



## CLASS SPECIFICATION

Class Code: 2229  
Date Est: 02/2000  
Last Rev: 08/2018  
Last Title Chg:  
FLSA: non-exempt  
Probation: 6 months

### AIRCRAFT MECHANIC

#### **DEFINITION**

Under general direction, repairs and maintains helicopters and fixed-wing aircraft to assure airworthiness in accordance with Federal Aviation Administration (FAA) regulations; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Seven years of experience as an FAA licensed aircraft and power plant mechanic.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

A valid FAA aircraft and power plant mechanic's license with both airframe and power plant ratings is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Provides lead direction to assigned mechanics.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Schedule and perform regular maintenance inspections in accordance with FAA, Department of Defense (DOD) and manufacturer's guidelines to determine repairs and replacement of parts required for return to service.

Provide daily work schedule, direction and goals to other full-time and part-time mechanics.

Conduct quality assurance inspections of other mechanics' work.

Coordinate outside vendor work and approves all contract provided repairs, upgrades and installations.

Diagnose, repair and inspect mechanical defects and reported problems on aircraft, including those related to time-life parts and fueling system to ensure airworthiness for return to service.

Repair and replace aircraft components, assemblies or sub-assemblies using common or specialized tools in accordance with manufacturer's manual.

Develop and monitor preventive maintenance schedules for aircraft, including engines, components and accessories.

Complete maintenance logs and records in compliance DOD with the manufacturer and/or FAA guidelines.

Accompany pilots to observe pilot complaints of flight operations; record findings of test flights; make repairs and modifications in accordance with findings.

Contact vendors and order supplies and equipment for aircraft to ensure appropriate inventories are maintained.

Review cost estimates from vendors for appropriateness and to make cost effective decisions regarding repair vs. replacement of aircraft and other equipment.

Maintain current knowledge of FAA regulations pertaining to maintenance, airframe and engine manufacturer's maintenance requirements.

Clean and maintain shop area and aircraft, including minor repainting and refurbishing of aircraft.

May be required to travel to remote locations make repairs in the event of emergency landing or unusual conditions.

Establish work schedule for all assigned mechanics.

Schedule long-term repair and replacement activities while assuring maximum aircraft availability and minimal aircraft down time.

Coordinate the acquisition, tracking and inventory of all Defense Reutilization Management Office (DRMO) aircraft, parts and consumables.

Act as a liaison between civilian aviation maintenance and regulatory activities and the Washoe County Sheriff's Office.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Sheriff's Office operations, policies and procedures.

Washoe County geography and climatic conditions that affect aircraft operations.

Washoe County policies and procedures.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Operation and components of aircraft used by the Washoe County Sheriff's Office.

FAA rules and regulations pertaining to the maintenance of aircraft.

Materials, tools and procedures used in maintaining various aircraft.

Safety procedures pertaining to the trade.

### **Ability to:**

Inspect, diagnose, repair and maintain aircraft used by the Sheriff's Office.

Use tools and diagnostic test equipment of the trade.

Maintain appropriate inventory of supplies, equipment and aircraft parts.

Understand and follow oral and written instructions.

Read and follow manufacturers' manuals.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Exposure to shop environment; exposure to noise, dust, grease, smoke, fumes and gasses; physical condition necessary to moderate to heavy lifting, bending, stooping, kneeling, crawling standing for prolonged periods of time; and flying in a helicopter or fixed-wing aircraft; may be required to be on-call, carry a pager and/or cellular phone.