications in repair to buildings, walks, and related mechanical equipment.

EDUCATION AND EXPERIENCE:

1. Must have prior experience in this occupation or possess general knowledge in cleaning procedures, compounds, and solutions.

OTHER REQUIREMENTS:

1. Must be able to write and read, to interpret written instructions, manuals, and directives, and to follow oral instructions for the accomplishment of job assignments.

LEADER

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Assigns, directs and monitors the work of employees to assure that established standards of safety, quality and production are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Same as classification(s) led.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs routine Leader functions:
2. Assigns and directs work performed by employees in an identified group within the functional classification. Monitors work in progress to see that established standards of safety, quality and production are met.
3. Reviews work order requirements and informs employees of the correct work order/charge number to be placed on the employees Pay and Labor (PAL) card. Assists employees in time and labor data collection as needed.
4. Must have a thorough working knowledge of all forms and records, including maintenance, supply or administrative, as required by job assignment. Insures that assigned employees have access and use proper technical data. Performs review of all forms and records for legibility and accuracy. Relates knowledge of aircraft forms and records and Company reports to other personnel.
5. Must have a functional knowledge of computers and the automated system when required by job assignment. Determines, by using Company provided reports, priority of work to be accomplished.
6. Must communicate effectively with management the status of the assigned work. Coordinates with other departments, sections, or units to assure that production objectives are efficiently and economically achieved.
7. Orders and maintains authorized stocks of repair parts, common hardware and/or other supplies necessary to accomplish job tasks when required by job assignment. Maintains supply economy and discipline.
8. Assists management in meeting overtime requirements by offering available overtime to employees within the crew and making the overtime roster available for employees to initial when they refuse overtime.
9. Responsible for the timely scheduling of calibration requirements of tools and equipment at higher level when required by job assignment.
10. Reviews manuals and procedures for accuracy and applicability and submits necessary corrections.

EDUCATION AND EXPERIENCE:

1. Must be qualified and have one (1) year experience in the classification assigned as Leader.
2. Employees in the Aircraft Mechanic Lead or Flight Mechanic Lead bonus pay job positions must have completed OJT or a minimum of one (1) year documentable experience on the specific aircraft model and design or four (4) years aircraft maintenance experience on the contract..

LEADER (CONTINUED)

OTHER REQUIREMENTS:

1. Must be capable of communicating in English verbally and in writing and be able to perform the administrative duties required.
2. Must be able to estimate materials needed for the job.
3. Must demonstrate leadership qualities and have the ability to assign and direct the work of assigned employees.
4. May be required to provide on the job training (OJT) to newly assigned personnel within the classification

CLASSIFICATION DISTINCTION WHEN ASSIGNED TO THE AIR FORCE PROJECT:

1. Completes maintenance documentation accurately using Integrated Maintenance Data System (IMDS) and required forms, as required by job assignment.
2. Must show proficiency in the use of IMDS within 90 days after assignment.
3. Aircraft Mechanic Leaders must have one (1) year aircraft maintenance experience on any H-1 aircraft which shall be documented in personnel and/or training records.

MACHINIST

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Repairs and fabricates aircraft parts and special tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Repairs and fabricates aircraft parts and special tools.
2. Reads and interprets Technical Manuals, technical drawings, blueprints, sketches and other written or oral instructions used to repair, fabricate and manufacture aircraft repair parts and special tools.
3. Safe operation of manual and automated computerized shop equipment including, but not limited to:
 - a. Metal working lathes
 - b. Drill press
 - c. Grinders
 - d. Metal cutting and bending tools and equipment including automated water-jet cutters.
 - e. Milling machines
 - f. Operates various computerized control boxes and various computer software in the operation of various pieces of machinery.
4. Estimates man-hours and materials required to repair or fabricate aircraft repair parts or special tools.

OTHER DUTIES AND RESPONSIBILITIES:

1. Interfaces with other personnel regarding repair or fabrication processes.
2. Determines, by using Company provided reports, priority of work to be accomplished.
3. Orders and maintains authorized stocks of repair parts and other supplies necessary to accomplish job tasks. Maintains supply economy and discipline.
4. Maintains calibration records and keeps assigned Test Measuring Diagnostic Equipment (TMDE) within current calibrations.
5. Performs and records operator maintenance on all assigned tools and equipment.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Three (3) years experience as a Machinist.
3. Graduate certificate of a recognized course of study for machinist or tool and die makers, or completion of a recognized apprenticeship program for machinist or tool and die makers may be substituted for experience.

OTHER REQUIREMENTS:

1. Must identify and work with ferrous and non-ferrous metals, alloys and other materials common to aircraft repair.
2. Must be able to determine and use mathematical equations, metallurgical tables and charts and other data used in the repair and fabrication processes.

MAINTENANCE OPERATIONS CENTER CLERK – AIR FORCE

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Coordinates and schedules maintenance activities throughout the maintenance operations and compiles and records production data in and from integrated Maintenance Data System (IMDS), aircraft forms, aircrew debriefing, and manual or automated aircraft status boards. Uses radios, telecommunications, and IMDS to monitor, coordinate and maintain status of the maintenance effort on all aircraft and equipment in an accurate and efficient manner. Assists in aircrew/pilot debriefing, and aircraft/equipment movement and flight line foreign object damage (FOD) prevention walks. Inputs pay and labor (PAL) information, as required. Works for the Maintenance Operations Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Accumulates, prepares, posts, records and maintains rosters, forms, graphs, charts, reports, and related aircraft data. Edits documents and assures accuracy and completeness. Completes maintenance documentation accurately using CAMS/IMDS and required forms, as required by job assignment.
2. Monitors, coordinates and reports 23rd FTS flying data and AFS maintenance activities and aircraft, aerospace ground equipment (AGE), and vehicle status.
3. Coordinates and monitors the physical movement of aircraft, aerospace vehicle refueling requirements, coordinates maintenance actions required for aircraft undergoing scheduled/unscheduled maintenance.
4. Ensures IMDS and all other applicable automated data processing system(s) are updated in a timely manner with accurate information.
5. Coordinates aircraft support during emergencies, exercises, and contingencies.
6. Assists with aircrew/pilot debriefing and aircraft/equipment historical records management.
7. Assists with tracking and coordination of recovery of Precautionary Landings (PL).
8. Assists with tracking of the maintenance recovery team (MRT) program for off station recoveries.
9. Assists in ensuring procedural check sheets are maintained and current, and coordinates responses as required IAW the check sheets.
10. Reads and interprets (for own use) technical information, determines its applicability, and completes actions required.
11. Maintains work order systems and issues maintenance work orders.
12. Transcribes logbooks as required by functional assignment.
13. Must maintain professional demeanor and appearance appropriate for customer interface, appropriate agency and determines priority of aircraft requirements.
14. Coordinates with appropriate agency and determines priority of aircraft requirements.

OTHER DUTIES AND RESPONSIBILITIES:

1. Coordinates with appropriate departments to insure proper man-hour charges, accurate status of aircraft, vehicles, equipment, timely maintenance forecasts, and schedules.
2. Performs routine clerical and administrative duties, including typing, preparation and maintenance of files, records, reports, and correspondence.

MAINTENANCE OPERATIONS CENTER CLERK – AIR FORCE (CONTINUED)

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent-General Educational Development (GED) certificate.
2. Must have one year of hands-on MOC experience, production control, aircraft scheduling, aircraft mechanic, or aircraft records experience. Two years formal clerical training, or an associate degree in business administration or computer science may be substituted for experience requirements.

OTHER REQUIREMENTS:

1. Must be capable of reading, interpreting, and understanding Air Force technical publications related to aircraft maintenance operations.
2. Must demonstrate an ability to keyboard accurately at 30 words per minute on a computer.
3. Must be able to maintain composure and perform duties satisfactorily during short periods of peak activity.
4. Must possess effective verbal and written communications skills, including utilizing proper radio procedures.
5. Must have a working knowledge (aircraft/vehicle movement and safety/hazards) of flight line operations.
6. Must have a working knowledge (word processing, spreadsheet input and extract data) of computers. IMDS/CAMS experience is desired.
7. Must demonstrate skills in administrative and clerical duties to include filing, preparation of production control and aircraft scheduling memos, performing mathematical calculations pertaining to this classification, and maintaining suspense systems, logs, and other records.
8. Must become proficient in the use of IMDS within 60 days of assignment.
9. Must be able to obtain NAC security clearance.

MAINTENANCE TEST PILOT

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs flights and demonstrates proficiency during standardization flights on aircraft. Performs mathematical calculations required for weight and balance, performance data for take off, cruise, and landing configurations of aircraft in which the individuals are qualified.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs pre-flight, in-flight and post-flight procedures in accordance with Company, Army or Air Force directives depending on assignment.
2. Performs operational ground checks, taxi checks, hover checks on rotary wing aircraft; functional check flights, general and limited maintenance test flights, confirmation check flights of aircraft and aircraft systems undergoing maintenance and determines, in accordance with Army or Air Force technical publications and Company procedures, the airworthiness of an aircraft prior to its release for customer use.
3. Performs troubleshooting procedures of an aircraft on the ground and in flight, and makes appropriate (verbal or written log entry) recommendations to assist ground personnel in correcting deficiencies.
4. Performs recovery and ferry flights.
5. Instructs maintenance personnel for aircraft ground run-up and taxi operations to prepare employees for certification.
6. Keeps abreast of, and complies with FAA and local flying regulations and safety procedures as applicable for the job.
7. Maintains proficiency in basic flight maneuvers, appropriate aircraft emergency procedures and instrument flying consistent with Army or Air Force technical publications and Company requirements.
8. Briefs and demonstrates operational and emergency procedures to flight crew and non-crew members.

OTHER DUTIES AND RESPONSIBILITIES:

1. When not actually engaged in the physical operation of the aircraft, must be willing to be engaged in study, preparation and personal development to further physical and mental skills required to operate aircraft.
2. Operates motor vehicles in performance of assigned duties.
3. Completes records as required by TAMMS-A necessary to record aircraft and/or engine performance data. Completes maintenance documentation accurately using Integrated Maintenance Data System (IMDS) and required forms, and must show proficiency in IMDS within 90 days when assigned to the Air Force Project.
4. Required to participate in instrument flight simulator training.
5. May be required to fly profile flights, which may include NVG, PNVIS, and tactics.

MAINTENANCE TEST PILOT (CONTINUED)

QUALIFICATION REQUIREMENTS:

1. Must demonstrate successfully the ability to start, run-up, fly, navigate and land aircraft that the individual is qualified to operate.
2. Must hold a valid and current FAA Commercial Pilot certificate with rotorcraft and instrument ratings in the aircraft class (fixed, rotary or both) for which a position is offered.
3. Must hold a valid FAA Instrument rating in the designated aircraft class for which job is offered.
4. Must have recorded (and proof presented) a minimum of 1,000 hours as pilot in command in the specific aircraft class for which a position is offered. Must have recorded (and proof presented) a minimum of 1,500 hours of pilot in command in the specific aircraft class for which a position is offered with 500 hours experience in helicopters of which at least 250 hours must have been in the UH-1H or Bell 205 when assigned to the Air Force Project. Fifty percent of minimum flight time of pilot in command can be in commercial aircraft similar to or already in the Army or Air Force's inventory when position is offered.
5. Must have satisfactorily completed a proficiency check, either Military (U.S. Army's UH-1H Maintenance Test Pilot Course) or FAA Test Flight Program in the UH-1H or Bell 205 when assigned to the Air Force Project.

EDUCATIONAL EXPERIENCE:

1. High school diploma or equivalent General Educational Development (GED) certificate.
2. AMOC II graduation is a requisite for this job classification. Pilots flying OH-58D, CH-47, AH-64 or UH-60 aircraft must be a Phase II graduate in that particular aircraft before assuming Maintenance Test Pilot duties in those aircraft. Job candidates who meet qualifications 1 through 4 can be provided an AMOC Phase II course within 180 days from entering the classification to become Phase II AMOC II qualified, provided the Government approves AMOC Phase II flight training. Failure to successfully complete the required course will disqualify the employee for this job classification.

MATHEMATICAL SKILLS:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole integers, common and decimal fractions.
2. Ability to compute rates, ratios, percentages, and interpolations necessary for aircraft and engine performance.

PHYSICAL REQUIREMENTS:

1. Must hold a valid and current FAA or military Class II Medical Certificate as prescribed by the Government. Must undergo initially and annually thereafter, flight physical(s) prior to piloting an U. S. Army or Air Force aircraft.

MATERIEL CLERK

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs Materiel Clerk duties to include research, procurement, inventory control and records maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establishes and maintains documents such as, materiel control, accounting and supply reports, operating in automated computer systems.
2. Receives materiel documents; examines for accuracy, completeness, and priority; and routes input and output documents to and from operating locations. Prepares logistics data for maintenance and Army planning.
3. Establishes automated and manual accounting records, posts receipts and shipments, and performs due-in accounting; computes, reorder points, and requisitioning objectives. Prepares and updates listing of short supply items and authorizes substitution items; processes special actions such as follow-up exception documents; processes and edits requests for non-stocked items. Reviews stock records for availability of non-stocked items, and requests from higher supply source. Maintains stock records pertaining to special accounts such as cannibalization, and temporary loans. Interprets supply documents in an automated environment with regard to input-output processing; and adjusts stock records as required.
4. Retrieves and analyzes history and activity files pertinent to system rejected documents; recommends additions and deletions to prescribed load lists, bench stocks, and shop stocks.
5. Reviews requests for major controlled items to ensure proper authorization and to verify the National Stock Number (NSN)/Part Number (PN) or preferred items or authorized substitutes; reconciles due-in supply transactions.
6. Prepares and administers purchase requests, obtains bids and coordinates with vendors. Coordinates supply and delivery availability with national item managers.

OTHER DUTIES AND RESPONSIBILITIES:

1. Maintains and verifies prescribed load list (PLL), shop stocks lists, bench stocks lists and authorized stockage level (ASL); performs technical edit by researching catalogs, manuals, publications, parts lists and other available means; edits supply requests for correctness of item description, quantity, unit of issue, authorization for issue, basis of issue, availability, and possibility of substitution.
2. Operates motor vehicles, business machines, and data processing and other office equipment in the performance of assigned duties.

MATERIEL CLERK (CONTINUED)

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent - General Educational Development (GED) certificate, plus two (2) years training or related clerical experience. Specialized technical, vocational, or other formal training may be substituted in part for the experience requirement.
2. Must demonstrate an ability to keyboard accurately at 45 words per minute, and must possess effective writing and verbal communication skills.

OTHER REQUIREMENTS:

1. Must have a broad knowledge of Army supply regulations, supply manuals, supply procedures, and related publications. Must have the ability to read and interpret directives. Must write legibly.
2. Must demonstrate skills in administrative and clerical duties to include computer software used in the Supply Department, filing, preparing Materiel memoranda, performing simple mathematical calculations, and maintaining suspense systems, logs and related records.

MATERIEL INSPECTOR

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs quality control inspections as defined in the following Essential Duties and Responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs quality assurance inspections of aircraft parts and materials received and shipped to ensure that they comply with requirements and specifications of requisitions and shipping procedures.
2. Performs in-progress and final quality assurance inspections on preservation and packaging of aircraft parts and materials being prepared for shipment.
3. Inspects job procedural forms used in supply operations to assure compliance with procedures.
4. Performs quality and safety inspections of supply storage and handling facilities, equipment, machines, containers, and procedures.

OTHER DUTIES AND RESPONSIBILITIES:

1. Completes and maintains records and reports as functional assignments require.

EDUCATION AND EXPERIENCE:

1. Must have three (3) years of aircraft supply function experience.
2. High school diploma or equivalent-General Educational Development (GED) certificate.

OTHER REQUIREMENTS:

1. Must demonstrate a knowledge of aircraft, aircraft components, component parts, and aircraft systems as they related to supply methods, procedures, and system.
2. Must be able to write and read, to interpret written instructions, technical manuals, and directives, and to follow oral instructions necessary to accomplishment of job assignment.
3. Must be familiar with automated/mechanized Company and military supply systems and procedures.

MATERIEL SPECIALIST

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs supply, clerical and logistical functions related to aircraft maintenance to include: receiving, sorting, storing, shipping, issuing, transferring, inspecting, transporting, compiling data, and validating inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Receives, unloads, and segregates property. Verifies correctness of quantities, condition, stock/part numbers, serial, and/or model numbers against receiving/shipping documents obtained from either commercial or government source. Records receipts to the Stock Record Account by use of data processing equipment. Operates materiel handling equipment, vehicles, office machines, mechanical equipment, and tools in the performance of assigned duties. Moves property to receiving points, compares physical count, identity, condition, and status of property with information contained in receiving documents, tags, labels and markings, adjusting documents as required. Determines internal destination of repairable shipment; based on stock lists, disposition notices, technical publications, and other directories. Stores, handles and disposes of hazardous material and waste.
2. Arranges property storage facilities to facilitate issue, inventory, and segregation by type or class within fire and safety requirements. Stores property to provide for rotation of stocks. Establishes sensitive, classified, radioactive, hazardous, and flammable storage areas or warehouses. Provides safe working area and prevents deterioration and contaminating effects of cold, light, heat, moisture, and insects and vermin destruction of property. Places location symbols on storage facilities, and maintains property location system. Prepares and labels racks and bins, loads and unloads vehicles, moves and stocks pallets, counts, tags, and labels materiel. Prepares containers for use in storage or shipment of materials.
3. Issues, ships, delivers, or transfers property from issue, shipping, or transfer destination points through coordination with requisitioning agency. Controls issue of classified, sensitive, and controlled items, obtaining custody or document receipts. Compiles data for storage and occupancy planning reports. Prepares materiel for shipment.
4. Performs the timely movement of supplies from one area to another. Delivers and transfers materiel from issue, shipping, or transfer destination points. Determines the requirements for transportation of all material and waste in accordance with Federal Regulations.

OTHER DUTIES AND RESPONSIBILITIES:

1. Must demonstrate the ability to use data processing terminals, automated reports, and supply procedures in performing supply issues, receipts, and inventory.
2. Inspects condition of property received. Compares property with procurement specifications and determines cause of unserviceability. Identifies property, using technical data and blueprints, and identifies components to assemblies.
3. Performs warehouse validation, prepares warehouse for inventory, provides and controls inventory hold areas, and makes emergency issues and shipment. Conducts inventory and prepares inventory adjustments and other required documentation.

MATERIEL SPECIALIST (CONTINUED)

EDUCATION AND EXPERIENCE:

1. Must have a minimum of one (1) year experience in a Supply function. Related clerical or aircraft maintenance experience may be substituted for Supply experience.
2. High school diploma or equivalent--General Educational Development (GED) certificate and have the knowledge and ability to complete mathematical calculations.

OTHER REQUIREMENTS:

1. Must have a working knowledge of property accountability, storing methods, receiving, packaging, issuing, and shipping or transferring property.
2. Must demonstrate the ability to keyboard accurately at 20 words per minute on a computer.
3. Must possess effective verbal and written communication skills.
4. Must be able to write legibly and to read and interpret written and verbal instructions, technical manuals, or directives as necessary for accomplishment of job assignments.
5. Must demonstrate skills in administrative duties to include filing, calculations, and maintenance of logs and records and computer software used in the supply department.

CLASSIFICATION DISTINCTIONS:

1. Low seniority Materiel Specialists will be assigned by location, by shift, by shift start time, to truck driving duties unless more senior Materiel Specialists volunteer for the assignment.
2. Employees entering the classification may not be assigned to drive Materiel trucks for a 90-day period at the discretion of the supervisor.
3. Class A Commercial Driver License (CDL) – Materiel Specialists assigned to warehouse who currently possesses a valid Class A Commercial Drivers License will continue to drive the supply vehicles which require the license. Additional Class A CDL drivers will be on a voluntary basis to the extent practical.

MESSENGER

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Provides pickup and delivery of Company mail. Performs intra-Company messenger and postal duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides pickup and delivery of mail and interoffice communications including registered mail and packages, in accordance with established schedule.
2. Exercises control necessary to maintain security over mail, records, reports, and other materials related to job function.
3. Performs routine office duties such as answering telephones, sorting mail, ordering office supplies, etc.

OTHER DUTIES AND RESPONSIBILITIES:

1. Prepares and maintains office files.
2. Prepares and types reports in the performance of functional assignments, assuring correct spelling, format, punctuation, etc.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.

OTHER REQUIREMENTS:

1. Must demonstrate skills in administrative duties to include logs and messenger reports.
2. Assumes full responsibility against divulging material or pertinent information relating to individual employees or information pertinent to matters of security, Company and departmental policy.
3. Must obtain the level of Industrial Security Clearance required by the government.

PERSONNEL SPECIALIST

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs administrative and clerical personnel duties to include employee in and out processing, maintenance of bargaining unit employee files and records, processing status changes, and group and worker's compensation insurance claims and related personnel services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and maintains personnel and administrative files, records and reports including personnel actions, group insurance, worker's compensation data. Maintains bargaining unit employees personnel and insurance records and files.
2. Prepares and types reports, documents and correspondence using personal computer, Displaywriter, typewriter and/or main frame computer terminal, assuring correct format, structure, punctuation, grammar and spelling.
3. Inputs personnel data to the main frame personnel data system.
4. Maintains suspense and reminder system to ensure timely submission of required reports.
5. Prepares, distributes and maintains records of accountability of Personnel documents, communications and other publications.
6. Performs stenographic duties, such as recording and transcribing dictation, and other related clerical duties.
7. Processes group and worker's compensation insurance claims; maintains related records and reports.
8. Performs routine office duties such as answering telephones, operating copy machines, etc.
9. Exercises a comprehensive working knowledge of the collective bargaining agreement, group insurance programs and Company policies and procedures.
10. Assumes full responsibility against divulging material or pertinent information relating to individual employees or information pertinent to matters of security, Company and departmental policy.

OTHER DUTIES AND RESPONSIBILITIES:

1. Prepares reports or records requiring selection, classification, or compilation of information from several sources, coordinating reports as required.
2. Receives incoming messages, makes distribution, coordinates actions or replies, prepares replies as assigned, and maintains suspense and permanent files.
3. Read and interpret technical manuals, directives and other written or oral instructions.
4. Performs simple research, and prepares personnel and administrative reports. Assists in analyzing reports, as appropriate.
5. Prepares, distributes, and maintains records of accountability of Personnel and Human Resources documents, communications, and other publications
6. Fabricates employee, visitor, and other identification badges, and maintains necessary records to assure adequate control.

PERSONNEL SPECIALIST (CONTINUED)

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Two years personnel training or experience. Related clerical experience or specialized training may be substituted for personnel experience.

OTHER REQUIREMENTS:

1. Must demonstrate an ability to keyboard accurately at 70 words per minute on a computer.
2. Must take dictation at 80 words per minute, if required by functional assignment.
3. Must demonstrate the ability to work with others to effect solutions to ordinary, routine situations or problems.
4. Must demonstrate skills in administrative and clerical duties to include filing, preparing memos, letters and other communications; performing simple mathematical calculations; and maintaining suspense systems, logs, and other records.

PLANT AND FACILITIES MECHANIC

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Fabricates parts, covers and special tools, and maintains plant and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs required wood working, finishing, painting, plumbing and electrical repair as required to maintain plant and facilities.
2. Operates hand and power tools.
3. Makes templates and patterns, measures and lays out materials used to fabricate or repair plant and facilities.
4. Reads and interprets technical manuals, technical drawings, blue prints and other written or oral instructions.
5. Estimates man-hours and materials required for assigned jobs.

OTHER DUTIES AND RESPONSIBILITIES:

1. Interfaces with other personnel regarding repair or fabrication processes.
2. Determines, by using Company provided reports, priority of work to be accomplished.
3. Orders and maintains authorized stocks of repair parts and common hardware and other supplies necessary to accomplish job tasks. Maintains supply economy and discipline.
4. Performs and records operator maintenance on all assigned tools and equipment.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Must be able to read and work from blueprints, schematic and engineering drawings, sketches, and other fabrication/manufacturing instructions and references.

OTHER REQUIREMENTS:

1. Must be able to determine and use measuring devices, mathematical equations and other data used in the fabrication process.
2. Must be able to safely mix paints and stains used in wood finishing.
3. Must have basic knowledge of plumbing, AC and DC electricity.

PRODUCTION CONTROL CLERK

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Responsible for production control job functions in accordance with established procedures and government regulations. Performs routine clerical duties to include document preparation, filing, answering telephones, receiving visitors, ordering office supplies, compilation and input of data and general office administration with little or no supervision. Use company/government computer programs and/or new technology to complete job functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Process and update aircraft readiness within Unit Level Logistics System-Aviation (Enhanced)(ULLS-A(E)), or other government approved program(s). Reviews, analyzes and processes aircraft logistical status and flying time reporting.
2. Conducts aircraft log book reconciliation at the end of each report period through validation of the DA FORM 1352 in ULLS-A (E), or other government approved program(s). Consolidates all applicable aircraft readiness data/status and required comments in accordance with Department of the Army (DA) standards. Coordinates, tracks, processes and reports aircraft transfers and fleet changes.
3. Reviews, updates and processes aircraft flight mission data in support of maintenance and phase flow planning. Provides daily status, flight hour and mission related reports/tracking charts in support of aircraft scheduled maintenance and modification requirements in conjunction with the fleets flying hour program.
4. Inputs, transcribes, creates and/or recreates aircraft log book data as required by functional assignment to include preparation for scheduled aircraft maintenance (Initialize Phase, PMI, PPM, and PIP).
5. Reviews, prepares, and initiates required tracking documentation and annotates all applicable Air Worthiness Releases (AWR), Safety of Flight (SOF), Aviation Maintenance Action Messages (AMAM), Aviation Safety Action Messages (ASAM) and Modification Work Order (MWO) requirements for the assigned fleet.
6. Initiates, reviews, tracks, and maintains the airfields work order systems and issues maintenance work orders for aircraft, vehicles, and ground support equipment which require internal /external maintenance support to include field maintenance outside service calls and Maintenance Engineering Calls. Conducts work order functions to establish bar codes for work order charging for all maintenance, training and administrative requirements. Maintain Oil Analysis Program Register to record and process request from the oil laboratory for resample, recommendations for removal, or special inspections.
7. Input and/or update Pay and Labor timekeeping sheets.

OTHER DUTIES AND RESPONSIBILITIES:

1. Responsible for the daily migration of aircraft logbooks (ULLS-A (E)) to ensure aircraft status data is current and accurate for mission readiness.
2. Prepares, coordinates and distributes Trip Tickets for GSA/GSE vehicles and ground support equipment. Maintains and issues keys for GSA/GSE vehicles
3. Monitors stock levels, prints and replenishes all required forms and records utilized in the supplemental aircraft log book.

PRODUCTION CONTROL CLERK (CONTINUED)

EDUCATION AND EXPERIENCE:

1. Must have a high school diploma or equivalent--General Educational Development (GED) certificate, plus one year of related civilian or military production control experience. Other formal training may be substituted in part for experience requirements.

OTHER REQUIREMENTS:

1. Must be able to write, read, and understand technical publications related to aircraft maintenance operations and reporting.
2. Must demonstrate the ability to accurately type at 30 words per minute on a computer.
3. Must possess effective verbal and written communication skills.
4. Must demonstrate skills in technical and administrative duties to include but not limited to, preparation of Production Control reports, charts and other forms of communications, possess basic mathematical skills and understanding of calculations pertaining to this classification, able to work alone with minimal supervision and must understand logistical report suspense systems, and other requirements pertaining to this classification.

CLASSIFICATION DISTINCTIONS:

Low seniority Production Control Clerk will be assigned by location, by shift, to perform transcribing duties and/or logbook migration, unless more senior clerks volunteer for the assignment.

PRODUCTION CONTROL SPECIALIST

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Plans, schedules, assigns and monitors the work of employees in the Production Control Section and performs aircraft weight and balance functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Acts as administrative assistant to supervisor using initiative, knowledge, and judgment. Relieves supervisor of designated administrative details, and assists in the organization and administration of office procedures.
2. Plans, schedules, and assigns work to be performed by lower rated employees in the Production Control Section to maintain an even distribution of work load and to insure accomplishment of job assignments on a timely basis.
3. Examines and checks forms, records, reports, and documents maintained or prepared by Production Control for accuracy and completeness as required.
4. Prepares and maintains aircraft weight and balance records, technical data, statistical reports, etc., in accordance with applicable technical publications or other directives as required.
5. Initiates and maintains aircraft records required by existing publications, and posts required information to allied records as assigned.
6. Assists maintenance and inspection personnel in preparation for weighing of aircraft, and performs Weight and Balance Technician functions.
7. Performs assigned duties relating to the forecasting, ordering, follow-up, and expediting of aircraft parts and accessories.
8. Takes appropriate action on communications, directives, and regulations affecting Production Control functions.
9. Prepares reports or records requiring selection, classification, or compilation of information from several sources, coordinating reports as required.
10. Performs routine office duties such as answering telephones, sorting mail, receiving visitors, ordering office supplies, etc.
11. Prepares and types records, reports, and correspondence in the performance of functional assignments, assuring correct spelling, format, punctuation, etc.

OTHER DUTIES AND RESPONSIBILITIES:

1. Determines work priorities, plans, assigns job duties, and instructs lower classified employees in the performance of their job duties as required.
2. Assumes full responsibility against divulging material or information pertinent to security, Company, or departmental policy, etc., except as specifically directed.
3. Prepares and maintains office files.
4. Accomplishes duties with little or no supervision or instructions.

PRODUCTION CONTROL SPECIALIST (CONTINUED)

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate, plus four (4) years of Production Control or aircraft records clerical experience. Related clerical experience or specialized technical, college, or other formal training may be substituted in part for experience requirements.
2. Must demonstrate an ability to keyboard accurately at 30 words per minute on a computer.

OTHER REQUIREMENTS:

1. Must demonstrate skills in administrative and clerical duties to include filing, preparation of Production Control memos, letters, and other communications, simple mathematical calculations, and maintenance of suspense systems, logs, and other records.
2. Must have the ability to coordinate and work with others to effect a solution to ordinary difficulties encountered in work assignment.
3. Must have a thorough knowledge of technical publications, policies, and directives applicable to assigned job, and have the ability to read and interpret it for own use and lower classified employees as required.

NOTE: Employees who have occupied this classification will be considered as having previously held the classification of Weight and Balance Technician and Records Specialist since those duties are incorporated herein.

QUALITY DEFICIENCY REPORTS (QDR) TECHNICIAN

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Investigates quality deficiency conditions, photographs unsatisfactory equipment, prepares related reports, researches applicable publications, performs storage and accountability of exhibits, and maintains related files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinates with Maintenance department and inspectors in deciding whether a Quality Deficiency Report (QDR) condition exists.
2. Makes a thorough investigation of all equipment and/or parts, and records necessary data for preparation of QDR's if required.
3. Investigates and compiles information on aircraft involved in precautionary or emergency landings by consulting aircraft records, pilots, or flight mechanics. Calls this information in to the Quality Department; also furnishes this information to Center Safety upon request, and submits a QDR when necessary.
4. Photographs unsatisfactory equipment to point out unsatisfactory conditions, and arranges for processing of film through Center Photo Lab.
5. Coordinates with contractor employees, manufacturer's service engineer, DAC representative, ACLC, satellite units, and military personnel to expedite the preparation of equipment and publications, improvement reports, and the shipment of exhibits.
6. Keeps currently familiar with technical publications, directives, procedures, and regulations on assigned aircraft.
7. Prepares QDR notification and QDR submission reply cards. Maintains file on QDR File Data Display, Failure Status, and summary reports received from the Information Technology Support Center.
8. Researches applicable publications to obtain part number, federal stock number, correct nomenclature, and TM listing (name, date, page number, figure and index number) for item being QDR'd in accordance with technical manual.
9. Consults Maintenance and Aeronautical Engineering Departments to determine action required when a QDR is submitted prior to approval from National Maintenance Point (NMP).
10. Fills out QDR exhibit tags, and coordinates with Supply to insure that exhibits are properly routed to shipping and receiving section. Upon receipt of disposition instructions, arranges for shipment of QDR exhibits to proper agencies.
11. Performs storage and accountability of QDR exhibits which reach Main Post pending completion of shipment of the exhibit.
12. Maintains current file of QDR's, QDR replies, and TWX's pertaining to aircraft assigned to field by location.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assumes full responsibility against divulging material or information pertaining to matters of security, Company, and departmental policy, etc., except as specifically directed.
2. Prepares and maintains office files.
3. Performs routine office duties such as answering telephones, sorting mail, receiving visitors, ordering office supplies, and other duties as assigned.
4. Prepares and types records, reports, and correspondence in the performance of functional assignments, assuring correct spelling, format, punctuation, etc.

QUALITY DEFICIENCY REPORTS (QDR) TECHNICIAN (CONTINUED)

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Must have a valid FAA Airframe and Powerplant (A&P) certificate or two years aircraft maintenance experience. Aircraft Supply Specialist experience or clerical experience directly relating to aircraft maintenance may be substituted for aircraft maintenance experience.

OTHER REQUIREMENTS:

1. Must have a thorough knowledge of military publications and distribution system.
2. Must be familiar with aircraft terminology and maintenance procedures.
3. Must demonstrate ability to express conditions, situations, faults, or discrepancies in writing.
4. Must possess effective verbal and written communication skills.
5. Must demonstrate skills in administrative and clerical duties to include filing, preparation of QDR memos, simple mathematical calculations, and maintenance of suspense systems, logs, and other records.
6. Must be able to satisfactorily accomplish duties with little or no supervision or instructions.

CLASSIFICATION DISTINCTION:

1. Required to establish priorities and coordinate with applicable personnel in the performance of duties with little or no supervision.

RECORDS SPECIALIST

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Responsible for records specialist job functions in an aviation maintenance environment in accordance with established procedures and government regulations. Documents, maintains and inspects aircraft, vehicle, equipment, and other records. Performs routine clerical duties to include document preparation, filing, answering telephones, customer support, ordering office supplies, and general office administration with little or no supervision. Use company/government computer programs and/or new technology to complete job functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Initiates, completes, posts and maintains aircraft, vehicle, equipment and other records, data, logs, and reports. Compile and input data in Unit Level Logistics System-Aviation (Enhanced)(ULLS-A(E)), and/or other government approved automated programs.
2. Interprets and initiates appropriate actions relating to directives, manuals, procedures, or other instructions affecting aircraft, vehicle, and equipment records required by the Army's Maintenance Management System.
3. Examines and checks forms, records, reports, and documents for accuracy and completeness.
4. Post open and closed aircraft faults, vehicle and equipment maintenance, process parts change slips, oil samples, and 743's. Collects and verifies data for AMTRACK compliance for SOF, ASAM and AMAM.
5. Record HIT baseline information and information for Form 2408-19-2. Post and update compass correction data/cards and short life reports.
6. Responsible for synchronizing ULLS-A(E) data with MCDS data.
7. Create and maintain logbooks, including but not limited to deleting, creating, and initializing 2408-18 (inspections), CADS, DD Form 1613.
8. Maintains records and reports for all GSA vehicles, including mileage reports, VIN's for insurance purposes and coordinate vehicles for maintenance (oil changes, service and repairs). Update CAMS when losing or gaining vehicles. Maintain files and update driver's license for all aircraft maintenance contractor personnel.
9. Reviews, prepares, and initiates required tracking documentation and annotates all applicable Air Worthiness Releases (AWR), Safety of Flight (SOF), Aviation Maintenance Action Messages (AMAM), Aviation Safety Action Messages (ASAM), Modification Work Order (MWO), and Maintenance Engineering Calls for requirements of the assigned fleet historical records.

OTHER DUTIES AND RESPONSIBILITIES:

1. Prepares, creates and maintains records, reports, and correspondence, assuring correct spelling, format, punctuation, etc.
2. Demonstrates job procedures and assists in the training of other Records Specialists.

RECORDS SPECIALIST (CONTINUED)

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate, plus one (1) year of related experience. Specialized vocational, technical, college, or business school may be substituted in part for experience requirements.
2. Employees who previously held the classification of Records Clerk prior to May 2, 2005 will be considered as previously holding the classification of Records Specialist and qualified to reclassify to the Records Specialist classification.

OTHER REQUIREMENTS:

1. Must be capable of planning work, determining work priorities, and working with little or no supervision.
2. Must have a thorough knowledge of technical publications and directives applicable to aircraft, vehicles, and equipment.
3. Must have the ability to read, understand, and interpret aircraft maintenance technical publications for use in job assignment.
4. Must demonstrate the ability to accurately keyboard at 30 words per minute on a computer.
5. Must possess effective verbal and written communication skills.
6. Must demonstrate skills in administrative and clerical duties to include filing, preparation of records, memos, letters, and other communications; mathematical calculations pertaining to this classification; and maintenance of suspense systems, logs, and other records.

CLASSIFICATION DISTINCTIONS WHEN ASSIGNED TO THE AIR FORCE PROJECT:

1. Completes maintenance documentation accurately using Integrated Maintenance Data System (IMDS) and required forms, as required by job assignment.
2. Must show proficiency in the use of IMDS within 90 days after assignment.

SERVICE ATTENDANT

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs aircraft and aircraft parts cleaning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reads and interprets records and reports and technical manuals used to describe service, inspection and cleaning of aircraft, aircraft parts, vehicles, tools, facilities and other equipment.
2. Mixes necessary solutions and performs cleaning operations including, but not limited to, dusting, sweeping, mopping, vacuuming, ultrasonic and steam cleaning, glass beading, sand blasting, plastic media blasting, paint stripping, cleaning with hot and cold water or by other approved methods.
3. Performs aircraft washing and cleaning using provided equipment. Performs aircraft parts cleaning using de-greasing solvents.
4. Performs aircraft parts paint and corrosion removal using approved methods including plastic media blasting.
5. Assists in aircraft towing operations.

OTHER DUTIES AND RESPONSIBILITIES:

1. May work under the general guidance of an Aircraft Mechanic, Aircraft Structural Mechanic, Aircraft Refinishing Specialist or Avionics Technician/Mechanic.
2. Performs janitorial and housekeeping duties as assigned.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent General Education Development (GED) certificate or prior experience in this occupation or possess general knowledge in cleaning procedures, compounds, and solutions.

OTHER REQUIREMENTS:

1. Must have a thorough knowledge of hazardous material/waste handling and disposal.
2. Must be able to write and read, to interpret written instructions, manuals, and directives, and to follow oral instructions for the accomplishment of job assignments.

TECHNICAL PUBLICATIONS TECHNICIAN

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Requisitions, receives, distributes, and maintains technical orders, technical publications and related documents as required by job assignment. Coordinates publication needs with appropriate publications agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Requisitions and receives technical orders and publications and maintains publication files as required by functional assignment.
2. Maintains technical orders and publication requirement tables for technical publications as required.
3. Coordinates publications needs and proper distribution. Interprets formal publications, electronically transmitted messages, and manufacturer's bulletins, and conveys information to users.

OTHER DUTIES AND RESPONSIBILITIES:

1. Maintains close liaison with AG Publications Section and other agencies as required in performance of assigned functions.
2. Performs routine office duties such as answering telephones, sorting mail, receiving visitors, ordering office supplies, preparation and maintenance of office files, etc.
3. Prepares and types records, reports, and correspondence assuring correct spelling, format punctuation, etc.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Must have two (2) years experience in working with aircraft technical orders or publications. Special technical, vocational, or other formal training may be substituted in part for experience.
3. Must demonstrate an ability to keyboard accurately at 30 words per minute on a computer.

TECHNICAL PUBLICATIONS TECHNICIAN (CONTINUED)

OTHER REQUIREMENTS:

1. Must possess effective verbal and written communication skills.
2. Must demonstrate skills in administrative and clerical duties to include filing, preparing publication memos, performing simple mathematical calculations, and maintaining suspense systems, logs, and other records.
3. Assumes full responsibility against divulging material or information pertinent to matters of security, Company or departmental policy, etc., except as specifically directed.
4. Must have a working knowledge of computer operation and application of software.

CLASSIFICATION DISTINCTIONS WHEN ASSIGNED TO THE AIR FORCE PROJECT:

1. Maintains close liaison with the Air Force Technical Orders Distribution Office (TODO) and other agencies as required by job assignment.
2. Completes maintenance documentation accurately using the Integrated Maintenance Data System (IMDS) and required forms, as required by job assignment.
3. Must show proficiency in the use of the Integrated Maintenance Data System (IMDS) within 90 days after assignment.
4. Uses the Automated Technical Order Management System (ATOMS). Provides criteria for establishing levels of Technical Orders (TO) distribution activities. Ensures that technical orders are maintained by Air Force regulations.

TEST CELL TECHNICIAN

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs functional testing, adjustment and repair of turbine engines/transmissions and components.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs inspection, adjustment and functional testing of aircraft turbine engines/transmissions and components.
2. Uses charts, graphs, formulas, barometers, computers and other diagnostic instruments and indicators to evaluate the performance of aircraft turbine engines/transmissions and components.
3. Reviews and interprets test cell results and logs to determine serviceability.
4. Performs turbine engine/transmission and components troubleshooting and engine/transmission and components repair.
5. Completes and maintains engine/transmission and components records and reports.

OTHER DUTIES AND RESPONSIBILITIES:

1. Reviews manuals and procedures for accuracy and applicability and recommends changes.
2. Develops and formulates methods and procedures for review and approval in the performance of assigned duties.
3. Must have an understanding and working knowledge of hazardous material (HAZMAT).
4. Performs operation and on-site calibration, modification, repair, maintenance, and preservation of engine/transmission and components test cells, facilities, ground support equipment and tools.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. FAA Powerplant (P) License.
3. Sixty (60) months aircraft maintenance experience.

WEIGHT AND BALANCE TECHNICIAN

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs aircraft weight and balance duties as assigned to include records, reports, and other miscellaneous requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and maintains current weight and balance records for assigned aircraft as required.
2. Accomplishes job duties in accordance with weight and balance provision of applicable technical manuals pertaining to the aircraft modifications.
3. Using automated systems prepares sample loading charts.
4. Prepares and maintains aircraft weight and balance records, technical data, statistical reports, etc., in accordance with applicable technical publications or other directives as required.
5. Examines and verifies weight and balance documents, records, and charts for correctness and completeness of figures, etc., as required.
6. Operates aircraft weighing machine and other related equipment necessary to the satisfactory accomplishment of assigned job duties.
7. Prepares and types records, reports, and correspondence in the performance of functional assignments, assuring correct spelling, format, punctuation, etc.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assists maintenance and inspection personnel in preparation for weighing of aircraft, and performs weight and balance functions.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.

OTHER REQUIREMENTS:

1. Must be able to keyboard accurately at 30 words per minute on a computer.
2. Must be able to add, subtract, multiply, divide in all units of measure, in whole numbers, common fractions and decimals.
3. Must be able to compute rates, ratios and percentages.
4. Must demonstrate ability to weigh aircraft and accurately compute weight and balance data.

LANGUAGE SKILLS:

1. Must be able to interpret written instructions, manuals, and directives.
2. Must be able to use charts, tables, business machines, data processing equipment, and other office equipment.
3. Must be able to perform mathematical calculations required of this classification.
4. Must be able to use manuals and general office equipment.

WELDER

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs welding, cutting, and related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must demonstrate an ability to fuse ferrous and non-ferrous metals and alloys using electric arc and inert gas methods. Must also demonstrate cutting of ferrous and nonferrous metals and alloys using cutting torch and arc methods.
2. Must be able to read and write. Must be able to read and work with blueprints, engineering and schematic drawings, sketches, manufacturing specifications, and other directives and reference sources used in the performance of the job.
3. Must be able to estimate materials needed for the job.
4. Responsible for layout, setup, alignment, operation, maintenance, and preservation of manually and automatically operated welding, brazing, soldering, and cutting tools, equipment, and machines.
5. Performs welding, brazing, soldering, and cutting operations in the fabrication, overhaul, rework, modification, and maintenance of aircraft, vehicles, tools, equipment, and machines where welder certification is not required.

OTHER DUTIES AND RESPONSIBILITIES:

1. Estimates materials needed to complete the assigned tasks.
2. Works with ferrous and non-ferrous metals and alloys.
3. Uses standard fabrication processes, including heat treating, in complying with production specifications.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. One (1) year commercial welding experience or technical school welding certificate.

OTHER REQUIREMENTS:

1. Must have knowledge of and be able to use shop mathematics, metallurgical tables and charts, and other data used in fabrication processes.

X-RAY/NDT TECHNICIAN

Also see *General Requirements of All Classifications* on page 3

SUMMARY: Performs x-ray inspections and interprets results on aircraft metals, parts, fittings, etc. to determine condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs x-ray inspection and related functions on aircraft metals, parts, fittings, welds, castings, assemblies, and sub-assemblies to determine flaws, cracks, breaks, metal fatigue, and other metal deterioration's.
2. Analyzes results of x-ray film and reports results to the appropriate authority.
3. Accomplishes assigned job tasks through the use of directives, special instructions, standard practices, techniques, and technical manuals related to x-ray/inspection of metal.
4. Uses x-ray equipment, apparatus devices, and other tools and equipment related to work assignments.
5. Exercises sound safety principles in the operation and maintenance of x-ray related equipment.
6. Performs non-destructive testing in accordance with Company requirements.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs research, editing, and verification of data related to job assignments.
2. Prepares and maintains specialized or technical records, logs, codes, parts numbers, or records as assigned.
3. Maintains records of work accomplished and assists in the preparation of routine or special reports as required.
4. Orders and maintains authorized levels of supplies necessary to accomplish job tasks. Maintains supply economy and discipline.
5. Assists in preparation, processing and answering QDRs.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent--General Educational Development (GED) certificate.
2. Two (2) years aircraft maintenance experience or training and an FAA Airframe and Powerplant (A&P) license.

OTHER REQUIREMENTS:

1. Must demonstrate skills in administrative duties to include filing, preparing x-ray logs and memos, performing simple mathematical calculations, and maintaining suspense systems, logs, and other records.
2. Assists employees in other quality control functions when not performing x-ray/NDT functions.
3. Must be able to perform non-destructive testing (NDT) processes as assigned conditional to Company requirements for certification.
4. Must obtain radiographic (x-ray) certification in accordance with Company procedures