

**DEPARTMENT:** NIAGARA COUNTY SHERIFF'S OFFICE  
**CLASSIFICATION:** NON-COMPETITIVE PENDING NYSCSC APPROVAL  
**APPROVED:** APRIL 11, 2022

### **HELICOPTER MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the repair, service and maintenance of the Sheriff's Office helicopters. The incumbent is responsible for the daily airworthiness and safety of the in-service aircraft in accordance with all applicable laws, regulations, and standards as well as providing additional service needs 24/7 to ensure safe and efficient helicopter performance. The incumbent must possess mechanical aptitude and be able to diagnose problems and make repairs quickly and reliably. The work requires specialized knowledge of the trade and the incumbent exercises a high degree of independence in performing duties. General supervision is received from deputized personnel assigned to the aviation division. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Repairs, services, inspects and maintains aviation fleet including ("Bell" OH-58 and TH-67 helicopters);
2. Establishes and maintains a preventative maintenance schedule to ensure the airworthiness and safety of the in-service aircraft;
3. Maintains records of repairs and preventative maintenance activity in accordance with aviation policies;
4. Diagnoses problems and malfunctions, makes repair estimates and prepares requisitions for materials;
5. Utilizes both power and hand tools in maintaining aircraft;
6. Collaborates with service providers to arrange for more extensive/complex repairs to be performed;
7. Reads and interprets current repair manuals, sketches, and diagrams in order to correctly repair and maintain equipment;
8. Keeps abreast of new technology, repair methods, and equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of standard repair methods and all applicable laws, regulations, and standards for aviation equipment including motors and other mechanical equipment; thorough knowledge of the terminology and tools of the trade; mechanical skills; good knowledge of electronics terminology and repair techniques and procedures; ability to use power and hand tools as well as welding equipment; ability to work from plans and specifications and to follow draft sketches and oral instructions; ability to troubleshoot and solve problems independently; mechanical aptitude; manual dexterity; willingness to work outside under adverse conditions; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Three (3) years of paid airframe and powerplant mechanic experience, two (2) years of which must have been in the maintenance and repair of helicopters.

### **SPECIAL REQUIREMENT:**

1. Possession of the appropriate New York State Motor Vehicle Operator licenses;
2. Possession of a valid FAA Airframe and Powerplant License;
3. Candidates must pass a background check for appointment at the Sheriff's Office.