

# AIRCRAFT MAINTENANCE SPECIALIST

Schematic Code 17801

## I. DESCRIPTION OF WORK

Positions in this banded class perform inspection, maintenance, modification, and repair of systems for fixed-wing and rotary aircraft. Work involves troubleshooting and analyzing technical problems, major and minor inspections, and scheduled and unscheduled maintenance. Work requires extensive knowledge of the principles of operation and maintenance of aircraft, engines, and their related systems by using manufacturer and accessory maintenance manuals, service bulletins, and Federal Aviation Administration [FAA] rules and regulations as approved data. Work requires mechanical and machine operation skills. Work is performed under general supervision and may be reviewed and inspected in progress or upon completion. Work is evaluated for effective and efficient utilization of materials, equipment, and labor; and for accuracy and compliance with instructions or maintenance directives. Positions may fly aircraft on test flights or accompany pilots on test flights. At the journey and advanced levels, positions in this class may have management responsibility including employee supervision, budgeting, parts inventory, planning, and instructional or safety training. Specific FAA licensure and certification is required by most positions in this class.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
Positions at this level perform routine scheduled and unscheduled maintenance under close supervision.	Positions at this level serve as licensed aircraft mechanics and may be lead mechanics or inspectors in aircraft maintenance.	Positions at this level serve as supervisors for an aircraft maintenance operation or as leaders in research and development of a specialized, complex aircraft operational program.

**III. COMPETENCIES**

<b>Competency</b>	<b>Definition</b>
<b>Knowledge and Skill - Technical</b>	Ability to perform inspections, maintenance, modifications, and repairs on assigned aircraft. Ability to operate machinery and various hand tools and diagnostic test equipment. Familiarity with proper use of personal safety equipment. Ability to apply technical knowledge to a variety of specific circumstances.
<b>Regulatory Standards</b>	Thorough understanding of FAA operating, maintenance, and repair standards, as well as manufacturer/accessory maintenance manuals, service letters, and bulletins. Ability to maintain and update the aircraft maintenance logs, parts manuals, Federal Aviation Regulation manuals, Airworthiness Directives, CDs, and required subscription services. Understanding of EPA and OSHA regulations and procedures.
<b>Administrative Operations</b>	Ability to maintain required records and logs. Ability to participate as needed in the setting and planning of unit goals and strategies. Ability to coordinate aircraft flight times with pilots to meet aircraft inspection schedules. Ability to keep records of logged parts and spare parts inventory on hand. Ability to plan for future inventory needs. Ability to comply with and record equipment calibration requirements.
<b>Human Resources Supervision</b> (if applicable)	Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees. Ability to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback and technical supervision. Ability to develop knowledge, skills, and abilities of employees. Ability to plan for and support employees in career development opportunities.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

**IV. COMPETENCY STATEMENTS BY LEVEL****Knowledge and Skill– Technical**

Ability to perform inspections, maintenance, modifications, and repairs on assigned aircraft. Ability to operate machinery and various hand tools and diagnostic test equipment. Familiarity with proper use of personal safety equipment. Ability to apply technical knowledge to a variety of specific circumstances.

Contributing	Journey	Advanced
<p>Knowledge of established protocols. Ability to independently perform routine scheduled and unscheduled repairs, maintenance tasks, and inspections utilizing necessary tools and machinery.</p>	<p>Thorough technical knowledge of aircraft systems. Ability to independently perform full scope of repair, inspections, modifications, and maintenance. May require the ability to develop and fabricate special tools for unusual work projects. Ability to serve as lead, resource, or supervisor to others.</p>	<p>Thorough technical knowledge of aviation operations. Ability to research and develop specialized technical programs, such as safety and education initiatives.</p>

**Regulatory Standards**

Thorough understanding of FAA operating, maintenance, and repair standards, as well as manufacturer/accessory maintenance manuals, service letters, and bulletins. Ability to maintain and update the aircraft maintenance logs, parts manuals, Federal Aviation Regulation manuals, Airworthiness Directives, CDs, and required subscription services. Understanding of EPA and OSHA regulations and procedures.

Contributing	Journey	Advanced
<p>Ability to understand and follow required protocols in assigned fields of aircraft operations.</p>	<p>Ability to understand and follow required protocols in assigned fields of aircraft operations and ability to interpret protocols in unusual circumstances.</p> <p>May require the ability to act as a lead in training or overseeing other workers in following protocol.</p>	<p>Ability to ensure unit compliance with governmental and manufacturer regulations.</p> <p>May require the ability to serve as a consultant to pilots and airport managers on pertinent issues, such as safety and governmental regulations.</p>

**Administrative Operations**

Ability to maintain required records and logs. Ability to participate as needed in the setting and planning of unit goals and strategies. Ability to coordinate aircraft flight times with pilots to meet aircraft inspection schedules. Ability to keep records of logged parts and spare parts inventory on hand. Ability to plan for future inventory needs. Ability to comply with and record equipment calibration requirements.

Contributing	Journey	Advanced
<p>Ability to document inspection, maintenance, and repair operations as required by established guidelines.</p>	<p>Ability to document inspection, maintenance, and repair operations as required by established guidelines.</p> <p>Ability to participate in budgeting, planning, organizing work, and setting work standards for the unit.</p>	<p>Ability to oversee required documentation of procedures.</p> <p>Ability to establish or make recommendations on unit goals and standards. Ability to make operational decisions, on such matters as budgets, workload distributions, and scheduling.</p>

**Human Resources Supervision** (if applicable)

Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees. Ability to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback and technical supervision. Ability to develop knowledge, skills, and abilities of employees. Ability to plan for and support employees in career development opportunities.

Contributing	Journey	Advanced
<p>May require the ability to provide assistance to a higher-level manager in recruitment and selection process.</p> <p>Ability to implement work plans. Ability to conduct performance reviews with the assistance of a higher-level manager. Ability to identify and recommend career development opportunities with employees.</p>	<p>Ability to recommend and/or make selection decision.</p> <p>Ability to develop and implement work plans. Ability to conduct performance reviews. Ability to participate in the disciplinary and grievance processes as needed. Ability to ensure employees have access to tools and information for career development opportunities. Ability to actively participate in employee growth and development. Ability to plan and deliver on-the-job training.</p>	<p>Ability to oversee unit/organization supervisors to ensure compliance with recruitment and selection policies and procedures.</p> <p>Ability to oversee unit/organization supervisors to ensure compliance with performance management policies and procedures. Ability to recommend resolution of disciplinary and grievance issues. Ability to review and authorize training opportunities for unit/organization. Ability to lead employee growth and development initiatives.</p>

## **V. MINIMUM TRAINING & EXPERIENCE**

Graduation from an FAA approved aviation maintenance technician school and one year of experience in aircraft inspection, maintenance and repair; or high school diploma or equivalency and three years of related experience; or equivalent combination of training and experience. Some positions may require a valid Federal Aviation Administration Airframe and Powerplant license, current certification by the EPA as a type I, II, III, or Universal technician as required by CFR part 82, subpart F, or other special licenses or certifications.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.