

## F-16 Deputy Program Manager (Poland)

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Company: AAR

Location: Bydgoszcz

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F-16 Deputy Program Manager (Poland)-15458

### **Description**

#### **SUMMARY:**

Assists in planning, coordinating, and implementation of the program. Duties involve the development of new ideas and processes. Responsible for coordination of program performance. Acts as the primary POC at the maintenance facility. Reports directly to the Program Manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assists the Program Manager in the formulation of program objectives and system development requirements.

Assists the Program Manager in the preparation of program plans and schedules, including requirements, tasks, work assignments, resources, and the inclusion of program milestones and review points and reporting thereof.

Assists the Program Manager with all facets of program manpower management, including selecting skill specific staff, completing performance reviews, evaluating merit raises, completing Contractor Manpower Reporting Act (CMRA) requirements, scheduling travel of new employees into country, and have a cognizant awareness of employee overall health and wellbeing and respond appropriately.

Provide technical guidance and assistance to program staff.

Report to management on program progress, problems, and recommends corrective action when applicable.

Ensures that all work and documentation meet the contractual standards of the program.

Manages the Over and Above (O&A) process.

Acts in support of the Program Manager in their absence in all responsibilities.

Responsible for complying with all safety and health regulations – DoD security protocols, OSHA and all applicable local safety standards, reporting & record keeping.

Oversees the internal MIS Data Support on all necessary function of storing, processing, and recording of vital aircraft, equipment, and program data.

Reviews Bi-weekly and Monthly Status Reports and Aircraft status prior to submitting to PM for System Program Office (SPO) review.

On call and available 24/7 as needed to accommodate contingencies.

All other duties as assigned.

### **CORE COMPETENCIES:**

Business Savvy

Strategic Management

Being connected & Respectful

Diverse Mindset

Building relationships and partnerships

Coaching & Feedback

Accountability

Building confidence & integrity

### **Qualifications**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to obtain and maintain a Secret Clearance.

Due to the clearance required, US Citizenship is required.

**EDUCATION and/or EXPERIENCE:**

Bachelor of Arts degree ( ) or Bachelor of Science degree ( ) from four-year College or university; or equivalent combination of education and experience is preferred.

Five (5)+ years of experience in military logistics, contracts, or similar business discipline required.

Eight (8) years involved with military aviation repair programs; F-16 platform preferred.

Three (3)+ years of managerial and leadership experience required.

Proficient with Microsoft Office Suite to include Word, Excel and PowerPoint.

Experience supporting a Government agency is preferred.

Previously held

Previous experience with ERP systems preferred.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

Must be able to lift and carry parts, tooling, and other awkward items sometimes weighing greater than 50 lbs, including walking up and down stairs, aircraft maintenance stands, and platforms.

Requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the workday.

Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.

Position is located OCONUS in Bydgoszcz, Poland; work is being performed at an aircraft depot facility, including occasional flight line operations, hangar and/or aviation field

environment.

#LI-LM1

### Job

:Defense

### Primary Location

:PL-Bydgoszcz

### Schedule

:Full-time

### Overtime Status

:ExemptWe are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

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