



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 922.2

Job Title: **LEAD AIRCRAFT MECHANIC**

Pay Grade: 23

GENERAL SUMMARY:

Leads aircraft maintenance, rebuilding, inspections, and scheduling of police aircraft.

RESPONSIBILITIES:

- Coordinates scheduling of aircraft and staff. Guides, trains, assigns work, and evaluates employees.
- Ensures workspace areas are clean and organized to promote the safety and efficiency of operations.
- Maintains fleet status, condition, discrepancies, and inspection documentation. Inspects and maintains aircraft.
- Prepares component removed documentation, attaches historical records and serial number, and ships to contracted vendor.
- Communicates with technical representatives concerning malfunctions and specifications of equipment.
- Performs component/inspection tracking, and inventory. Coordinates inventory control.
- Generates spares supply inventory list and submits order to budget coordinator. Monitors usage and adjusts minimum and maximum quantities for inventory. Contacts vendors for technical support issues.
- Prepares fleet forecast reports of overhauls and inspections for the budget office. Assists in developing the operating budget.
- Participates in the process of purchasing new aircraft and ensures airworthiness requirements are completed.
- Researches Federal Aviation Administration (FAA) airworthiness directives, service bulletins, and revisions status of all publications.
- Performs preventive aircraft maintenance duties.

SPECIFICATIONS:

KNOWLEDGE:

An Associate's degree or certification in aviation maintenance management or a closely related field is required. Considerable knowledge of helicopter structures, systems and engines are required. Familiar with aviation computer and data programs required.

LICENSE:

FAA Airframe and Power Plant License is required.
FAA Aircraft and Inspection is optional.

SPECIFICATIONS: (continued)

EXPERIENCE:

Six years of experience in helicopter or aircraft repair are required, including at least two years as a Senior Aircraft Mechanic.

COMPLEXITY:

Work is complex, varied, and may require the interpretation of technical and detailed guidelines, policies, and procedures.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor being available to answer more difficult decisions.

SUPERVISION EXERCISED:

Direct Supervision: Involves scheduling, supervision, and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision: No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staff and occasionally with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with service representatives and vendors. Interaction involves information exchange and/or service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises, and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:

Aircraft Mechanic
Senior Aircraft Mechanic
Lead Aircraft Mechanic

Effective: October 2021

Revised: January 2022