

City of Fort Worth, Texas Job Description

Classification Title	Helicopter Mechanic		
Job Code:	ST5180	Job Family:	Service Trades
Pay Grade	513	Date Reviewed:	06/25/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs major and minor maintenance and repairs on City helicopters to maintain Airworthiness according to Federal Aviation Agency (FAA) Regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Conducts daily inspections of duty-day aircraft to ensure safe, operational aircraft. Performs a complete, detailed visual inspection of all aircraft components, systems and fluid levels to ensure compliance with FARs, and manufacturers minimum standards for the safe operation of the aircraft.
2. Performs detailed cleaning of each helicopter on a weekly or as needed basis to ensure helicopter can be visually inspected without distraction from dirt, grease or other common elements.
3. Conducts in-depth flight time/calendar required aircraft inspections/overhauls/routine maintenance procedures I/AW FARs Part 43, 91, Manufacturers (Bell Helicopter) Maintenance Program/Guidelines, and department SOP, when applicable.
4. Overhauls aircraft components as prescribed by manufacturer on hourly or calendar schedule.
5. Reads and interprets the pilots description of unfavorable flight characteristics as well faults with equipment or components of the aircraft. Researches and determines possible cause of problems associated with flight crew's description and formulates a corrective action. Repairs issue with regard to safety and regulatory compliance.
6. Provides on call emergency duty.
7. Maintains daily review and input of maintenance logs and component tracking documents. Tracks helicopter maintenance with the use of logbooks as well as component records.
8. Communicates with the Chief Pilot on issues of maintenance scheduling or aircraft service issues.
9. Requisitions inventory stock of spare parts, consumable oils, etc.
10. Performs other duties as required.

11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - FAA Airframe & Power plant; Bell Helicopter Maintenance Program/Guidelines.
 - Civilian Rotorcraft maintenance.
 - FAA mandated inspections.
 - Aircraft airframe components as well as engine components, flight controls, hydraulic systems, electrical systems, and drivetrains.
 - Non-Destructive Testing.
 - Aircraft take down and assembly.
 - Test flights.
 - Airworthiness Directives, Alert Service Bulletin, Mandatory Bulletins and Commercial Engine Bulletins that issued by the FAA and/or manufacturer are current and complied with.
- **Skill in:**
 - Listening and understanding verbal complaints of maintenance issues.
 - Time management, prioritization, and organization.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing
 - Use knowledge of aircraft and research available resources.
 - Determine corrective actions.
 - Maintain situational awareness.
 - Manage stress.
 - Respond to on call.
 - Ensure aircraft safety.
 - Adapt to new changes in maintenance and track maintenance.
 - Maintain current certifications.
 - Accept responsibility of aircraft maintenance condition.

MINIMUM JOB REQUIREMENTS

High school diploma/GED supplemented by specialized training in helicopter or aircraft repair and two years of increasingly responsible helicopter or aircraft mechanical repair experience.

OTHER REQUIREMENTS

Valid A&P Mechanic License issued by the FAA.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.