

**State of Michigan
Civil Service Commission**

Position Code

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Field Services Bureau
4. Civil Service Position Code Description AIRCRAFT MECHANIC SUPERVISOR-1	10. Division Special Operations Division
5. Working Title (What the agency calls the position) Aircraft Mechanic Supervisor	11. Section Field Support and Aviation
6. Name and Position Code Description of Direct Supervisor LAWRENCE, PATRICK H; STATE POLICE LIEUTENANT	12. Unit Aviation Unit Maintenance Sub-Unit
7. Name and Position Code Description of Second Level Supervisor KIRKPATRICK, RYAN L; STATE POLICE FIRST LIEUTENANT	13. Work Location (City and Address)/Hours of Work 2615 Port Lansing Rd. Lansing, MI 48906 / 7:00 am – 5pm (may vary)

14. General Summary of Function/Purpose of Position

This position is responsible for overseeing, coordinating, and directing aircraft maintenance activities to ensure all work is performed safely, efficiently, and in compliance with Federal Aviation Administration (FAA) and company standards. This role provides technical leadership and supervision to aircraft mechanics and support personnel, ensuring maintenance tasks are completed on schedule while maintaining aircraft safety, reliability, and airworthiness.

The supervisor plans and assigns work, monitors maintenance progress, enforces safety and quality standards, and serves as a key point of contact between maintenance teams, management, and other operational departments. The Aircraft Mechanic Supervisor also supports training and development of personnel, assists with troubleshooting and problem resolution, and ensures proper documentation and recordkeeping in accordance with FAA and organizational requirements. This position must function in a bias free manner.

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: 30

Oversee departmental aircraft maintenance operations to ensure full compliance with FAA regulations.

Individual tasks related to the duty:

- Directs and participates in complete inspections, repair work, preventive maintenance, and parts replacement
- Ensures all aircraft maintenance is performed with aircraft manuals and existing regulations.
- Prioritize staff to adhere to strict maintenance schedules and ensure work is completed accurately.
- Accompanies pilot on test flights to determine the airworthiness of aircraft and ensures that adjustments are made as necessary.
- Checks and files airworthiness directives, Federal Aviation Administration (FAA) publications, service instructions, engine specifications, aircraft specifications, or any other necessary documents.
- Performs annual various hour engine and airframe inspections, preventive maintenance checks, and any major/minor repairs.
- Computes weight and balance after repairs or alterations, when changing equipment on aircraft.

Duty 2

General Summary:

Percentage: 40

Provide direct supervision of the Aviation Maintenance Sub-Unit.

Individual tasks related to the duty:

- Provide guidance to unit members to ensure in-flight safety and proper maintenance operation.
- Responsible for establishing and maintaining policies relating to the unit.
- Monitor and maintain an operational budget and associated records for the Aviation Unit. Provide recommendations for improvement to supervisor.
- Recommend equipment purchase within plans and budget.
- Always ensure employee and customer safety.
- Determines staff development needs and ensures relevant training is completed. Monitor and oversee Aviation Unit Hangar Security and alarm systems maintenance.
- Ensure appropriate recordkeeping.
- Assesses aircraft mechanic performance through review of completed maintenance tasks, technical procedures, and safety compliance.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Duty 3

General Summary:

Percentage: 15

Oversight of aviation maintenance parts, special tools, calibrated tools, and stock items.

Individual tasks related to the duty:

- Review scheduled maintenance to ensure all parts are ordered and on hand prior to aircraft inspections.
- Ensures all required special tools are stored and maintained in accordance with industry standards.
- Ensures all calibrated tools are inspected and certified per required regulations.
- Ensure required stock is maintained at adequate levels and reordered as necessary.

Duty 4

General Summary:

Percentage: 15

Other duties as assigned

Individual tasks related to the duty:

- Other duties as assigned

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

Those impacting the safety of Aviation Unit assets, and operations impacting pilots and aviation maintenance staff.

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

Those impacting Aviation Unit, Field Support and Aviation Section, or department policy.

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.

In addition to office environment conditions, this position will occasionally require lifting parts and equipment into and out unit aircraft in a variety of weather conditions. The position may also be in an environment where aviation fuels, oils, and other substances are present.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	AIRCRAFT MECHANIC-A 11		AIRCRAFT MECHANIC-A 11
	AIRCRAFT MECHANIC-E		

Additional Subordinates

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

<input checked="" type="checkbox"/> Complete and sign service ratings.	<input checked="" type="checkbox"/> Assign work.
<input checked="" type="checkbox"/> Provide formal written counseling.	<input checked="" type="checkbox"/> Approve work.
<input checked="" type="checkbox"/> Approve leave requests.	<input checked="" type="checkbox"/> Review work.
<input checked="" type="checkbox"/> Approve time and attendance.	<input checked="" type="checkbox"/> Provide guidance on work methods.
<input checked="" type="checkbox"/> Orally reprimand.	<input checked="" 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?

Yes

23. What are the essential functions of this position?

Supervising all required aircraft maintenance and associated personnel.

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

The scope of responsibilities for the Aircraft Mechanic Supervisor has evolved to include increased oversight of safety management practices, enhanced compliance and documentation requirements, and expanded leadership and coordination duties across maintenance teams.

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

This position directs and supervises aviation unit mechanics and is a key component of the office management structure.

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:

Aircraft Mechanic Supervisor 12

Six years of experience as a licensed aircraft mechanic.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the trades involved in the servicing and maintenance of aircraft and engines including electrical work, radio installation, painting, welding, metalworking, and woodworking.
- Knowledge of departmental and FAA rules and regulations.
- Knowledge of the operation of flight instruments.
- Knowledge of single and multi-engine operations, variable pitch propellers, and turbine engines.
- Knowledge of training and supervisory techniques, and employee policies and procedures.
- Knowledge of equal employment opportunity policies and procedures.
- Knowledge of labor relations and applicable union contracts.
- Knowledge of occupational hazards and safety precautions applicable to the work.
- Ability to prioritize, organize, and coordinate the work of the unit.
- Ability to instruct, evaluate, and supervise employees.
- Ability to determine the airworthiness of various aircraft and to make decisions as to their being grounded.
- Ability to train and oversee the work of others.
- Ability to transport heavy tools and equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

These positions may require possession of a current FAA Airframe and Powerplant certificate, as well as an FAA Inspector Authorization.

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.

EMILY UPTON

1/7/2026

Appointing Authority

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