

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MIL AFFR CENTRAL OFFICE
<b>3. Employee Identification Number</b> 1149749	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> MAINTENANCE MECHANIC-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> AEROSPACE GROUND EQUIPMENT MECHANIC	<b>11. Section</b> AEROSPACE GROUND EQUIPMENT
<b>6. Name and Position Code Description of Direct Supervisor</b> MAINTENANCE MECHANIC SPV-1	<b>12. Unit</b> Alpena Combat Readiness Training Center (CRTC)
<b>7. Name and Position Code Description of Second Level Supervisor</b> NONSTATE SUPERVISOR	<b>13. Work Location (City and Address)/Hours of Work</b> 5884 A St, Alpena, MI 49707 / VARIES, GENERALLY 0745-1615 (M-F)

**14. General Summary of Function/Purpose of Position**

This position performs scheduled and unscheduled maintenance on the Aerospace Ground Equipment (AGE) to support aircraft systems or subsystems. Performs ground handling of transit aircraft mission and support equipment that may include generator sets, hydraulic check stands, air compressors, and gas turbine compressors as required.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 60**

Perform maintenance on Powered and Non-Powered Aerospace Ground Equipment (AGE) to support aircraft systems and/or subsystems.

**Individual tasks related to the duty:**

- Solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications.
- Uses Enterprise Logistic Management System (ELMS) to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions.
- Maintains external fuel and grounding systems. Stores, handles, uses, and disposes of hazardous material and waste according to environmental standards.
- Diagnoses mechanical and electronic circuitry malfunctions.
- Analyzes and repairs ground support equipment using conventional and digital multimeters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools
- Performs scheduled and unscheduled maintenance on AGE.
- Inspects, tests, and operates AGE to determine equipment serviceability and proper operation.

**Duty 2**

**General Summary:**

**Percentage: 30**

Inspect and maintain small Gas Turbine and Diesel engines, Hydraulic systems and air compressors.

**Individual tasks related to the duty:**

- Diagnose and Repair Gas Turbine and Diesel engines, Hydraulic systems and air compressors.
- Disassembles and assembles malfunctioning AGE components and accessories.
- Removes, cleans, treats for corrosion, and reinstalls AGE components and accessories.
- Maintain engine starting and battery charging systems.

**Duty 3**

**General Summary:**

**Percentage: 10**

Performs other duties as assigned.

**Individual tasks related to the duty:**

- Performs other tasks as assigned.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Decisions within the scope of authority delegated to the position.

**17. Describe the types of decisions that require the supervisor's review.**

Request to order parts, tools and supplies.  
Critical work orders that may delay equipment availability.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Works inside and outside, in inclement weather, on icy, wet, and slippery ramps and work stands in temperature and humidity extremes. Work areas may be drafty, noisy and have toxic fumes present. Irritants such as aircraft fluids, dirt, grease, dust, paint and solvents may be present. Exposure to cuts, burns, electrical shock, strains, and broken toes exists.

PHYSICAL EFFORT: Required to climb, stand, stoop, bend, and stretch for extended periods of time. Frequently lifts parts and equipment weighing up to 20 pounds. Occasionally lifts and carries times weighing 50 pounds and over. Employee may be required to work overtime or irregular hours as required by the mission.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

N/A – Management developed position description.

23. What are the essential functions of this position?

This position works for the supervisor to maintain the Aerospace Ground Equipment for the Alpena CRTC, performing scheduled and unscheduled maintenance on the aerospace ground equipment (AGE) to support aircraft systems or subsystems.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updated the management system in duty 1 to "Enterprise Logistic Management System (ELMS)".

Corrected physical effort requirements in box 18.

25. What is the function of the work area and how does this position fit into that function?

To accomplish maintenance on electronically controlled power support equipment containing highly complex digital devices and integrated circuits. This equipment belongs to the Alpena Combat Readiness Training Center (CRTC), it's is utilized by visiting military units for aircraft maintenance, repair, loading and unloading of munitions.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Maintenance Mechanic 8**

Two years of experience assisting skilled trades workers in the mechanical or electrical trades.

**Maintenance Mechanic E9**

Four years of experience assisting skilled trades workers in the mechanical or electrical trades, including two years equivalent to a Maintenance Mechanic 8.

**Alternate Education and Experience**

**Maintenance Mechanic 8 - 10**

Completion of a recognized program in vocational training for the mechanical or electrical trades may be substituted for two years of experience assisting skilled trades workers.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Employee will have a recent experience in refueling civilian and/or military aircraft or experience refueling from a tank truck.
- Employee must excel working in a collaborative environment that focuses on excellence and customer satisfaction.
- Knowledge is mandatory of: principles of electricity, electronics, general mechanics, heating, refrigeration, pneumatics, hydraulics, and reciprocating and [turbine engines](#);
- Knowledge of troubleshooting, inspecting, repairing, and modifying equipment;
- Knowledge of use of automated [maintenance systems](#);
- Knowledge of application of maintenance management techniques;
- Knowledge of interpretation of maintenance directives, technical publications, drawings, wiring diagrams and schematics;
- Knowledge of proper identification, handling, use, and disposal of hazardous waste materials.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check.

Employee must be able to obtain and maintain a SECRET security clearance.

Work requires employee to operate government owned motor vehicles. Employee required to possess a current driver's license.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

9/23/2025

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date