HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Aircraft Maintenance Manager

Job Code: W0149
Pay Grade: WT
Pay Scale: $40.59-$62.57 Hourly; $84,427.20-$130,145.60 Annually
Exempt: No

OVERVIEW

Perform operational and strategic managerial duties related to the inspection, maintenance, and repair of fixed-wing and rotary-wing airframes, powerplants, and components. Ensure airworthiness via inspecting repairs of grounding malfunctions and certifying the airworthiness of aircraft. Responsible for budgeting, coordinating, and supervising subordinate maintenance staff. Must possess a valid Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic certificate and FAA Inspection Authorization certificate at time of hire.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Maintain responsibility for the airworthiness of all Sheriff's Office rotorcraft and fixed-wing aircraft.
- Supervise the work of assigned maintenance staff by scheduling, assigning, and reviewing work and providing training, counseling, and evaluating performance.
- Forecast area budgeting needs and assist in the budgeting process for the functional area.
- Perform daily and periodic inspections of turbine-powered fixed-wing aircraft and turbine-powered helicopters to ensure airworthiness in accordance with established regulations, maintenance manuals, and guidelines.
- Perform highly skilled maintenance and repair of airframes, powerplants, engines, components, flight instrumentation, electrical, mechanical, pneumatic, and hydraulic systems, and other related equipment to correct discrepancies and malfunctions.
- Inspect repairs of unsafe flight discrepancies and malfunctions and certify the airworthiness of the aircraft in accordance with the manufacturer specifications and FAA regulations.
- Remove, replace, install, rig, calibrate, and test components to ensure proper operation in accordance with manufacturer specifications and FAA regulations.
- Operate and maintain a wide variety of equipment used to repair and maintain aircraft.
- Perform major and minor repairs, overhaul, and alteration of aircraft airframe, powerplant, propeller, and equipment in accordance with the manufacturer maintenance manuals and FAA regulations and return the aircraft to service in a safe and reliable condition.
- Test repaired systems for proper operation.
- Input relative data into a computerized maintenance tracking system.
- Maintain maintenance logs and records as required by FAA regulations and internal policies.
- Review maintenance records for trends of problems and reliability of systems.
- Inventory, requisition, and maintain supplies and equipment required to perform aircraft maintenance and repairs.
- Schedule preventive maintenance checks to ensure maximum in-commission status.
- Maintain a current listing of FAA regulations, technical manuals, maintenance manuals, service bulletins airworthiness directives, flight safety bulletins, and any other required technical data.
- May exercise operational control over all flights as that control relates to specific

maintenance issues.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of fixed-wing and rotary-wing aircraft maintenance, repair, and alterations.
- Extensive knowledge of airframe and powerplant construction and operations.
- Extensive knowledge of FAA and Occupational Safety and Health Administration (OSHA) regulations and other statutory and administrative guidelines related to work safety and aircraft maintenance standards and procedures.
- Extensive knowledge of the operation and maintenance of various test and servicing equipment used in the service and maintenance of fixed-wing and rotary-wing aircraft.
- Working knowledge of management methods, techniques, and practices.
- Ability to plan, organize, and supervise the work of others.
- Ability to troubleshoot aircraft malfunctions and perform necessary repairs.
- Ability to follow established procedures.
- Ability to follow oral and written instructions.
- Ability to identify trends in malfunctions and take appropriate actions to improve system reliability and safety.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain work-related records and prepare reports.
- Ability to use a computer and related software.

SKILLS

- Aircraft Maintenance
- Problem Solving
- Risk Assessments
- Safety Management
- Team Management

WORKING CONDITIONS

- Work on a ramp, within a hanger, or within a climate-controlled maintenance bay of a law enforcement agency facility.
- Work outdoors in a subtropical climate in potential adverse weather conditions and high noise levels.
- May stand or sit at a workstation for prolonged periods, walk long distances, and ascend/descend ladders as needed.
- May engage in very heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 100 pounds).
- May work non-standard hours including nights, weekends, and holidays.
- Maintain cell phone availability after hours and at home to aid/guidance to subordinates.
- Participate in an on-call status, available 24 hours a day.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Possession of a valid FAA Airframe and Powerplant Mechanic certificate.
- Possession of a valid FAA Inspection Authorization certificate.
- Six years of experience in turbine engine helicopter maintenance and repair of which three years must have been with Airbus models.
- Five years of managerial experience within aviation maintenance.
- Three years of experience in single and/or twin-engine fixed-wing aircraft maintenance.

- Completion of Airbus H125 maintenance training.
- Completion of Safran Arriel 2D maintenance training.
- Completion of Pratt and Whitney PT-6 maintenance training.

OR

- An associate degree or higher from an accredited institution of higher education.
- Possession of a valid FAA Airframe and Powerplant Mechanic certificate.
- Possession of a valid FAA Inspection Authorization certificate.
- Five years of experience in turbine engine helicopter maintenance and repair of which three years must have been with Airbus models.
- Four years of managerial experience within aviation maintenance.
- Three years of experience in single and/or twin-engine fixed-wing aircraft maintenance.
- Completion of Airbus H125 maintenance training.
- Completion of Safran Arriel 2D maintenance training.
- Completion of Pratt and Whitney PT-6 maintenance training.

OR

- Three years of experience as a Hillsborough County Sheriff's Office Senior Aircraft Mechanic/ Inspector.

Additionally, the following is required:

- Meet requirements of Title 14 Code of Federal Regulations, Federal Aviation Regulation Part 65.91 through Part 65.95 for an Inspection Authorization.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A bachelor's degree from an accredited institution of higher education.