



Career Service Authority

Helicopter Mechanic

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GENERAL STATEMENT OF CLASS DUTIES

Performs skilled mechanical work in the maintenance, repair, and overhaul of the City's helicopter(s).

DISTINGUISHING CHARACTERISTICS

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Replaces or repairs worn, defective, or damaged components, using hand tools, gauges, and testing equipment.

Tests engine operation, using test equipment to identify malfunction or perform preventive maintenance.

Installs engine in aircraft.

Inspects engine parts, blades, and main system components.

Removes engine from aircraft, using hoist or forklift.

Services, repairs, and rebuilds aircraft structures, such as rotor blades, transmission, fuselage rigging, and surface and hydraulic controls, using hand or power tools and equipment.

Adjusts, repairs, or replaces electrical wiring system and aircraft accessories such as the aviation radio system and visual flight rules equipment.

Reads, interprets and updates manufacturers' maintenance manuals, service bulletins, and other specifications to determine feasibility and methods of repair. Prepares and maintains documentation related to work activities in accordance with regulations.

Services and maintains aircraft and related apparatus by performing activities, such as oil and fuel filters and lubricating moving parts.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge's & Skills:

Helicopter maintenance - Knowledge of helicopter engines, parts, and systems, including their designs, uses, repair, and maintenance.

Reading - Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Agility - Bends, stretches, twists, or reaches out with the body, arms, or legs.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Planning & Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Mechanical – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object more than 50 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Mathematical reasoning

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

Working Environment:

Extreme Cold: temperature cold enough to cause marked bodily discomfort.

Extreme Heat: temperature hot enough to cause marked bodily discomfort

Temperature Changes: variations in temperature from hot to cold.
Noise: sufficient noise to cause distraction or possible hearing loss.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
May be exposed to hazardous chemicals.
Exposed to hazards from electro/mechanical/power equipment
Exposed to toxic chemicals
Subject to hazards of flammable, explosive gases
Subject to injury from moving parts of equipment
Subject to burns and cuts
Subject to long irregular hours
Subject to many interruptions
Subject to varying and unpredictable situations
Works in precarious or high locations (ladders, scaffolding, etc.)

Education Requirement:

Graduation from high school or possession of a GED Certificate required.

Experience Requirement:

Three years of full-time paid experience as a licensed Airframe & Power Plant Mechanic engaged in performing work on turbine-powered helicopters such as the Bell 407 series, or similar model.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Airframe & Power Plant Mechanic Certification issued by the Federal Aviation Administration.

Tool Requirement

Provide and replace hand tools.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 10/01/2004

REVISED DATE:

REVISED BY: Vivian Atkins

CLASS HISTORY: New Class