

## **Helicopter Mechanic Supervisor – 3749**

### **Task List**

1. Inspects and supervises the overhaul, maintenance, troubleshooting, and repairing of helicopter parts, components, and/or assemblies, in order to keep equipment functioning effectively, including:
  - A. rotor blades and rotor hub assemblies;
  - B. engines, engine mounts, and power plant components;
  - C. power train components including drive shafts and gear boxes;
  - D. flight control systems;
  - E. air frames, landing gear, and aircraft bodies;
  - F. fuel systems, including tanks, controls, pumps, and lines;
  - G. electrical systems and components;
  - H. instruments, such as tachometers, air pressure and temperature instruments;
  - I. hydraulic control systems; and
  - J. other helicopter parts, such as door latches or windows.
2. Examines and interprets information received from pilots, and/or from tests, in order to make original adjustments and/or repairs, troubleshoot identified problems and “fine tune” the dynamic balance of rotor assemblies and drive shafts.
3. Reads and interprets manufacturers’ maintenance manuals, wiring diagrams, plans, and parts schematics, in order to guide inspection, maintenance, and repair activities.
4. Performs tests on operating helicopters by selecting the correct test equipment and/or computer program, observing readings and/or, collecting data on computer disks or other media on maintenance test flights, in order to ensure proper operation and assembly.
5. Verifies that hand and hand held power tools and precision equipment are in proper condition for use, in order to support maintenance functions.
6. Assigns preflight, periodic, or other inspections in order to meet requirements by manufactures, regulations, or as needed with a current inspection authorization, determining required work, and preparing work orders.
7. Completes inspection forms, prepares brief written reports, or informal notes, in order to confirm required inspection and maintenance schedules, record repair time estimates, or inform supervisors of parts, materials, and tools needed.
8. Verify entries to aircraft records such as maintenance logs and other records, in order to ensure accuracy and completeness.
9. Serves as a point of contact for mechanics, in order to provide advice concerning City repair procedures.
10. Approves work orders completed by mechanics and schedules and coordinates helicopter maintenance with flight departments, in order to ensure consistent workflow.

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11. Examines and inspects helicopters after major repairs and alterations, in order to ensure they are ready for operation.
12. Participates on test flights to observe and record results, in order to utilize those records as a basis for further tests and/or inspection reports.
13. Ensures the procurement of parts in order to ensure there is an adequate stock of spare parts and necessary parts for repairs.
14. Acts as a liaison with manufacturers representatives, in order to ensure repair procedures and parts procurement.
15. Maintains work and shop activity records, in order to fulfill Federal Aviation Administration (FAA) requirements.
16. Assists in maintaining a technical library on helicopter maintenance requirements and regulations, in order to ensure the library is up to date.
17. Prepares cost estimates of maintenance and repair work and may assist in preparing budget recommendations, in order to ensure necessary resources and materials are adequate.
18. Schedules and supervises all inspections, in order to fulfill manufacturer specification requirements and Federal Aviation Administration (FAA) regulations.
19. Inspects shop and repair facilities, in order to ensure that they are maintained in a safe and serviceable condition and enforces all applicable job safety measures.
20. Performs other duties for training purposes, in order to or to meet technological changes or for occasional emergencies.
21. Coordinates original equipment manufacture (OEM) training for all heliport personnel, in order to meet proficiency requirements.
22. Utilizes computer based programs, in order to facilitate maintenance tracking.