



GSE SHOP MANAGER

POSITION: Shop Manager
LOCATION: Cheyenne, WY
DEPARTMENT: Ground Support Equipment (GSE)
ACCOUNTABLE TO: Manager of Ground Support Equipment

POSITION SUMMARY: Coordinates daily duties of the GSE shop; responsible for oversight and approval of GSE Mechanic projects inspection of all work performed in the shop.

AREAS OF ACCOUNTABILITY/ESSENTIAL FUNCTIONS:

- Performs all tasks assigned in accordance with Company and FAA operating standards
- Inspects completed work to ensure equipment safety and functionality of ground equipment
- Supervises mechanics and delegates work; monitors productivity and assesses performance
- Provides training to mechanics as required
- Recommends changes to improve work processes
- Repairs and or replaces parts/components on ground equipment
- Designs and fabricates parts required for repairs
- Travels to outstations as required to complete repairs
- Troubleshoots and corrects problems on ground support equipment as necessary
- Drives commercial vehicles to transport equipment to required destinations
- Performs other duties as assigned

QUALIFICATIONS/REQUIREMENTS:

Knowledge/Skill/Ability:

- Knowledge of small engine repair processes and automotive electrical systems
- Ability to fabricate and design parts and components
- Ability to assess and improve employee performance and resolve issues and conflict
- Ability to communicate professionally and effectively in both oral and written formats
- Ability to work under pressure, handle multiple tasks, and meet deadlines

Education/Training/Experience:

- Experience with maintenance and repair of small engines
- Experience with troubleshooting and repair of automotive electrical systems
- Previous experience directing the work efforts of others

Working Conditions/Physical Requirements:

- Working indoors and outdoors in all types of weather
- Occasional to Frequent Lifting of items weighing up to 70lbs with or without assistance
- Standing for up to 4 hours at a time
- Frequent bending, reaching, climbing stairs, kneeling/crouching, twisting, walking, pushing, and pulling
- Frequent writing, reading, and use of standard office equipment
- Moderate to high noise levels; may require use of hearing protection equipment
- Must be able and willing to climb ladders and work at heights up to 25 ft
- Occasional exposure to chemicals
- Varying schedules, may require work on nights, weekends, and holidays

Other Requirements:

- Valid Drivers License with CDL class rating required
- Driving record must comply with Company insurance requirements

I have read and understand this job description and certify that I have the ability to perform the essential functions of this position with or without reasonable accommodation.

Applicant/Employee Printed Name

Applicant/Employee Signature

Date