

*Code: 0920*

*Title: AIRFRAME & POWER-PLANT (A & P) MECHANIC*

**SUMMARY:** Performs inspections, repairs, modifications, periodic maintenance, servicing and cleaning of Sheriff's Department aircraft. Within the limits of the employee's Federal Aviation Association (FAA) Airframe & Power Plant (A&P) license or other certifications, this classification may also inspect and certify work accomplished on assigned aircraft and their components.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs and documents periodic maintenance of assigned aircraft and components according to manufacturer's instructions, service bulletins and FAA directives;

Diagnoses problems and removes, replaces and repairs aircraft components within limits of the A&P license;

Performs, or assists aircrews in performing, pre-/thru-/post-flight inspections and servicing of assigned aircraft;

Coordinates aircraft inspections/maintenance/servicing with Tactical Air Support Unit Commander to assure maximum availability of aircraft;

Coordinates contractor/vendor inspections, repairs, modifications and certifications of aircraft and component parts which cannot be accomplished in-house;

Modifies aircraft and component parts according to manufacturer's instructions, FAA directives and industry practices if within authority of current licenses and certifications;

Tows, pushes or pulls aircraft using manual and mechanical means;

Maintains all tools, equipment and required publications, technical data and related materials;

Complies with all directives and administrative requirements of the FAA, State regulatory agencies and the Sheriff's Department applicable to assigned duties, to include record-keeping and submission of recurring and special reports;

Maintains, inventories and orders stocks of essential spare parts, supplies and related materials;

Calibrates, or coordinates calibration of, special purpose tools, gauges and equipment according to manufacturer's or FAA requirements;

Assists Tactical Air Support Unit Commander in the initial and recurring training of aircrew members on aircraft servicing, pilot maintenance and pre-/thru-/post flight inspections;

Maintains security and confidentiality of information created or encountered in the performance of assigned duties;

May coordinate ordering, receipt, delivery and billing of aircraft fuels, lubricants and related materials with vendors and contractors;

May inspect aircraft seized by law enforcement agencies to determine aircraft identity, registration, condition and modifications which may have investigative value.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- FAA and aircraft/component manufacturer's standards, rules and regulations for servicing, repair, maintenance and modification;
- documentation and reporting requirements of maintenance activities for FAA, State agencies and Department;
- industry and trade standard practices and techniques for aircraft/system/component servicing, inspection, repair, modification and maintenance;

- common and specialized tools, equipment, processes and techniques involved in the inspection, servicing, repair and modification of aircraft and component parts and systems;
- Departmental and airport operating authority rules and regulations for access to and operation of aircraft;
- proper handling, storage and disposal of hazardous materials (solvents, fuels, lubricants, plastics, insulation materials, etc.) encountered in duties;
- use, care and maintenance of personal protective equipment;
- County/Departmental procedures for the ordering, receipt, delivery and disposal of fuel, parts, supplies and equipment.

Skill in:

- inspecting, repairing, servicing and modifying assigned aircraft and their component parts and systems;
- diagnosing aircraft/component/system problems and determining the remedial actions required;
- interpreting complex blueprints, sketches, schematics and other technical materials from manufacturers and the FAA;
- performing, or assisting aircrews in performing, pre-/thru-/post-flight inspections, servicing and cleaning of assigned aircraft;
- coordinating maintenance work with Tactical Air Support Unit Commander to assure maximum availability of serviceable aircraft;
- documenting activity in aircraft and maintenance records, per Departmental, State and FAA directives and guidelines;
- inspecting, certifying and recording work performed certified/licensed to do so, or coordinating the inspection and certification by certified/licensed Aircraft Inspectors;
- maintaining work areas in clean, safe condition, including storage, handling and disposal of hazardous materials;
- maintaining security and confidentiality of information encountered in the course of assigned duties;
- maintaining a library of required and essential publications, technical documentation and related reference materials;
- maintaining and servicing/calibrating tools and specialized equipment;
- maintaining inventory of spare parts, materials and supplies;
- operating and performing operator-level servicing and maintenance of departmental vehicle;
- assisting in training aircrews on aircraft pre-/thru-/post-flight inspections and servicing;
- communicating effectively in the English language.

MINIMUM QUALIFICATIONS:

Three years of experience as a licensed FAA A&P mechanic performing aircraft inspection, maintenance, repair and servicing and a current FAA A&P Mechanic License.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a current FAA A&P Mechanic license at the time of appointment. A valid A&P Mechanic license must be maintained as a condition of employment; failure to maintain a current license shall be grounds for termination. Additional FAA Aircraft Inspector or manufacturer's certifications may be required either at the time of appointment or prior to completion of initial probation. All positions require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation. This license must be maintained as a condition of employment and failure to maintain a current license shall be grounds for termination.

**Special Notice Items:** All positions require the employee to furnish, at their own expense, essential hand tools common to the A&P Mechanic trade. Specialized tools, equipment, gauges and related specialty items will be provided by the Department. Due to need for access to law enforcement facilities, equipment, aircraft, communications, computer systems and sensitive mission/scheduling information and possible contact with prisoners, all positions require satisfactory completion of pre-/post-appointment background investigations and drug testing. Access authorization for operating areas of airfields and airports may have similar/additional investigative or screening requirements, as established by the FAA, the Transportation Security Agency (TSA) and the airport operating authority. Failure to acquire and maintain access authorization to airport facilities shall be grounds for termination.

**Physical/Sensory Requirements:** All positions are subject to the following: high-noise levels from aircraft engines and shop equipment, extremes of heat/cold, wind and dust; exposure to hazardous/toxic chemicals, solvents, fuels, lubricants; moderate risk of exposure to blood-borne pathogens from contact with prisoners and their personal effects. Personal Protective Equipment (PPE) and training will be provided by the Department. Pre-/post-appointment medical screening may be required to ensure employee safety and health.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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