

Job Title: AIRCRAFT TECHNICIAN II - AIRCRAFT MAINTENANCE FOREMAN - IPR#45856

Agency : Department of Transportation

Closing Date/Time: 08/08/2022

Salary: \$6,175 - \$9,314 monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC062

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Aircraft Maintenance Foreman.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

Monday-Friday work schedule - Flexible work schedules are available in many program areas. - Health, Life, Vision, and Dental Insurance - Pension Plan - (10) Weeks paid Maternity/Paternity Leave - Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare) - Employees earn (12) paid Sick Days annually. - New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually. - Employees earn (3) paid Personal Days annually. - (13-14) paid holidays annually (based on start date) - Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for the direct supervision of maintenance and line service activity within the Aircraft Maintenance Section. The incumbent assigns tasks; ensures that all required documentation has been initiated, completed, and expeditiously routed; and participates in the maintenance effort for state aircraft.

Aircraft maintained: 12 fixed-wing and 2 rotary-wing

Aircraft inspections performed: 25 annually

This position reports to the Section Chief of Aircraft Maintenance. Reporting to this position is the Aircraft Maintenance Technician.

The incumbent works in an environment where s/he is responsible for supervising all aircraft maintenance on department aircraft. This position is unique in that it has the responsibility of ensuring state aircraft are available for responding to emergency situations and for transporting the governor and his/her staff and numerous other

state officials as needed. It is therefore incumbent upon this position to ensure that prior to dispatch of an aircraft all required maintenance action and supportive documentation are filed. This position is responsible for completing internal reports regarding fleet status and schedules as required by the Section Chief of Aircraft Maintenance and the Air Operations Section and maintaining a work order system for the purpose of documenting all maintenance activity.

The greatest challenge to this position is to ensure each aircraft receives the appropriate level of maintenance to avoid unnecessary down time. A typical challenge for this position is to review the completed maintenance and documentation to ensure aircraft are airworthy for dispatch while working within the constraints of the demanding aircraft operational schedules. Another challenge for this position is to continually review the computerized maintenance work order and logbook system to ensure completeness and proper signature acknowledgement by subordinates and review scheduling of staff and time off with the Section Chief of Aircraft Maintenance to ensure appropriate personnel are present for the required workload.

(Job Responsibilities continued)

The incumbent is personally accountable for supervising all aircraft maintenance activity and assigning primary aircraft inspectors as needed. S/He works with the Quality Control Chief Inspector to review training requirements and make recommendations to the Section Chief of Aircraft Maintenance for all subordinates in accordance with the Repair Station Training Manual. S/He oversees work orders and parts requests and processes paperwork to ensure timely completion as the aircraft is being returned to service. This position oversees all line service activity ensuring good housekeeping practices, timeliness of line service activities, and that the support equipment required within the Aircraft Maintenance Section is operational and ready for use. S/He works alongside the maintenance technicians in the performance of hands-on maintenance functions. The incumbent maintains a log of all un-resolved Minimum Equipment List (MEL) items as a supplement to the aircraft's history which is documented separately from the work order system. This position assists the Section Chief of Aircraft Maintenance in matters directly related to the repair of state aircraft such as review of vendor repair station documents and on-site visits to vendors to ensure the best interest of the state for any contracted work.

The incumbent accomplishes accountabilities through the following staff:

Aircraft Maintenance Technician, who is accountable for performing maintenance and repair of state aircraft.

The incumbent has a great deal of latitude to act and resolve maintenance related problems. S/He is constrained by Title 14 of the Code of Federal Regulations as well as by departmental policies and procedures. Only maintenance activities of the highest critical nature are referred to the Section Chief of Aircraft Maintenance for resolution.

The incumbent has internal contact with staff in the Aircraft Maintenance Section and Bureau of Air Operations and is the primary contact for reports on aircraft maintenance status and schedules. Externally, the incumbent has contact with the Federal Aviation Administration (FAA) and the entire aircraft maintenance industry to aid in the performance of duties. This position requires occasional statewide and out of state travel which may include overnight stays.

The effectiveness of this position can be measured by the incumbent's ability to provide clean and airworthy aircraft for use by the Bureau of Air Operations, timely assistance given to rectify problems, display of knowledge of the requirements of the Aircraft Maintenance Section, and cooperative spirit displayed during daily activities.

Principal Accountabilities

1. Supervises and ensures proper scheduled, unscheduled, and routine maintenance is performed on department aircraft to meet flight operations requirements.
2. Ensures that all aircraft maintenance facilities and equipment are maintained in a clean and orderly fashion.
3. Maintains an accurate and timely work order system to record and monitor all aircraft maintenance activity.
4. Maintains a log of all un-resolved MEL items as a supplement to the aircraft's history which is documented separately from the work order system.
5. Assists the Section Chief of Aircraft Maintenance in matters directly related to the repair of state aircraft such as review of vendor repair station documents and on-site visits to vendors to ensure the best interest of the state for any contracted work.
6. Performs aircraft maintenance with the maintenance technicians in the performance of hands-on

maintenance functions.

7. Provides essential training to staff to ensure the latest and most productive techniques are utilized.
8. Works with the Quality Control Chief Inspector to review training requirements to recommend to the Section Chief of Aircraft Maintenance for all subordinates in accordance with the Repair Station Training Manual.
9. Assists the Section Chief of Aircraft Maintenance with administrative functions.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of two years of college plus a valid Federal Aviation Administration Airframe and Powerplant (A&P) certificate plus four years of experience in the field of aircraft repair working as a licensed A&P technician, OR
 - Eight years of experience in the field of aircraft repair working as a licensed A&P technician plus a valid Federal Aviation Administration Airframe and Powerplant (A&P) certificate
- Occasional statewide and out of state travel which may include overnight stays
- Valid driver's license

Position Desirables

- Experience leading individuals and/or a team
- Working knowledge of computer software including Microsoft Word and Outlook as well as order systems
- Ability to organize and maintain detailed aircraft maintenance records
- Basic knowledge of FAA regulations
- Ability to perform aircraft maintenance functions
- Ability to train staff on procedures and policies

Work Hours: 8:00 AM - 4:30 PM Monday - Friday

Work Location: 1 Langhorne Bond Dr Springfield, IL 62707-8415

Work Office: Office of Intermodal Project Implementation/Bureau of Aeronautics

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Family: Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application

Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com