

OCCUPATIONAL GROUP: Trades

CLASS FAMILY: Mechanics

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to diagnose, adjust, repair or overhaul vehicles, equipment, and aircraft.

CLASS TITLE: Mechanic

DISTINGUISHING CHARACTERISTICS:

These positions perform duties in the maintenance and repair of state vehicles and equipment. They do not have any supervisory duties or budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Maintains, inspects, diagnoses, and repairs vehicles and/or equipment.
- Establishes and maintains preventive maintenance schedule and documentation of all equipment, service and repair.
- Maintains inventory of parts; purchases parts or completes orders for parts.
- Drives vehicle after repairs to test operation.
- May sand and prep damaged vehicles for repair; paints vehicles.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of tools and materials used in maintenance and repair of vehicles or equipment.
- Knowledge of operation of motor driven and non-driven equipment.
- Knowledge of hazardous materials and safety regulations.
- Skill in the diagnoses of problems associated with vehicle or equipment.
- Skill in the use tools and equipment to repair vehicles or equipment.
- Ability to read a technical manual and apply instructions properly.
- Ability to follow and carry-out written and/or verbal instructions.
- Ability to maintain records.

MINIMUM QUALIFICATIONS:

Education: High school graduation or the equivalent.

Experience: 1 - 2 years full-time or equivalent part-time paid experience related to trades.

Education & Experience Substitution: Successful completion of vocational school of at least 1080 hours may substitute for one year experience.

Certificates, Licenses, Registrations: 1. Driver's license required for some positions. 2. Certification of auto repair and state inspection may be required for some positions.

CLASS TITLE: Mechanic Senior

DISTINGUISHING CHARACTERISTICS:

These positions perform complex duties in the maintenance and repair of state vehicles and equipment. They have some authority in making decisions, such as determining the type and extent of needed maintenance and repair work. The positions serve as a lead worker and are responsible for staying within an assigned budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Trains and reviews the work of mechanics or work crews.
- Determines the type of part to use or order; determines whether a vehicle is repairable or totaled.
- Maintains safe and orderly work area; ensures work area meets safety standards.
- Maintains, inspects, diagnoses, and repairs vehicles.
- Establishes and maintains preventive maintenance schedule and documentation of all equipment, service and repair.
- Purchases and maintains inventory of parts.
- Drives vehicle after repairs to test operation.
- May sand and prep damaged vehicles for repair; paints vehicles.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of methods, materials, tools, equipment used in maintenance and repairs
- Knowledge of tools and materials used in maintenance and repair of vehicles or equipment.
- Knowledge of operation of motor driven and non-driven equipment.
- Knowledge of hazardous materials and safety regulations.
- Skill in the diagnoses of problems associated with vehicle or equipment.
- Skill in the use tools and equipment to repair vehicles or equipment.
- Ability to lead and train others.
- Ability to read a technical manual and apply instructions properly.
- Ability to follow and carry-out written and/or verbal instructions.
- Ability to maintain records.

MINIMUM QUALIFICATIONS:

Education: High school graduation or the equivalent.

Experience: 3 - 4 years full-time or equivalent part-time paid experience related to trades.

Education & Experience Substitution: Successful completion of vocational school of at least 1080 hours may substitute for one year experience.

Certificates, Licenses, Registrations: 1. Driver's license required for some positions. 2. Certification of auto repair and state inspection may be required for some positions.

CLASS TITLE: Aircraft Mechanic**DISTINGUISHING CHARACTERISTICS:**

These positions perform skilled mechanical maintenance and repair on aircraft engines and other mechanical parts. They determine the type and extent of needed maintenance and repair work. These positions do not have any budgetary responsibilities, but may serve as a lead worker. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Inspects, maintains, and repairs various types of aircraft.
- Determines type and extent of maintenance and repairs for the approved return to service in accordance with state, federal, and FAA guidelines.
- Maintains and upkeeps hanger facility, tools, and records.
- Orders and keep inventory of parts and supplies.
- Fuels aircraft for each flight.
- May lead the work of others.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of FAA rules, regulations, requirements, and limitations which relate to position.
- Knowledge of tools and equipment required for aircraft maintenance.
- Ability to climb, lift, and carry heavy parts and to perform manual work in awkward positions.
- Ability to diagnose the cause operating defects and makes necessary repairs.
- Ability to establish and maintain high quality standards of safety for protection of employees, pilots, and passengers.
- Ability to follow and distribute written and oral instructions.
- Ability to lead the work of others.

MINIMUM QUALIFICATIONS:

Education: High school graduation or the equivalent.

Experience: 2 – 4 years of full-time or equivalent part-time paid employment as an aircraft mechanic.

Education & Experience Substitution: College credit hours in the field of aviation maintenance may substitute for the experience per established formula.

Certificates, Licenses, Registrations: 1. Possession of a FAA Airframe and Powerplant (A&P) Mechanic Certificate and either possess a current Aircraft Inspectors (IA) Certificate or become certified within one year of employment. (2) Specific positions may require certification from a Federal EPA approval testing organization as a certified technician required by the Clean Air Act on refrigerant handling and recycling.

CLASS TITLE: Aircraft Chief Mechanic

DISTINGUISHING CHARACTERISTICS:

These positions perform advanced level skilled maintenance and repair on aircraft engines and other mechanical parts. They determine the type and extent of needed maintenance and repair work. These positions do not have any budgetary responsibilities, but may supervise subordinate employees. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Ensures state and federal policies and procedures are adhered to.
- Ensures aircrafts are inspected and maintained.
- Inspects, maintains and repairs various types of aircraft.
- Determines type and extent of maintenance and repair work in accordance with federal, state, and local rules and regulations, manufacturer's manuals and FAA regulations.
- Responsible for maintenance of hangar facility, tools, equipment, aircraft maintenance books and records; orders and inventories parts, supplies, tools and equipment.
- Oversees the work of others; may supervise the performance and duties of others.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of FAA rules, regulations, requirements, and limitations.
- Considerable knowledge of equipment and tools required for aircraft maintenance.
- Ability to diagnose the cause of operating defects in various types of aircraft.
- Ability to climb, lift, and carry heavy parts and to perform manual work in awkward positions.
- Ability to establish and maintain highest safety standards for protection of pilots, employees, and passengers
- Ability to effectively coordinate, plan, supervise maintenance and repair work
- Ability to receive and distribute written and oral instructions

MINIMUM QUALIFICATIONS:

Education: High school graduation or the equivalent.

Experience: 4 – 6 years of full-time or equivalent part-time paid employment as an aircraft mechanic.

Education & Experience Substitution: College credit hours in the field of aviation maintenance may substitute for the experience per established formula.

Certificates, Licenses, Registrations: 1. Possession of a FAA Airframe and Powerplant (A&P) Mechanic Certificate and either possess a current Aircraft Inspectors (IA) Certificate or become certified within one year of employment. (2) Specific positions may require certification from a Federal EPA approval testing organization as a certified technician required by the Clean Air Act on refrigerant handling and recycling.