

**AVIATION MECHANIC LEADWORKER****DEFINITION**

Under general supervision, provides lead direction and performs skilled, technical work repairing, maintaining and overhauling 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. This class provides lead direction and/or assistance to lower level staff.

**DISTINGUISHING CHARACTERISTICS**

The Aviation Mechanic Leadworker is a single position classification assigned to the Air Support Unit in the Police Department. The incumbent provides lead direction and performs skilled, technical work in the scheduled and unscheduled maintenance, repair and overhaul of City-owned aircraft and related equipment in accordance with Federal Aviation Administration (FAA) rules and regulations, aircraft manufacturer's guidelines, and Police Department policies and procedures. The incumbent will be required to work variable hours as necessary to include nights, weekends and holidays.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to the following:*

Provides lead direction and participates in skilled, technical work maintaining, repairing and overhauling helicopters and relating equipment.

Performs and signs off annual inspections and required FAA modifications.

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.

Participates in test flights to troubleshoot and diagnose maintenance needs on police aircraft.

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

Ensures aircraft availability for patrols, training, maintenance and surveillance.

Develop and maintains records of inspections, repairs, and maintenance logs and manuals as required.

Maintains an inventory for rotary and fixed-wing aircraft parts, tools and necessary equipment.

Identify, evaluate, and make recommendations on orders related to parts, equipment and supplies.

Determine and maintain a current regulatory, technical, and supply library on rotary and fixed-wing aircraft maintenance.

Maintains current listing of specialized vendors.

Assist in the training, directing, and coordinating the duties performed by lower-level staff.

Performs emergency maintenance or repairs.

Performs related duties as required.

### **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.

Schedule, lead, and participate in routine and emergency maintenance and repair of aircraft engines, systems, and related equipment.

Inspect and locate difficulties and perform required major and minor mechanical, electrical hydraulic, structural systems and components repair work.

Order and maintain stock of parts, tools and supplies.

Maintain a variety of shop, service records, logs and other 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 inclement 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 or equivalent GED Completion.

### **Experience:**

Three (3) years of airframe and power plant work experience in turbine helicopter maintenance, repair, troubleshooting, and inspections.

### **Special Requirement(s):**

Possession and continued maintenance of a valid Federal Aviation Administration (FAA) Airframe and Power Plant Mechanic License, including an Inspection Authorization (IA) endorsement is required at the time of application and must meet the recent experience requirements of FAR 65.83

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

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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