

## Public Employees Local 71 (LTC)

### REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DNR/Forestry	PCN: 10-9764
JOB CLASS/TITLE: <b>Aircraft Mechanic</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: 53	PAY WAGE: <b>\$ 24.84+DOE (steps)</b> <b>Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.</b>
CITY LOCATION: Palmer	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3  FAX NUMBER: 907-279-7171  EMAIL ADDRESS: tracy@local71.com

#### JOB DESCRIPTION:

This position is responsible for inspecting, repairing, and maintaining aircraft in accordance with Federal Aviation Administration (FAA) requirements for the Division of Forestry. The position works independently to identify discrepancies, determine corrective action, and repair aircraft to airworthy condition. These duties require a valid FAA Mechanic license with Airframe and Powerplant ratings, and a high level of skill with all aspects of aircraft maintenance.

#### SPECIAL REQUIREMENTS

Must possess valid FAA Mechanic license with Airframe and Powerplant ratings.  
Must possess valid Inspection Authorization.  
Must possess valid Alaska Drivers License  
Must be able to travel on commercial air carriers and Forestry aircraft

#### THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Uses PC and/or tablet devices to research maintenance information and parts sources on a daily or weekly basis. Communicates by email to vendors, parts suppliers, and other State personnel regarding aircraft maintenance status and repairs.  
Lathe, turret punch, brake, shear, sanders, drills, saws, pneumatic tools, electric tools, and shop hand tools are used daily to perform needed fabrication and repairs of Forestry aircraft.  
Sheet metal working tools including drills, rivet gun, bucking bars and associated tools are used weekly for repairs.  
Hand tools are used daily for inspection, repair and maintenance.  
Diagnostic tools such as Barfield test sets, multi meters and other electronic and pneumatic tools are used weekly.  
Aircraft tug, scissor lift and forklift are used weekly to move aircraft, access work areas and lift equipment.  
Shop truck is used weekly to run parts.

#### TYPE OF POSITION

<input checked="" type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal

## 2. Duties

### 2.1. In one or two sentences, state the main purpose of the position.

This position is responsible for inspection, repair and maintenance of Forestry aircraft. Also performs other duties as assigned to maintain hangar equipment, clean shop floors and benches and other functions.

May work independently to identify discrepancies, determine a corrective action and repair aircraft to airworthy condition. Signs return to service records in accordance with FAA requirements using personal mechanic license.

### 2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Maintenance of Forestry aircraft		
E/M	% of Time	Duty Statement
E	85 %	<p>Under general direction, performs scheduled inspections and records discrepancies. Identifies corrective action and performs repairs and servicing as needed to return aircraft to service.</p> <p>Performs modifications as requested in accordance with FAA regulations. Installs new avionics and equipment to update aircraft for Forestry needs.</p> <p>Performs major repairs to aircraft including sheet metal, welding, painting, fiberglass and plastic fabrications.</p> <p>Performs all field level engine maintenance and repair including cylinder changes on reciprocating engines, field level repairs on turbine engines and propeller replacements.</p> <p>Regularly uses shop tools, lathe, sheet metal fabrication tools, pneumatic and electric tools as well as all hand tools. Uses electronic tools such as multi meters, Barfield test equipment and other diagnostic equipment.</p>

Functional Area Title: Maintenance records		
E/M	% of Time	Duty Statement
E	10 %	<p>Documents all work on Forestry work order sheets and in log book entries as required to comply with FAA regulations.</p> <p>Thorough knowledge of FAA regulations, Airworthiness Compliance, Service Bulletins and Maintenance Publications including maintenance manuals Parts catalogs and other publications.</p>

Functional Area Title: Hangar maintenance		
E/M	% of Time	Duty Statement

E	5 %	<p>Keeps hangar and shop areas clean by sweeping, operating floor cleaner, putting tools away and cleaning shop sink.</p> <p>Maintains shop equipment as needed including tug, forklift, shop truck, scissor lift and other tools.</p>
<p><b>Percentage Total: 100%</b></p>		

### 3. Other Work Details

**3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).**

Uses PC and/or tablet devices to research maintenance information and parts sources on a daily or weekly basis. Communicates by email to vendors, parts suppliers, and other State personnel regarding aircraft maintenance status and repairs.

**3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).**

Lathe, turret punch, brake, shear, sanders, drills, saws, pneumatic tools, electric tools, and shop hand tools are used daily to perform needed fabrication and repairs of Forestry aircraft.

Sheet metal working tools including drills, rivet gun, bucking bars and associated tools are used weekly for repairs.

Hand tools are used daily for inspection, repair and maintenance.

Diagnostic tools such as Barfield test sets, multi meters and other electronic and pneumatic tools are used weekly.

Aircraft tug, scissor lift and forklift are used weekly to move aircraft, access work areas and lift equipment.

Shop truck is used weekly to run parts.

**3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).**

Daily work is guided under FAA regulations, (FAR`s) and follows engineering drawings and maintenance manual instructions for all aspects of aircraft maintenance. Develops and documents repair and modification monthly or more often as needed.

**3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.**

Makes independent decisions regarding airworthiness of Forestry aircraft during inspection repair and maintenance actions.

May consult with supervisor if available or make determinations independently as needed.

May order needed parts and equipment as needed if supervisor is unavailable. Restocks hardware and supplies by purchasing needed items from vendors as needed.

**3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.**

Directly interfaces with supervisor and pilots to communicate needed aircraft maintenance and corrective actions. Daily

Daily communication with administrative staff to work with pay documents, travel, leave and other employee paperwork.

**3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?**

Aviation maintenance has no tolerance for error as the consequences can range from extensive property damage to fatalities.

Extreme caution must be exercised at all times and work should be double checked continuously to insure that no errors occur.

**3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).**

A high level of skill with all aspects of aircraft maintenance is required. Skillful use of shop tools and equipment including diagnostic tools.

Skill with interpreting and acting on engineering drawing and maintenance descriptions is required.

**3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).**

Must possess valid FAA Mechanic license with Airframe and Powerplant ratings.

Must possess valid Inspection Authorization.

Must possess valid Alaska Drivers License

Must be able to travel on commercial air carriers and Forestry aircraft

## 4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

### Rating      Description

**Not Required (N):** Not required of this position.

**Present (P):** Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

**Occasional (O):** Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

**Frequent (F):** Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

### 4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting			O	
Walking				F
Standing				F
Running	N			
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling			O	
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance				F
Climbing stairs				F
Driving cars, light duty trucks			O	
Driving heavy duty vehicles			O	
Using floor mounted foot controls to operate equipment (e.g., not driving a car)			O	
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers				F
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces			O	
Balancing on narrow surfaces				F
Balancing on slippery surfaces			O	
Balancing on uneven surfaces				F
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance		P		
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone			O	
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell		P		
Distinguishing tastes	N			

## 4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water			O	
Work/live in remote field sites			O	
Work in confined areas (under desks, in heating vents, etc.)			O	
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)		P		
Exposure to electrical current (not outlets)			O	
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)			O	
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment	N			
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters			O	

Exposure to high noise levels				<b>F</b>
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	<b>N</b>			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	<b>N</b>			
Exposure to needles or sharp implements (e.g., hospital, kitchens)		<b>P</b>		
Use of hot equipment (e.g., kitchen ovens, lab equipment)			<b>O</b>	
Exposure to wild/dangerous animals	<b>N</b>			
Exposure to insect bites or stings			<b>O</b>	
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	<b>N</b>			
Exposure to aggressive/angry people in the work environment	<b>N</b>			

#### 4.3 Other Work Demands

Title	Rating			
	<b>N</b>	<b>P</b>	<b>O</b>	<b>F</b>
There are no other work demands.				

**4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.**



## 5. Supervisory Authority

This page must be completed if PCN **109764** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **109764** supervises or leads. Record **109764** 's level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

### Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **109764** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 109764 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN <b>109764</b>	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
None									