



**POSITION ANNOUNCEMENT**  
**Jacksonville, Florida**

**MAINTENANCE CONTROL SUPERVISOR**  
**Ground Operations / Production**

**Starting Salary Range: \$80,000 to \$86,000 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 advisory services in tactical aviation and is seeking an experienced **Maintenance Control Supervisor** to join our high-performance aircraft maintenance and production support team.

Tactical Air’s motto is “*We Serve Those Who Serve*” and 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 U.S. and our partner nations, and we create an environment where our employees can discover, develop, and share their talents in ways that provide a meaningful career path.

Tactical Air’s ground operations includes maintenance and logistic support for our own fleet of high-performance aircraft and for our customers, with assignments and detachments across the U.S. Tactical Air’s team includes A&P-certified and tactical aircraft experienced mechanics, technicians, logisticians, and engineers, with a combined experience of more than 75 years in tactical aviation maintenance and more than 30 years supporting U.S. military adversary contract maintenance

The Maintenance Control Supervisor position is an integral part of a dedicated, elite team of professionals who get things done, enjoy working together, and are committed to growing with this fast-moving company.

This position is located in Jacksonville, Florida, the largest city in Florida with a population close to one million people. Jacksonville boasts the largest Naval port in the United States and offers communities rich in history, arts and culture, entertainment, recreation, and cuisine. There is truly something for everyone. Check out <https://www.lifestorage.com/blog/moving/moving-to-jacksonville-fl/> for more information about living in Jacksonville.

The ideal candidate for the Maintenance Control Supervisor position will be professional, highly productive, disciplined, team-oriented, technically astute, and responsive to the needs of the company, colleagues, and customers. This position will report to the Director of Production and will provide daily oversight of all functional and operational activities and review of all maintenance discrepancies for operational impact in maintenance control of aircraft.

***The key desirable and preferred requirements for this position include:***

- Eight years' current experience in aircraft maintenance occupational field, preferably with military or government aviation maintenance contractor background.
- Experience with high-performance military aircraft (F-5/T-38).
- Demonstrated progressive leadership experience.
- FAA A&P License; AS9100 or Lean Six Sigma certification.
- 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 with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.
- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.
- Ability to cross-train into other specialties.
- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Regular travel to various work sites throughout the U.S. may be required.
- Ability to obtain U.S. government security clearance.
- This position is subject to pre-employment and random drug/alcohol screening (including for marijuana).

The successful candidate for this position must be willing to relocate. Tactical Air does not provide relocation expenses.

Tactical Air offers a comprehensive benefits package, including (but not limited to) 401K retirement savings plan with employer match, full health/dental/vision care, life insurance and paid time off. 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, with a keen interest in cutting-edge aircraft mission systems development and maintenance, Tactical Air invites you to apply.

***All applicants must submit a cover letter, current CV/resume and completed employment application.***

***The deadline to submit complete application materials is July 25, 2020.***

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. and Associated Subsidiaries Position Description

## MAINTENANCE CONTROL SUPERVISOR

**Reports to:** Program Manager or Director as Assigned  
**Classification:** Non-Exempt  
**Date:** 6 February 2018

### 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

The Maintenance Control Supervisor manages daily oversight of all aspects of maintenance, service, and repair of high-performance aircraft and aircraft engines to verify aircraft are safe for flight; ensure compliance to all maintenance regulations and requirements; oversees maintenance of unit equipment data and work orders; reviews/checks maintenance reports and monitors scheduled and unscheduled maintenance of aircraft; and communicates all maintenance-related events and outcomes.

**The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; and work environment are generally representative of the minimum or preferred**

# Tactical Air Support, Inc. and Associated Subsidiaries

## Position Description

### MAINTENANCE CONTROL SUPERVISOR

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 studies or relevant field preferred.
- Eight years' experience in aircraft maintenance occupational field.
- Equivalent combination of training, education, and experience in a relevant field or industry will be considered.
- Lead or supervision experience; progressive management experience preferred.
- FAA A&P Certification preferred.
- ISO9000/AS9100 or Lean Six Sigma training or certification desirable.
- Valid State Driver License.
- Familiarity or experience with U.S. Department of Defense (DoD) federal contractors and the aerospace, defense, or commercial aviation industry preferred.

#### Essential Functions Required

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

- Ensure full and effective utilization of assigned personnel.
- Develop and maintain preventative maintenance programs.
- Ensure all work is scheduled and performed in a 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, maintenance workload, and upcoming workloads.
- Review Flightdocs Reports and ABDs for accuracy, completeness, and content to meet the daily workload.
- Ensure oil consumption is reviewed for each engine/gearbox prior to every flight as required.
- Update aircraft W&B and configuration for each flight as applicable.
- Ensure aircraft are scheduled for inspection at the interval specified in the applicable MRCs.
- Review ABD to ensure all downing discrepancies and all flight safety and quality assurance inspections are signed off and a valid daily/turnaround inspection is completed.
- Ensure aircraft are properly configured for mission flight(s) in accordance with the flight schedule.
- Assist with planning meetings in advance of each phase inspection.
- Assist in the input of required data for the monthly maintenance plan (MMP).
- Assist in the determination of properly assigned cannibalization actions and approval requests.
- Conduct regular review and control of assigned AWM.
- Coordinate and work closely with projects to ensure total maintenance accountability is maintained and directed from Maintenance Control.
- Release aircraft safe for flight.
- Other duties as assigned.\*

#### Knowledge, Skills, and Abilities (KSAs)

- 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.

# Tactical Air Support, Inc. and Associated Subsidiaries

## Position Description

### MAINTENANCE CONTROL SUPERVISOR

- Demonstrated understanding of technical language terms in associated field.
- Knowledge of safe working techniques and procedures.
- Strong computer skills with ability to utilize various software and applications (Microsoft Office 365/GCC High preferred) for creating documents and reports, spreadsheets, presentations, publications; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing; and experience utilizing aircraft maintenance applications (i.e., Flightdocs).
- Ability to properly handle classified materials, 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 carry work 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 use of government classified networks, telephone, and email practices and etiquette.

#### Supervisory Responsibility

This position currently has no supervisory responsibilities.

#### 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, normal color perception, and ability to adjust and focus.
- Regular periods of sitting.
- Regular 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.

#### Work Environment

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

- Face-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 operational, departmental, or contractual requirements.
- Regular evening, weekend, holiday, and overtime work may be required.
- Regular travel to various work sites throughout the U.S. may be required.

# **Tactical Air Support, Inc. and Associated Subsidiaries Position Description**

## **MAINTENANCE CONTROL SUPERVISOR**

### **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.***