



Pasco Sheriff's Office  
**POSITION DESCRIPTION**

**POSITION NUMBER: 301**

**Retirement Class Code: HA (Regular Risk)**

**Class Title: Aircraft Mechanic Inspector**

**Type of Position: Civilian**

**Pay Grade: H80**

**1. Workweek:** Full-Time (80 hours bi-weekly)

**2. FLSA:** Non Exempt from overtime

**3. EEO Category:** 07(Skilled Craft)

**4. Department:** Aviation

**5. Section/Org Code:** Compensation; Org. Code 7403

**6. Location:** Land O' Lakes – Zephyrhills

**7. Job Summary:** A specified technical position involving the maintenance and repair of various aircraft and components of aircraft used by the Aviation Section/Division in the performance of law enforcement support.

**8. Working conditions:** Work in a standard aircraft hanger involving a Law Enforcement environment. Position may occasionally travel to other locations within and outside County areas. Position may come in contact with hazardous, dangerous, deadly devices or substances. Position may experience possible exposure to stress, physical assaults, verbal assaults, and/or extreme elements. Position may come in contact with or exposed to body fluids or animal fluids. Exposed to wildlife/animal encounters at any time.

**9. Position reports to:** Chief Pilot

**10. Position directly supervises:** none

**11. Education and Experience:** High School Equivalent (Diploma/General Equivalency Diploma) required. AA/BA Degree from an accredited college preferred. F.A.A. Aircraft & Power plant License required. This position must have a Valid Florida Driver License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

**12. Illustrative duties and responsibilities:**

**80% DUTY AREAS AIRCRAFT MAINTENANCE:** Illustrative Tasks: Maintain work area, Conduct or assist with pre-flight aircraft inspection, Daily inspection, Clean aircraft, Maintain hanger, Maintain inventory, Maintain shop tools, Perform repairs, Install/reinstall/avionics, Install/Maintain specialized equipment Perform scheduled maintenance, Perform unscheduled maintenance, Maintain aircraft logbooks, Maintain library of federal airworthy directives/bulletins pursuant to part 43 for aircraft operated under part 91, Maintain assigned general support equipment, Train and inform air support personnel on new/modified procedures or equipment installations, operate FLIR, perform Tactical Flight Officer duties, inspect incoming parts, conduct maintenance flights and test flights.

**20% DUTY AREA – SUPPORT AND ADMINISTRATIVE:** Illustrative Tasks: Perform

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REVISED SEPTEMBER 2022



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ground support activities, Liaison with aircraft manufacturers, Update technical manuals/suppliers catalogues, Update records, reports, documentation, materials and files, complete monthly reports, Inventory reports, Prepare and or submit purchase requisitions, Properly store Hazardous materials,

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**13. Associated knowledge, skills and abilities:**

**KNOWLEDGE OF:**

Radio procedures  
Geographic locations  
Agency policy and procedures  
Human Diversity awareness  
Aviation science  
FAA Regulations  
Aircraft systems  
Fuel metering and propellers

**SKILLED IN:**

Possess short/long term memory  
Mechanical Safety  
Repair and maintain mechanical equipment  
Listening and comprehend radio traffic knowledge of geographic locations

**ABILITY TO:**

Clearly speak, understands, read, and legibly write English  
Communicate effectively with staff members and general public  
Operate a personal computer, peripheral equipment and assigned software.  
Prepare documents, forms, and reports  
Perform routine mathematical computations.  
Use independent judgment and make technical and professional decisions on a daily basis.  
Plan, organize and bring assignments to completion.

**MINIMUM PHYSICAL AND OTHER REQUIREMENTS**

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

- **Ability to work extended periods of time while wearing special equipment.**
- **Ability to sit for 2.5 hours per day**
- **Ability to stand for 5.75 hours per day**
- **Ability to walk assisted or unassisted.**
- **Occasionally lift up to 30 lbs.**

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- **Ability to stand, kneel, twist, crouch, and stoop for extended periods of time.**
- Ability to work in hazardous conditions.

**Other Requirements of Position:**

- 20/40 vision (corrected/uncorrected).
  - Ability to hear conversation at a normal level (assisted or unassisted).
  - May be required to work shift work.
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**14. Equipment or machines routinely used in this position:** Agency vehicle, cell phone, telephone, agency computer, agency software programs; calculator; photocopier; facsimile machine.

**15. Amount and type of supervision position receive:** Member will work under moderate guidance and supervision of the Chief Pilot and or Corporal on duty.

**16. Review procedures:** Work is reviewed upon completion and/or periodically by the Chief Pilot supervising member. This position will be reviewed daily during the Field Training period. This position will receive a formal written performance appraisal in accordance with General Order 35.1.

**17. Tier 1 - Key and Mission Essential:** This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

**18.** This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations. The list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

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