

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Aeronautics
<b>4. Civil Service Position Code Description</b> AIRCRAFT MECHANIC-A	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Senior Aircraft Mechanic	<b>11. Section</b> Aviation Section
<b>6. Name and Position Code Description of Direct Supervisor</b> BRUDER, PAUL C; AIRCRAFT MECHANIC SUPERVISOR-1	<b>12. Unit</b> Air Transport
<b>7. Name and Position Code Description of Second Level Supervisor</b> GALUSHA, COLT O; AVIATION MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b> 2700 Port Lansing Rd, Lansing, MI / 8:00 am - 5:00 pm M-F (Hours may vary)

**14. General Summary of Function/Purpose of Position**

This position functions as the designated recognized resource Aircraft Mechanic. This position is responsible for performing both scheduled and unscheduled maintenance and inspections on standard and complex aircraft. Work is carried out using appropriate parts, supplies, tools, and procedures in compliance with Federal Aviation Administration (FAA) regulations and the Air Transport flight operations manual to ensure the state-owned fleet remains airworthy and ready for flight. Responsibilities also include procuring and tracking parts, acquiring and calibrating tools, maintaining manuals and their revision status, and overseeing the maintenance of ground support equipment.

This position is considered safety sensitive in accordance with Federal Aviation Administration (FAA) and Department of Transportation (DOT) regulations.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 70**

As the recognized resource, performs aircraft maintenance and inspections to keep the unit's aircraft ready for flight.

**Individual tasks related to the duty:**

- Inspects aircraft and independently makes a determination for needed maintenance and repairs.
- Performs repairs, modifications, updates, and cleaning on standard (single-engine and unpressurized) and complex (multi-engine, turbine, and pressurized cabin) aircraft.
- Performs recurring inspections on all maintenance and repairs made, and authorizes completion based on FAA requirements.
- Makes notations in logbooks and other aircraft records that require the FAA Inspection Authorization (IA) rating after inspections, maintenance, and repairs. Maintains aircraft records to ensure compliance with federal regulations and time limitations.
- Uses specialized test equipment to maintain fleet, including maintenance manuals, blueprints, wiring diagrams, etc.
- Ensures that preparations are made to complete annual FAA inspection in a timely manner.
- Performs progressive phase and other time dependent maintenance inspections, including the annual inspection in a safe and timely manner per FAA requirements. Performs ground runup, power, and operational checks to determine airworthiness of aircraft to ensure return to flight status.

**Duty 2**

**General Summary:**

**Percentage: 10**

Performs ground support flight operations.

**Individual tasks related to the duty:**

- Operates diesel tugs and small tractors to move aircraft in and out of hangars.
- Fuels/de-fuels aircraft.
- Maintains the hangar in an operable condition.

**Duty 3**

**General Summary:**

**Percentage: 10**

Procures parts for aircraft inventory, makes arrangements for parts repair with contract maintenance vendors, inventory and tracking of all parts in parts area. Tools inventory and status of calibrations of tools.

**Individual tasks related to the duty:**

- Orders parts and supplies for aircraft maintenance.
- Performs vendor selections and evaluations.
- Establishes and maintains parts inventory tracking, expired parts/supplies status.
- Establishes and maintains tools inventory and tracking, calibration status.
- Performs inventory duties.

**Duty 4**

**General Summary:**

**Percentage: 10**

Performs other duties as assigned.

**Individual tasks related to the duty:**

- Completes any required training and maintains appropriate licensures.
- Assists supervisor in soliciting bids from vendors for aircraft parts, overhauls, and contract maintenance services.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions regarding aircraft maintenance such as diagnose problems, troubleshooting systems, and defining what maintenance repairs are needed, decisions regarding choice vendors for parts and contract maintenance for outside maintenance of parts, decisions regarding tool calibration requirements and vendors. Those affected include customers (passengers/departments using flight services), pilots, other aircraft mechanics, and other Office of Aeronautics employees.

**17. Describe the types of decisions that require the supervisor's review.**

When instructions are not available for a required task or assignment. Issues of department policy.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Remaining in a stationary position for long periods of time on hard surfaces. Ability to service aircraft, including working over and under while servicing aircraft. Exposure to various petroleum fuels, lubricants, alcohol de-icing fluids, cleaning chemicals, and various weather conditions. Working on or in proximity of running aircraft with turning propellers. Ability to move heavy tools, equipment, parts, and materials. Tasks performed both in a hangar environment and field maintenance away from base as needed. The airplane tug is not operated on property open to the general public. Position may require availability outside normal working hours based on operational needs.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**23. What are the essential functions of this position?**

This position functions as the designated recognized resource Aircraft Mechanic. This position is responsible for performing both scheduled and unscheduled maintenance and inspections on standard and complex aircraft. Work is carried out using appropriate parts, supplies, tools, and procedures in compliance with Federal Aviation Administration (FAA) regulations and the Air Transport flight operations manual to ensure the state-owned fleet remains airworthy and ready for flight. Responsibilities also include procuring and tracking parts, acquiring and calibrating tools, maintaining manuals and their revision status, and overseeing the maintenance of ground support equipment.

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**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

**25. What is the function of the work area and how does this position fit into that function?**

The Office of Aeronautics is responsible for developing and preserving a safe, high quality statewide air transportation system. This position is responsible for the maintenance of state-owned aircraft to FAA regulation and safety standards for maximum reliability and efficiency of on-demand flight operation.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

