



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>AIRCRAFT MAINTENANCE SPECIALIST</b>	<b>35</b>	<b>G</b>	<b>9.357</b>

Under general supervision, Aircraft Maintenance Specialists perform inspections, repair and overhaul on agency aircraft such as light and medium class rotorcraft and fixed-wing aircraft in order to ensure the safety of passengers and equipment engaged in flight operations; and maintain and update technical data related to aircraft maintenance and applicable federal regulations.

Interpret aircraft maintenance manuals and specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components; confer with vendors, manufacturer's representatives and Federal Aviation Administration (FAA) inspectors regarding repair and maintenance needs; requisition or order parts and equipment according to established policies and procedures.

Determine which maintenance items can be safely deferred and those that require immediate attention; determine if aircraft is in airworthy condition for safe flight in accordance with FAA regulations and directives, manufacturer's instructions and directives, and departmental policies.

Troubleshoot and correct problems detected during inspection or as reported by pilots such as electrical system malfunctions, fluid leaks, worn tires, and worn generator brushes; certify aircraft for return to service after maintenance and repairs are completed.

Maintain aircraft historical and component records; maintain and revise technical data including FAA regulations and airworthiness directives; manufacturer's service bulletins; aircraft type certificate data sheets; airframe, engine and component repair manuals; equipment maintenance and parts manuals; aircraft and engine parts manuals; aircraft structural repair manuals and aircraft safety of flight messages.

Inspect and perform preventive maintenance on aircraft at specified intervals as determined by FAA, manufacturer's and agency directives, and in accordance with flight activity and calendar time such as post-flight, 50-hour, 100-hour, 200-hour and annual inspections; perform post-maintenance and pre-flight run-ups and ground tests as required and when certified to do so.

Replace lubricants in engines and gearboxes; replace air and fluid filtration system components; lubricate airframe and engine systems; inspect electrical, fuel, hydraulic and pneumatic systems; perform engine vibration analysis, landing gear retraction tests, turbine engine hot section and compressor inspections, and piston engine differential cylinder compression checks.

Maintain and repair ground support equipment such as towing tugs and tractors, helicopter ground handling wheels, tow bars, ladders and work stands, pressure washers, fuel trucks and storage tank systems, and fire extinguishers.

Maintain and repair helicopter water bucket delivery systems, cargo suspension rigging and aerial ignition devices; replace cylinders and track and balance helicopter rotor systems.

Perform modifications to convert surplus military aircraft for agency use; remove unused systems and install radios and other mission-specific components.

Maintain required certification and currency of maintenance and repair techniques through attendance at required annual training related to fixed wing and rotorcraft maintenance and repair.

Provide training, work direction and review to contract maintenance personnel and inmate workers as assigned as well as general oversight of maintenance operations and activities.

Travel to field locations in or out of State to repair aircraft as required.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

#### SPECIAL REQUIREMENTS:

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening for controlled substances.
- \* Applicants must possess an FAA Airframe and Powerplant Rating at the time of application.
- \* A valid Class C driver's license is required at the time of appointment.
- \* Incumbents must maintain current licensure and certifications as a condition of continuing employment.

#### INFORMATIONAL NOTES:

- \* Incumbents must obtain an Inspection Authorization within one year of appointment.
- \* Incumbents must obtain a Class B commercial driver's license with air brake, hazardous materials, and tanker endorsements within one year of appointment.

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and five years of journey level experience as a Certified Airframe and Powerplant Mechanic including at least three years of experience in repairing and maintaining helicopters within the last five years. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** equipment, systems and operating characteristics of light and medium class helicopters and fixed-wing aircraft; methods, materials, tools and equipment used in the repair, maintenance, overhaul and adjustment of aviation and ground support equipment. **Working knowledge of:** Federal Aviation Administration maintenance and inspection regulations and policies; safe working procedures and proper use, storage and disposal of hazardous materials. **Ability to:** diagnose, repair and service single- and twin-engine fixed wing airplanes and light and medium class helicopters; read and interpret technical materials including schematics; calculate the time and cost of repairs; set priorities which reflect the relative importance of needed maintenance or repairs based on flight schedules and operating requirements; inspect aircraft at required intervals and authorize return to service according to FAA regulations; perform run-ups with aircraft owned by the agency in order to troubleshoot problems and test repairs; establish and maintain effective working relationships with vendors, manufacturers, FAA representatives and other sources of technical information. **Skill in:** using various types of testing and diagnostic equipment and precision measuring devices.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** agency rules and policies and divisional procedures related to air operations; State administrative regulations, policies and procedures regarding purchasing; specific characteristics of the aircraft used by the agency. **Ability to:** resolve scheduling conflicts regarding maintenance requirements and various agency flight operations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.357

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10/29/99UC  
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