

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FLIGHT MAINTENANCE SUPERVISOR

JOB CODE: 70040	PAY GRADE: 23	PAY RANGE: \$63,551 - \$101,683
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GENERAL DESCRIPTION

Under the general direction of the Flight Unit Supervisor, supervises the flight mechanics, manages the aviation maintenance program, and performs administrative duties related to aviation maintenance. The maintenance supervisor also serves as the Accountability Manager as required by the unit's FAA Repair Station certificate and manual. As part of their regular duties, the supervisor performs skilled work of complex difficulty involving maintenance of Sheriff's Office aircraft, Flight Unit equipment, and other repair tasks. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring;
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary;
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs);
- Manages the aviation maintenance program; monitors, forecasts, schedules upcoming preventive maintenance inspections and oversees corrective maintenance activities;
- Inspects aircraft on a routine basis to detect potential mechanical or structural problems and performs preventive maintenance repairs;
- Ensures all inspections are properly performed on all completed work and the proper inspection records, reports, and forms are properly completed prior to releasing the aircraft for return to service;
- Performs major mechanical repairs and overhauls; repairs structural defects; installs and maintains specialized equipment utilized in supporting an aerial law enforcement mission;
- Reviews repair needs and determines repair strategies such as repair or replace, or whether repairs can be performed in-house;

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- Cost estimates repairs and orders parts and supplies performing all aspects of agency's purchasing requirements; coordinates with service and materials vendors;
- Assigns, schedules, and prioritizes work for staff;
- Assists the Flight Unit Supervisor with budget forecast and development;
- Acts as Chief Inspector and Accountable Manager of the FAA Part 145 Repair Station; liaisons with FAA; maintains and updates the repair station manual.
- Maintains records of flight time on aircraft and components; maintains and keeps current a file of pertinent Federal Aviation Regulations, specifications, type certification data sheets, and air worthiness directives;
- Assists in the training of personnel;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education
- Six (6) years of experience maintaining aircraft as a certificated mechanic, including experience in maintaining The Airbus AS350 series
- Three (3) years of experience repairing aircraft in a certificated FAA repair station, including one (1) year in the capacity of approving aircraft for return to service;
- Two (2) years of supervisory experience
- Must hold a valid FAA Aircraft Mechanic License, with both Airframe & Powerplant ratings, that is current, per 14 CFR 65.83
- Must hold an Inspection Authorization (IA) certification
- Must have ample personal mechanic's tools required in aircraft and airframe maintenance and repair
- Must possess a valid Florida driver's license



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of aircraft and airframe maintenance for both fixed and rotary wing aircraft
- Knowledge of the application of safety rules and regulations to aircraft repair work
- Ability to conduct periodic inspections to ensure safety and air worthiness of all aircraft
- Ability to use a wide variety of hand and power tools to maintain and repair aircraft
- Skill in diagnosing and repairing both fixed and rotary wing aircraft
- Time management skills
- Problem solving skills
- Inter-personal skills
- Supervisory skills
- Verbal and written communication skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 6 hours per day
- Stand up to 6 hours per day
- Walk up to 3 hours per day
- Drive up to 1 hour per day
- Lift up to 100 lbs.
- Frequently bend, squat, climb, reach, kneel, or twist