Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: STUDASTET54N

Civil Service Class and Level: Student Assistant-E

Working Title (What the agency calls the position): Student Assistant - Aviation Mechanic

Name and Position Code Description of Direct Supervisor: MARTIN, COLE M; STATE POLICE LIEUTENANT

Department/Agency: STATE POLICE

Work Area: Special Operations Division

Work Location/Hours of Work: 2615 Port Lansing Road, Lansing, Michigan / M-F, 8-5

General Summary of Function/Purpose of Position: 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.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 50**

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

- 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 **Percentage: 40**

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

- 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 **Percentage: 10**

Other duties as directed by Chief Mechanic or Unit Commander.

- 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.

Types of decisions made independently and whom or what those decisions affect: 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.

Types of decisions that require the supervisor's review: Any discrepancies or repairs that are accomplished on the aircraft.

Physical effort used to perform this job and environmental conditions of this position: 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.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: 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.

Function of the work area: 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.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

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.