

HELICOPTER MECHANIC (DEP)

General Statement of Duties and Responsibilities

Under general direction, with wide latitude for independent initiative and judgement, performs major and minor maintenance and repairs on Police and Security (P&S) helicopter to maintain airworthiness according to Federal Aviation Agency (FAA) Regulations. Troubleshoots and diagnoses maintenance problems and performs duties related to routine maintenance, structural repairs, rebuilding and/or upgrading of helicopter components and systems and keeps maintenance records. Incumbents perform related work.

Examples of Typical Tasks

Conducts daily inspections of helicopter to ensure that it is safe and operational including conducting a complete, detailed visual inspection of helicopter components, systems and fluid levels to ensure compliance with Federal Air Regulations (FARs), and manufacturer's minimum standards for the safe operation of the helicopter.

Performs touch-up painting and cleaning of helicopter on a regular or as needed basis to ensure helicopter can be visually inspected without distraction from dirt, grease or other common elements.

Inspects and diagnoses mechanical defects and problems on the helicopter and associated equipment, including airframe and engine (PowerPlant).

Checks and overhauls airframe and engine component parts according to manufacturer's guidelines; and performs mechanical repairs and/or adjustments as necessary.

Performs off-site repairs and maintenance to the helicopter.

Performs preventive maintenance on equipment, including lubricating and replacing worn parts, checking fuel and condition of fueling equipment.

HELICOPTER MECHANIC (DEP) (continued)

Examples of Typical Tasks (continued)

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; complete reports, maintain records, maintenance manuals and airworthiness directives for the airframe and engine.

Provides on call emergency duty.

Participates in helicopter check flight and communicates with the Pilot in Command on issues of maintenance scheduling or helicopter service.

Requisitions inventory stock of spare parts, consumable oils, fuel, etc. and interacts with vendors.

Operates helicopter computers, electronic equipment, machine shop tools, and other hand tools.

Serves as a member of the flight crew as needed.

Qualification Requirements

High school diploma or G.E.D. supplemented by specialized training and classes in helicopter and aircraft repair and three years of increasingly responsible maintenance and repair experience as a FAA-certified Airframe and Power Plant Technician.

HELICOPTER MECHANIC (DEP) (continued)

License Requirement

At the time of appointment, candidates must possess a FAA Airframe and Power Plant License with Inspection Authority and a motor vehicle driver's license valid in the State of New York. All licenses and certifications must be maintained for the duration of employment.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.