



POSITION ANNOUNCEMENT
Various Positions and Locations

SENIOR SITE MAINTENANCE MANAGER
U.S. Air Force Combat Air Force
Contracted Air Support

Starting Salary Range: \$90,000.00 to \$105,000.00 DOE
FLSA: Exempt

Tactical Air Support is Nevada Center for Entrepreneurial Technology (NCET)
2019 Aerospace / Aviation Company of the Year

Tactical Air Support, Inc., a national company headquartered in Reno, Nevada, provides domestic and international “Center of Excellence” training and support services in tactical aviation and is currently seeking an experienced **Senior Site Maintenance Manager** to join our team of high-performance aircraft maintainers and related maintenance support.

Tactical Air’s motto is “*We Serve Those Who Serve*”. Our company’s purpose is twofold: we help make the world more secure through our efforts to improve the military capabilities and security of the United States and our partner nations and we create an environment where our employees can discover, develop, and share their talents in a way that provides a meaningful career path.

Tactical Air is currently seeking maintenance professionals to generate sorties and perform scheduled and unscheduled maintenance supporting the USAF Combat Air Force (CAF) Contracted Air Support (CAS) contract.

The mission of this contract is to provide adversary air services to the USAF 4th and 5th generation fighter squadrons, groups, and wings across the U.S. Tactical Air operates the CF-5D and the F-5 E/F Advanced Tiger (F-5AT™), a purpose-built, modernized advance capability adversary aircraft. Tactical Air’s maintenance staff is comprised of certified and experienced mechanics, technicians, specialists, and logisticians. These professionals all work towards ensuring safe and seamless ground maintenance operations and are an integral part of a dedicated, elite team who get things done, enjoy working together, and are committed to growing with this fast-moving, high-performance company.

Based on actual contract award, assignment will be at one of the following USAF bases. Tactical Air will not provide reimbursement for initial relocation expenses:

- Kingsley ANGB, Oregon: <https://www.173fw.ang.af.mil/Home/Welcome/>
- Luke AFB, Arizona: <https://www.luke.af.mil>
- Holloman AFB, New Mexico: <https://www.holloman.af.mil>
- Eglin AFB, Florida: <https://www.eglin.af.mil>
- Seymour Johnson AFB, North Carolina: <https://www.seymourjohnson.af.mil>

- Kelly Field, Joint Base San Antonio, Texas: <https://www.jbsa.mil>

The ideal candidate for the Senior Site Maintenance Manager position will be highly experienced, professional, disciplined, team-oriented, and responsive to the needs of the company and its Department of Defense (DoD) customers. This position will report to the Program Manager responsible for the safe and effective operation of company-owned aircraft. All maintainers may be assigned to various work sites across the U.S. and will be expected to travel as needed to support contract requirements.

The Senior Site Maintenance Manager is responsible to provide daily oversight of all service, repair, and overall maintenance of aircraft and aircraft engines to verify aircraft are safe for flight and compliant with all regulations. This position will oversee scheduling and timely completion of repairs and maintenance. The Senior Site Maintenance Manager will serve as an advisor to maintenance teams regarding projects, tasks, and operations; provide input to strategic decisions which affect functional areas of responsibility and must be capable of resolving escalated issues arising from operations and requiring coordination with other departments.

The key desirable and preferred requirements for this position include:

- Eight years' experience in aircraft maintenance occupational field, preferably in the military or with a government aviation maintenance contractor.
- Experience with high performance military aircraft (F-5/T-38) preferred.
- Lead or supervision experience; progressive management experience preferred.
- Lean Six Sigma or AS9100 training or certification desirable.
- Strong knowledge of scheduled tracking systems and ability to ensure tracking and compliance of all scheduled maintenance is accomplished in accordance with instructions.
- Extensive technical knowledge of aircraft, machinery, facilities, and equipment.
- Strong mechanical aptitude and ability to offer technical direction in all maintenance areas.
- Demonstrated understanding of technical language terms in associated field.
- Knowledge of safe working techniques and procedures.
- Strong interpersonal skills and ability to provide excellent customer service.
- Strong organizational and time management skills.
- Ability to read, listen to, and understand information and ideas verbally, and in writing.
- Ability to manage multiple roles and projects.
- Creativity, positivity, and confidence.
- Regular travel to various work sites throughout the U.S. required.
- Ability to obtain U.S. government security clearance may be required.
- This position is subject to pre-employment and random drug screening (including for marijuana).

Tactical Air offers a comprehensive benefits package, including (but not limited to) 401K retirement savings plan with employer match, medical/dental/vision, and life insurance. The level of position offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated individual who appreciates challenging yet rewarding work, Tactical Air invites you to apply.

All applicants must submit a cover letter (optional, but preferred), current CV/resume, *and* completed employment application, which may be obtained at <https://tacticalairsupport.com/jobs/>.

This is a full-time position. Position will remain open until filled.

If any candidate requires assistance in accessing or completing an employment application, please contact Human Resources.

Tactical Air is proud to be an EOE AA M/F/Vet/Disability Employer

Tactical Air Support, Inc.

Position Description

SITE MAINTENANCE MANAGER, SENIOR

Reports to: Program Manager
Classification: Exempt
Date: 1 May 2020

Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

Position Summary

Under general direction, the Senior Site Maintenance Manager is responsible for daily oversight of all service, repair, and overall maintenance of aircraft and aircraft engines to verify aircraft are safe for flight and compliant with all regulations. This position will oversee scheduling and timely completion of repairs and maintenance. The Senior Site Maintenance Manager will serve as an advisor to maintenance teams regarding projects, tasks, and operations; provide input to strategic decisions which affect functional areas of responsibility and must be capable of resolving escalated issues arising from operations and requiring coordination with other departments.

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The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; work environment; and authorizations/clearance are generally representative of the *minimum or preferred requirements to enter the job and capably perform the duties and responsibilities*. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education, Work Experience, and Licenses

- High School Diploma or equivalent; Bachelor's Degree in aviation maintenance or management or relevant field preferred.
- Eight years' experience in aircraft maintenance industry; military or government aviation maintenance contractor preferred.
- Equivalent combination of training, education, and experience in a relevant field or industry.
- Background of progressive leadership, management, and supervisory experience.
- Continuous improvement and quality management system training or certifications; ISO/9000/AS9100 or Lean Six Sigma preferred.
- FAA A&P license preferred.
- Valid State Driver License.

Essential Functions Required

The essential functions for this position may include, but are not limited to:

- Ensure sufficient number of personnel are qualified to perform mission critical tasks and are utilized effectively.
- Ensure aircraft systems and equipment are available to support contract flying levels.
- Implement and oversee preventative maintenance programs such as foreign Object Damage (FOD); Dropped Object Prevention (DOP); and Corrosion Control per company policy, guidance, and procedures.
- Ensure all work is scheduled and performed in safe and efficient manner.
- Organize daily tasks and initiate priorities.
- Prepare and provide data necessary to make qualitative decisions about aircraft, equipment, test bench, SE, material condition, readiness, utilization, and current and upcoming maintenance workload(s).
- Review aircraft forms and automated Maintenance Data Collection System for accuracy, completeness, and content to meet flying and maintenance schedules.
- Review deferred maintenance and coordinate with team to schedule and/or validate task accomplishment.
- Ensure records of inspection, lubrication, and maintenance of aircraft and equipment are maintained.
- Ensure repairable/non-repairable parts are promptly processed through repair channels.
- Ensure oil consumption is reviewed for each engine/gearbox prior to every flight as required.
- Update aircraft Weight and Balance (W&B) and configuration for each flight as applicable.
- Ensure aircraft are scheduled for inspection at intervals specified in approved maintenance plan and assist with planning meetings in advance of each inspection.
- Ensure all required inspections are performed, documented, and signed-off as required (pre-flight, daily, thru-flight, turnaround, post-flight, etc.)
- Ensure deferred maintenance, Pilot Report Discrepancy, and back-ordered parts are properly managed.
- Certify and release aircraft safe for flight.

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- Review and evaluate management and production effectiveness. Analyze personnel and equipment performance history and initiate management actions to meet new workloads or correct reported or perceived deficiencies.
- Monitor requirements for Consolidated Tool Kits (CTK), special tools, and Support Equipment (SE), and take necessary action to ensure availability, as required.
- Ensure aircraft are properly configured in accordance with flight schedule.
- Provide input of required data for monthly maintenance plan (MMP).
- Determine and approve cannibalization activities.
- Coordinate and work closely with multi-faceted teams to ensure total maintenance accountability.
- Other duties as assigned.*

Knowledge, Skills, and Abilities (KSAs)

- Strong knowledge of and ability to ensure tracking of life-limited components and compliance of scheduled maintenance in accordance with instructions.
- Demonstrated knowledge of and ability to operate within the guidance of military aircraft maintenance concepts and procedures (i.e., COMNAVAIRFORINST 4790.2c and AFI 21-101).
- Extensive technical knowledge of aircraft, machinery, facilities, and equipment.
- Strong knowledge of Foreign Object Debris and Foreign Object Damage (FOD) programs and implementation.
- Strong mechanical aptitude and ability to provide technical direction in all maintenance areas.
- Strong computer skills with ability to utilize various software and applications for creating documents and reports, spreadsheets, presentations, publications; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing environment. Microsoft Office 365 skills advantageous.
- Knowledgeable in automated aircraft maintenance data collection programs (e.g., NALCOMIS, OOMA, OIMA, CAMS, GO81, IMDS, Traxall, FlightDocs, etc.).
- Ability to manage files and maintain records in compliance with standard or required recordkeeping practices.
- Strong communication skills with the ability to provide information to colleagues, customers, co-workers, or other stakeholders (internal and external) utilizing various communication formats and tools, and exhibiting appropriate body language and listening skills, with emphasis on sharing or transmitting technical information with clarity and accuracy.
- Ability to plan and schedule work requirements and carry through to completion with accuracy and attention to detail.
- Ability to comfortably manage multiple tasks and projects utilizing time management and organization skills.
- Knowledge of proper telephone and email practices and etiquette.

Supervisory Responsibility

This position will accomplish department objectives by supervising staff and organizing and monitoring work progress. Supervision of professional and support staff requires effective leadership, team building and creating an environment in which employees are engaged and motivated. Supervisor duties may include, but are not limited to:

- Serve as a coach and mentor and provide ongoing guidance and support to ensure employees receive training, establish goals, and achieve positive performance outcomes.
- Serve as an advocate for the company to ensure employees receive information about policies, programs, and change directives, and to support the organization's culture.

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- Serve as an advocate for employees to represent employee requests and opportunities for recognition or advancement to management.
- Utilize expertise of Human Resources for guidance and support in staffing, development, management of personnel policies and records, training and development, performance management, counseling, employee engagement, and organizational development to ensure all activities conform to policies, regulations, and company culture.
- Identify staffing requirements and utilize the company Talent, Retention, and Recruitment Program (TRAP) to recruit, make recommendations for hire, and retain qualified candidates.
- Develop training plans to ensure employees have the necessary expertise, training, and resources to fulfill their job responsibilities.
- Ensure job descriptions accurately portray the primary responsibilities, qualifications, and terms for each job; set performance standards for tasks and roles of employees; ensure employees have appropriate and realistic job goals.
- Provide continuous and regular feedback about performance; conduct regular performance appraisals in accordance with company policy; develop performance improvement plans to address performance problems.
- Understand and implement company policy regarding employee recognitions, incentives, bonus program, and rewards designed to acknowledge employee performance and accomplishments.
- Be familiar with time and attendance policies to ensure accurate scheduling, completion and approval of timesheets, and compliance with DCAA and contract requirements for time records.
- Be familiar with Drug Testing program and reasonable suspicion.
- Be familiar with current employment regulations, policies, and the application of best practices in managing a diverse, high-performance, talented workforce.

Physical Demands

- Requires physical movements and postures normally associated with an airport hangar/shop/flight line environment.
- Extended periods of special vision requirements including close vision, peripheral vision, depth perception, and ability to adjust and focus.
- Periodic sitting.
- Periodic use of desktop/laptop computer and peripheral equipment.
- Regular stooping, standing, and carrying.
- Regular lifting up to 50 pounds or more (with assistance, if required).
- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs or ladders.

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Work Environment

While performing the duties of this position, employees may encounter the following, but not limited to, work situations:

- Fast-paced, high-pressure, safety-conscience environment
- Aircraft hangar or warehouse environment with exposure to loud noises, fumes from engines and chemicals, unpredictable climate (hot/cold), and electrical shock, or trip or slip hazards.
- Specific work hours determined by site/location, operational, departmental, or contractual requirements.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Regular travel to various work sites throughout the U.S. may be required.

Work Authorization/Security Clearance

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.
- Must be eligible to obtain a U.S. government security clearance.
- Pre-employment, random, or for cause drug/alcohol testing (including for marijuana) required.
- Pre-employment and ongoing physical certifications may be required.

****The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.***