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Aircraft Maintenance Lead Supervisor (Aircraft Maintenance Support Supervisor)

JOB CODE	JOB FAMILY	PROFILE
JCV701	**Trades, Crafts and Other Skilled Work**	**Aircraft Maintenance Lead Supervisor (Aircraft Maintenance Support Supervisor)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$29.49 - $46.57**	**August 28, 2026**

The Aircraft Maintenance Lead Supervisor supervises staff performance and oversees the repair, maintenance, and service of aircraft and related equipment. Evaluates work, identifies problems, recommends corrective actions, and monitors the maintenance process. Tracks completed work and prepares reports related to aircraft servicing and regulatory compliance.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages, supervises, plans, evaluates, and coordinates all preventive and corrective maintenance activities in accordance with aircraft manufacturer manuals, Federal Aviation Regulations (FARs), and all applicable laws and regulations.
- Oversees the service, maintenance, and scheduled repair of aircraft and equipment; recommends maintenance and modifications to ensure compliance with safety and operational standards.
- Coordinates with staff, pilots, and other law enforcement agencies to schedule aircraft maintenance and ensure aircraft availability for operations and interagency support.
- Develops and implements standards, procedures, and guidelines for aviation maintenance in accordance with all applicable safety measures and regulations.

- Reviews and recommends expenditures through the annual budget process by analyzing needs and forecasting maintenance costs, goals, and objectives.
- Schedules inspections and ensures aircraft and support equipment are maintained per the unit's approved maintenance program.
- Assists in troubleshooting, evaluating, repairing, and fueling aircraft and support equipment.
- Maintains and updates maintenance records, parts inventory, repair history, and equipment inspections using monitoring software.
- Ensures all technical and regulatory documentation for aircraft support systems is current and complies with FAA guidelines.
- Supports and assists in monitoring the quality of maintenance, repairs, and servicing activities.
- Maintains confidentiality of sensitive or classified records, documents, plans, and decisions.
- ***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.
- 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.
- 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.

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

- Equipment may include 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 office duties includes telephone, computer, printer, and copy machine.
- Employee handles paperwork and basic office supplies when performing administrative or record keeping duties.

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.