

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. STUDASTE
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**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> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Field Services Bureau
<b>4. Civil Service Position Code Description</b> Student Assistant-E	<b>10. Division</b> Special Operations Division
<b>5. Working Title (What the agency calls the position)</b> Student Assistant - Aviation Mechanic	<b>11. Section</b> Field Support and Aviation Section
<b>6. Name and Position Code Description of Direct Supervisor</b> LAWRENCE, PATRICK H; STATE POLICE LIEUTENANT	<b>12. Unit</b> Aviation Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> KIRKPATRICK, RYAN L; STATE POLICE FIRST LIEUTENANT	<b>13. Work Location (City and Address)/Hours of Work</b> 2615 Port Lansing Road, Lansing, Michigan / M-F, 8-5

<b>14. General Summary of Function/Purpose of Position</b> Under the direction and supervision of MSP Aircraft Mechanics this position will provide semi-skilled support to Aircraft Mechanics within the Aviation Unit. This position, under the constant supervision of a licensed Aircraft Mechanic, will provide assistance in areas of aircraft inspections, services and repair. This position will also assist in maintaining maintenance and repair records on all assigned aircrafts. This position is required to perform all duties in a bias free manner.
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**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: 50**

Under the constant supervision of a licensed aircraft mechanic, provide support and assistance in aircraft inspections.

**Individual tasks related to the duty:**

- Clean aircraft.
- Remove and reinstall panels and cowlings.
- Assist mechanics with the inspection of the aircraft.
- Assist mechanics with repairing or replacing parts as required.
- Assist mechanics with inspection of pistons and turbine on aircraft and repair or replace parts as required.
- Assist mechanics with adjusting of piston and turbine engines to ensure maximum safety and efficiency.
- Assist mechanics with checking the track and balance of main and tail rotor helicopter blades and makes necessary adjustments.
- Assist mechanics with starting and operating piston and turbine engines to detect malfunctions; adjust as required.
- Assist mechanics with inspection of engine control parts, oil and fuel lines, valve clearance, magneto setting and other components.

**Duty 2**

**General Summary:**

**Percentage: 40**

Under the constant supervision of a licensed aircraft mechanic, provide support and assistance to service and repair aircraft components as necessary.

**Individual tasks related to the duty:**

- Assist mechanics with the servicing of the aircraft.
- Assist mechanics with the repairs on aircraft.
- Assist mechanics with spray painting metal sections of aircraft.
- Assist mechanics with servicing hydraulic system on aircraft involving landing gear, propellers and flaps and other components.
- Assist mechanics with repairing accessories such as magnetos, starters, and alternators.
- Assist mechanics with the performance of retraction tests on aircraft landing gear, troubleshooting electric and/or hydraulic malfunctions as necessary.
- Perform related work as required and directed by MSP Aviation Mechanic.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as directed by Chief Mechanic or Unit Commander.

**Individual tasks related to the duty:**

- Assist mechanics with the maintenance of aircraft records and reports.
- Assist mechanics with updating aircraft records and reports.
- Assist mechanics in making applicable maintenance notations in aircraft and airframe logbooks.
- Assist mechanics with the maintenance of parts inventory for all aircraft.

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

There will be no decisions on airworthiness by the student assistants. Any discrepancy found will be brought to the Chief Mechanic's attention. All work will be performed under direct supervision.

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

Any discrepancies or repairs that are accomplished on the aircraft.

**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.**

Must be in excellent health and physically sound of body. Must be able to climb and work from ladders. Must be able to work from heights on top deck of helicopters.

**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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

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

New position

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

The Aviation Unit provides aerial observation to assist law enforcement personnel on the ground. We fly patrols in Detroit, Flint, and Saginaw. We search for missing people, equipment, and drug eradication. This position will help the unit provide aerial services to the citizens of the State of Michigan.

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

**EDUCATION:**

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

**EXPERIENCE:**

**Student Assistant A**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of airframes and engines. Ability to assist with maintenance and repairs on aircraft.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Enrolled in or completed an Aviation Maintenance Airframe and Powerplant School preferred.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

JENNIFER GRAY

Appointing Authority

9/13/2024

Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

Employee

Date