



Classification: Aircraft Maintenance Specialist

Title Code: V00065

Pay Range: 26

POSITION SUMMARY:

This is skilled work in the maintaining of single engine and multi-engine aircraft and the supervision of an aircraft maintenance program. An employee in this class assumes responsibility for inspecting, troubleshooting, repairing and certifying the required inspections and repairs on State owned single and multi-engine aircraft. Work also involves planning and the maintaining of a complete inventory of parts and equipment. The employee supervises the work of contract maintenance personnel. Work is assigned by the Director of Flight Operations in the form of general instructions and is reviewed by him for adherence to established standards.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assumes responsibility for adherence to maintenance schedule for state aircraft.

Maintains inventory of necessary parts and supplies.

Supervises the necessary inspections to insure compliance with Federal Aviation Regulations and assists in such inspections as required.

Supervises the troubleshooting and repair of mechanical discrepancies on state aircraft and assists as required.

Ascertain the airworthiness of state aircraft inspected and/or repaired, and signs their log books to that effect before returning them to service.

Assists and advises the Director of Flight Operations in scheduling aircraft to achieve maximum utilization of in-service time.

Assists and advises the Director of Flight Operations concerning parts supply contracts required to insure adequate inventories.

Prepares preliminary billing for mechanical services performed for other agencies.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices required to perform inspections competently.

Thorough knowledge of the Federal Aviation Regulations pertaining to aircraft inspection and maintenance requirements.

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Ability to supervise personnel effectively.

Ability to help coordinate the flight and maintenance schedules.

Ability to perform preventive maintenance and direct repair of: aircraft electrical systems, hydraulic systems, engines, propellers, retractable and fixed landing gear systems, turbo- supercharger systems, flight control systems, fuel systems and aircraft environmental systems.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED certificate.

Four years experience in aircraft mechanics, including at least one year as a supervisor in an aircraft maintenance facility.

NECESSARY SPECIAL REQUIREMENTS:

Requires possession of a valid Missouri Driver's License in the appropriate classification required by law.

FAA Airframe mechanic rating.

FAA Powerplant mechanic rating.

Aircraft Inspection Authorization (requires holding both A & P certification for minimum of three years.)

Private or commercial pilot license desirable but not required.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.