



Seminole County Sheriff's Office

AVIATION MECHANIC

Class Spec Code: 1090

Established Date: 10/14/2020

Last Revised Date: 01/12/2022

Effective: 01/12/2022

Salary Range

\$23.90 - \$38.30 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Responsible for ensuring that all airframes owned and/or operated by the Seminole County Sheriff's Office and its personnel are maintained to the standard of airworthiness acceptable to the Federal Aviation Administration and airframe manufacturer.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Ensures that all maintenance on agency airframes and their subcomponents is being performed in a safe and legal manner, as regulated by the authority of the FAA and ensures the compliance with and application of Airworthiness Directives, Alert Service Bulletins, Service Bulletins, Service Letters, Technical Bulletins, Technical Letters, and Alert Telex & Telex Information Letters to agency airframes and their subsystems.

Develops and maintains a standing maintenance program that fulfills, or exceeds both FAA regulations and airframe manufacturer's guidelines. Establishes and maintains all necessary records that pertain to agency airframes and their subsystems, to include scheduled and unscheduled maintenance, and crew squawks. Ensures that all scheduled and unscheduled maintenance is being performed in a timely manner, and that scheduled maintenance is not being over-flown, or exceeded. Maintains FAA Form 8130's, Form 337's, EASA Form 1, and similar technical documents that pertain to agency airframe components and subcomponents.

Makes a determination as to the airworthiness of agency airframes based on the Mechanic's findings, the findings of any flight crewmember, or the findings of any secondary technical representative. Responsible for, and retains the authority to, remove from service any agency airframe deemed unsafe based on the finding of any unsafe condition. Resolves any unsafe conditions and determines actions necessary to restore an agency airframe to service as quickly and safely as possible.

Manages the maintenance schedule to maximize the productivity of the fleet and minimize airframe down-time. Responsible for communicating the status of the fleet, flight maintenance restrictions, and any other pertinent information to the flight crews on a regular basis. Informs the Chief Pilot of all maintenance related issues.

Responsible for the inventory, maintenance and upkeep of Aviation Unit tools, (GSE) ground support equipment, and aviation parts and spares and establishes the protocol for necessary tooling, equipment, and technical assistance ahead of required maintenance. Maintains, with the assistance of flight crews, a clean and professional hangar and work environment, with special attention to the prevention of (FOD) "Foreign Object Damage/Debris".

Minimum Qualifications

- Must hold a valid Mechanic License with both Airframe & Powerplant ratings that is current, per Title 14 CFR 65.83
- Must possess and maintain a valid Florida Driver's License
- Must have at least three (3) years of experience within the past six (6) years maintaining aircraft as a certified mechanic, including, experience in maintaining the same category and class of aircraft as the Sheriff's Office operates; or have

at least 3 years of experience within the past 6 years repairing aircraft in a certificated airframe repair station, including 1 year in the capacity of approving aircraft for return to service; or have factory training or military equivalency training in the same make and model of airframe and engine being operated by the Sheriff's Office

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of the principles, practices and procedures used in aviation mechanics. Extensive knowledge of occupational hazards and safety precautions of the work, methods, materials, tools and equipment used in aviation mechanics.

Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other agencies, employees and the general public. Ability to prepare detailed reports and related documents. Ability to traverse job sites which may include uneven and broken ground and the necessity to climb ladders for inspections. Ability to work independently in carrying out assignments to completion. Ability to make decisions based on factual data. Ability to work with detailed information. Ability to effectively use computer skills to develop and maintain spreadsheets and prepare written communications.

WORKING CONDITIONS

Work is performed in a maintenance facility subject to extreme Florida weather conditions (heat) and noise. Work is generally performed in various positions which require bending, stooping, and reaching. May be required to drive a Sheriff's Office non-emergency vehicle to conduct repairs in remote locations.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent standing, walking, stooping, bending

Lifting-Able to lift 40 pounds

Visual-Constant overall vision; constant eye-hand coordination

Dexterity-Frequent repetitive motion and reaching

Hearing/Talking- Requirement to hear normal speech; telephone and radio; talking on telephone/radio; exposure to outdoor noises, mechanical (hand tools) hazards, and electrical (electricity/electrical tools) hazards

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime

Environmental- Exposure to confined spaces and varied weather conditions including extreme heat and wet conditions.