

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. AIRCMCHAA04R

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Field Services Bureau
4. Civil Service Position Code Description AIRCRAFT MECHANIC-A	10. Division Special Operations Division
5. Working Title (What the agency calls the position) Aircraft and Helicopter Mechanic	11. Section Field Support and Aviation Section
6. Name and Position Code Description of Direct Supervisor ENGLISH, BRUCE J; AIRCRAFT MECHANIC SUPERVISOR-1	12. Unit Aviation Unit
7. Name and Position Code Description of Second Level Supervisor LAWRENCE, PATRICK H; STATE POLICE LIEUTENANT	13. Work Location (City and Address)/Hours of Work 2615 Port Lansing Rd., Lansing, MI 48906 / Monday-Friday Various Hours

14. General Summary of Function/Purpose of Position

This position services and repairs aircraft components, including performing the most complex maintenance and repair operations. Performs advanced maintenance and repairs on fixed-wing and rotary-wing aircraft assigned to the Department in accordance with existing FAA Regulations. Work on piston engines as well as helicopter turbine engines, airframes of airplanes and helicopters, including sheet metal work. Is licensed under FAA to perform authorized inspections. May have responsibilities to train and direct the work of others. This position must function in a bias free manner.

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: 45

Performs periodic inspections on all aircraft in accordance with existing FAA Regulations, including 50-hour, 100-hour, annual and special inspections as required.

Individual tasks related to the duty:

- Inspects airframes of aircraft and repairs or replaces parts as required.
- Inspect piston and turbine engines on aircraft and repair or replace parts as required.
- Adjust piston and turbine engines to ensure maximum safety and efficiency.
- Checks the track and balance of main and tail rotor helicopter blades and makes necessary adjustments.
- Starts and operate piston and turbine engines to detect malfunctions; adjust as required.
- Inspects engine control parts, oil and fuel lines, valve clearance, magneto setting, and other components.

Duty 2

General Summary:

Percentage: 45

Services and repairs aircraft components, including performing the most complex maintenance and repair operations.

Individual tasks related to the duty:

- Performs retraction tests on aircraft landing gear, troubleshooting electric and/or hydraulic malfunctions as necessary.
- Spray paints metal sections of aircraft.
- Services hydraulic system on aircraft involving landing gear, propellers and flaps and other components.
- Repairs accessories such as magnetos, starters, and alternators.
- Comply with all applicable FAA Airworthiness Directives, airframe and engine manufacturer's service bulletins and other directives as required.
- Accompanies aircraft to a base of operation at a location near the scene of a task force operation for the purpose of performing field maintenance.
- Performs related work as required.

Duty 3

General Summary:

Percentage: 5

Maintain maintenance and repair records on all assigned aircraft.

Individual tasks related to the duty:

- Maintains aircraft records and reports.
- Updates aircraft records and reports.
- Make applicable maintenance notations in aircraft and airframe logbooks.
- Maintains parts inventory for all aircraft.
- Updates federal aircraft regulations.

Duty 4

General Summary:

Percentage: 5

Other related duties as assigned by the Unit, Section, or Division Commander.

Individual tasks related to the duty:

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

- Periodically, contact the manufacturer of the airplanes and helicopters.
- Contact vendors of replacement parts, on an as-needed basis.
- Communicate regularly with pilots of assigned aircraft daily.
- Make repairs as needed and make inspections when due.

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

Major repairs and replacement parts that require purchase orders and are routinely reviewed by a supervisor.

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, to enable climbing to the top of a helicopter, etc

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

This position services and repairs aircraft components, including performing the most complex maintenance and repair operations. Performs advanced maintenance and repairs on fixed-wing and rotary-wing aircraft assigned to the Department in accordance with existing FAA Regulations. Work on piston engines as well as helicopter turbine engines, airframes of airplanes and helicopters, including sheet metal work. Is licensed under FAA to perform authorized inspections. May have responsibilities to train and direct the work of others.

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

Bias free language added.

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

Provide aviation support to the Department of State Police on a routine and emergency basis. This position ensures that the aircraft fleet is mechanically sound and able to fly missions.

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:

Aircraft Mechanic 11

Four years of experience as a licensed Aircraft Mechanic, including two years equivalent to the Aircraft Mechanic E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of fixed-wing and rotary-wing aircraft. Considerable knowledge of departmental operations and procedures. Ability to perform the most complex maintenance and repair operations. Ability to maintain aircraft maintenance logbooks. Ability to effectively explain instructions and guidelines to others. Ability to train and coordinate the work of others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Aircraft Mechanic 9-11: Possession of an FAA Airframe and FAA Powerplant license.

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.

NA

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

EMILY UPTON

2/17/2026

Appointing Authority

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