

AVIATION MECHANIC I**DEFINITION**

Under general supervision, performs skilled, mechanical work in the scheduled and unscheduled maintenance, repair and overhaul of City-owned aircraft and related equipment in accordance with Airworthiness Standards prescribed by applicable Federal Aviation Regulations, Airworthiness Directives, aircraft manufacturer's guidelines, and Police Department policies and procedures.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Police Sergeant. This classification does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Positions in these classes are flexibly staffed and are assigned to the Air Support Unit in the Police Department. The Aviation Mechanic I is the entry level class in the Aviation Mechanic series. Incumbents perform regularly scheduled maintenance and minor repairs, while learning the special skills required to maintain and repair turbine helicopters. Incumbents are expected to progress with appropriate training, experience and satisfactory performance to Aviation Mechanic II, the journey level of the class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to the following:

Performs routine maintenance on rotary and fixed-wing aircraft in accordance with FAA, manufacturer and Police Department standards and regulations.

Performs diagnosis and repairs malfunctions to mechanical, electrical, hydraulic, and structural systems and components.

Inspects and tests rotary and fixed-wing aircraft components and systems to ensure turbine and reciprocating aircraft are in proper operating condition.

Performs progressive and scheduled maintenance between major and minor repairs and overhauls.

Performs emergency maintenance or repairs.

Maintains records, logs and other record keeping data.

Performs inspections and assist in required FAA modifications.

Maintains inventory of aircraft parts and tools.

Performs related duties as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Federal, State and/or local regulatory requirements pertaining to rotary and fixed-wing aircraft maintenance and safety.

Theory, operation, and repair of light turbine rotary and fixed-wing aircraft engines, reciprocating engines, transmissions, electrical and fuel systems, and other rotary and fixed-wing aircraft components.

The proper use of rotary and fixed-wing aircraft repair equipment and tools, diagnostic equipment, and servicing procedures.

Occupational hazards and standard safety practices.

Skill/Ability to:

Diagnose mechanical, structural, and electrical problems, and perform repairs.

Operate computers and applicable software applications for basic data entry necessary for completion of assigned duties.

Maintain records, logs and other record filing items.

Read, understand, interpret, and cross-reference rotary and fixed-wing aircraft maintenance manuals, charts, graphs, and blueprints.

Perform physical work, which includes but not limited to climbing and lifting; may work under adverse weather conditions.

Communicate effectively in both oral and written form.

Understand and follow oral and written instructions.

Work independently and maintain effective working relationships.

Work various shifts, including stand-by and on-call, as assigned.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma, GED or equivalent;

Special Requirement(s):

Possession of a valid Federal Aviation Administration Airframe and Power Plant Mechanic license is required at time of application and must be maintained for the entire term of employment in this classification.

Possession of a valid Class "C" California Driver's License is required at time of application, and must be maintained for the entire term of employment in this classification.

An Aviation Mechanic I may flex to an Aviation Mechanic II after one (1) year of satisfactory experience and upon recommendation of the appointing authority.

Must successfully complete a Computer Voice Stress Analyzer (CVSA) and/or polygraph exam, and an extensive background investigation is required prior to appointment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File DATE: 10/20/2025
Director of Personnel Services

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