

Job Description

Job Title: Aviation Maintenance Technology
Lab Assistant

Supervisor: Program Administrator
Aviation Academy

Job Classification: Non-Exempt

Pay Grade: 22
Contract Length: 202 Days

Job Summary

Position is responsible for supervision and instruction of no more than eight (8) students during conduct of aviation maintenance technology (AMT) lab. Maintains and services lab equipment of an aviation technology center, including fully operational Cessna 152 aircraft.

Essential Duties

1. Coordinates and prepares equipment repair work orders; issues and recovers tools and aviation lab equipment; monitors inventory of parts, supplies, and materials for lab activities.
2. Repairs equipment and aircraft.
3. Directs students in aircraft maintenance and repair; instructs students in taxiing of laboratory aircraft; assures proper safety procedures are followed.
4. Prepares and sets up work area with special equipment for lab instruction.
5. Plans lab assignments; develops training aids; assists during lab instruction; answers phones, and takes messages.
6. Controls inventory for all tools and equipment in the department.
7. Assists in ordering the tools, materials and supplies.
8. Transports students and staff to various locations.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Program Administrator, Aviation Academy or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Associate degree or any combination of education, training, and experience that provides the required knowledge and abilities. Private Pilot License preferred. An example of experience would be working for fixed base operator, air carrier or aircraft repair station performing aircraft maintenance on general, corporate or transport category aircraft. Knowledge of aviation maintenance practices and procedures outlined under Federal Aviation Regulations. Knowledge of all safety regulations and procedures. Demonstrated skill in aircraft maintenance and repair. Knowledge of and skill in the use of computer hardware and software used to instruct, demonstrate and assess student performance in the AMT lab. Ability to work independently while recognizing situations that require the faculty or supervisor's attention; ability to supervise students during lab activities; ability to communicate effectively orally and in writing; and establish cooperative working relationships with persons contacted in the course of performing assigned duties. Must possess a valid Virginia Commercial Driver's License (CDL) or must acquire such within 60 days of date of employment. Ability to obtain FAA Certified Airframe and Power Plant License within first year of employment.

Working Conditions and Physical Requirements

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/garage environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Program Administrator, Aviation Academy

This job description in no way states or implies that these are the only duties to be performed by this employee. The Aviation Maintenance Tech Lab Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator, Aviation Academy or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 07/2025