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Aircraft Maintenance Lead

JOB CODE	JOB FAMILY	PROFILE
JCP430	**Trades, Crafts and Other Skilled Work**	**Aircraft Maintenance Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**August 28, 2026**

The Aircraft Maintenance Lead Supervisor supervises staff performance, oversees repair, maintenance, service of aircraft and all equipment. Supervises work, evaluate, and identify problems. Recommends corrective measures, monitors maintenance, service, and repair processes. Evaluates completed work. Maintains and tracks all work completed and prepares all pertinent reports.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages, supervises, plans, evaluates and coordinates all aspects of preventive and corrective maintenance according to aircraft manufacturer's maintenance and parts manuals which includes but is not limited to aircraft maintenance in accordance with the Federal Aviation Regulations and all pertinent rules, regulations and laws.
- Oversees the service, maintenance, and scheduled repair of aircraft vehicle/s and recommend maintenance and modifications to ensure aircraft and facilities are safe, well maintained and operational according to all pertinent safety regulations.
- Plans, assigns, and coordinates with staff, pilots and other law enforcement agencies in the aircraft maintenance and service to ensure availability of the aircraft and to offer assistance to the other agencies.
- Develops and establishes standards, procedures, and guidelines for assigned functional and operational areas of aviation maintenance according to all applicable safety measures, rules and guidelines.

- Recommends and reviews expenditures through the annual budget process for the maintenance of the unit, by analyzing and forecasting through budgetary guidelines, goals and objectives. Schedules inspections and ensure aircraft and all support equipment is maintained in accordance with the units' approved maintenance program.
- Assists in troubleshooting, evaluation, repair and fueling of equipment.
- Maintains and updates all appropriate data in regard to maintenance repairs and history, parts, and supplies on monitoring software as it pertains to parts inventory, off site repairs, life items for support equipment components, and equipment inspection.
- Ensures all appropriate technical and regulatory data is maintained on aircraft support systems in accordance with Federal Aviation Administration guidelines. Assists and serves as support in monitoring quality of maintenance, service and repairs.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Eight (8) years of work experience in the maintenance and/or repair of helicopters, aircraft, and parts.
- Certification in Federal Aviation Administration (FAA) Inspection Authorization and Airframe and Power.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Employee must comply with the safety guidelines of the County and maintain a clean and safe work area in accordance with FAA and OSHA requirements.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties will be both indoors and outdoors with exposure to natural weather and working conditions.
- Duties will be performed inside an aviation hangar and outside on a service ramp.
- Duties are performed at locations of large-scale incidents throughout the local geographic areas.
- Worker is exposed to natural weather conditions when diagnosing repairs outdoors or in the field. Indoor duties are performed on an even, cement surface that is typically dry.
- Outdoor surfaces include natural ground asphalt or concrete.
- Work hazards or potential work hazards include the exposure to hoists, grinders, jacks, lathes, tire changers, loud noises, etc.
- Workers are exposed to acids, solvents, oil, diesel, gasoline, grease, fluids and cleaners related to aircraft repair and maintenance.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker is exposed to aircraft repair tools, specialized avionic testing and monitoring equipment, other equipment typically used by aviation mechanics, and general tools; Equipment typically used in the performance of duties includes telephone, two-way radio, computer, printer, and copy machine.
- Employee handles paperwork and basic office supplies when performing administrative or record keeping duties. Worker handles above-mentioned materials and substances.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.