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# Example of Aviation Technician Job Description

Our company is growing rapidly and is looking for an aviation technician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for aviation technician

* Ground handles the Company's aircraft(s)
* Monitors the fuel inventory and performs quality fuel tests in a safe manner
* Performs basic cleaning, restocking, and maintenance of the aircraft
* Performs basic customer service requests and maintains a high standard of customer service
* Create shopping carts, process Confirmations, create PO Releases, and create new vendors using SRM
* Process PO, Framework, and Non-PO invoices
* Ability to use Documentum database
* Maintain PO/Non-PO files, invoices, PO Releases
* Maintain an Excel list of all Aviation vendors that are utilized on an on-going basis
* Back-up Flight Scheduler position as needed, utilizing the Flight Request System and FOS Scheduling System

## Qualifications for aviation technician

* Experience using GPS devices
* Preferred minimum of 3 years material control and/or USMC/Navy aviation supply experience
* Must have a minimum of 5 years’ experience in USMC/Navy Aviation supply
* Meet all skill requirements for a Technician and have system level maintenance experience demonstrating a general knowledge in visual, computer, display, or hydraulic/pneumatic systems
* Have four (4) years of demonstrated competence through satisfactory progressive performance in electronic maintenance and have two (2) years technician experience of simulation systems comparable in complexity to those on which assigned to work
* Must have a thorough understanding of U.S. Army standards and specifications as used in the performance of maintenance actions