



Helicopter Mechanic #00450

City of Virginia Beach – Job Description

Date of Last Revision: March 31, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 25

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Maintain and repair light observation helicopters.

Representative Work Functions and Responsibilities

- Schedule and perform all types of servicing and maintenance on helicopters in accordance with FAA regulations and manufacturers' directives to keep helicopters operational.
- Repair and replace worn or defective engine parts; reassemble and install engine in aircraft; repair and replace defects in airframe, main rotor, transmission, or other parts of the aircraft; and adjust and repair electrical wiring system and aircraft accessories

and instruments to keep helicopters operational and in compliance with FAA regulations.

- Maintain logbooks in accordance with FAA regulations and parts inventory.
- Run-in rebuilt assemblies, or to troubleshoot special problems.
- May direct the work activities of other mechanics to complete projects properly and in a timely manner.
- Responsible for activities of the helicopter shop and surrounding grounds to ensure that area is clear and safe.
- Maintain adequate inventory of aviation fuel to ensure that fuel is available for flight operations.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Adequately perform service and maintenance on helicopters.
- Make accurate diagnosis of damaged components.
- Make modifications in accordance with certification requirements; repair and replace engines, transmissions, air frame, rotor, electrical wiring and accessories in compliance with FAA regulations.
- Maintain accurate logbooks and records according to FAA regulations.
- Maintain adequate inventory of parts and fuel and maintain accurate records of same.
- Efficiently supervise subordinate mechanics, shop and flight operations area.
- Ensure recommendations for aircraft modification are consistently understandable, feasible and viable.

Minimum Qualifications

- High school or GED plus three (3) years advanced mechanical experience in aircraft maintenance and repair supplemented by FAA Airframe and Power Plant Technician License; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

- This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.
- This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.
- Successful completion of a pre-employment physical.
- Mechanics must supply their own hand tools.
- May required a current Helicopter Private Pilot's License.

Knowledge, Skills, Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of the theory, care, and operation of helicopters and other aircraft.
2. Knowledge of the maintenance and repair requirements of helicopter engines and airframes, shop tools, equipment, materials and practices.
3. Knowledge of safety rules and especially those relative to aircraft operations.
4. Knowledge of inventory procedures.
5. Knowledge of division policies and procedures
6. Knowledge of FAA regulations and requirements.
7. Knowledge of aircraft and aircraft components record keeping methods.

B. Skills

1. Skill in diagnosing mechanical malfunctions and determining the appropriate repair or maintenance procedures.
2. Skill in performing mechanical work.
3. Skill in use of hydraulic test instruments.
4. Skill in welding (acetylene and arc).
5. Skill in the use of hand and power tools.
6. Skill in the use of support and lifting devices.
7. Skill in the use of pullers and jacks.
8. Skill in the use of painting equipment (air).
9. Skill in the use of diagnostic test equipment.
10. Skill in metal fabrication.
11. Skill in the interpretation of repair and parts manuals.

C. Abilities

1. Ability to follow oral and written instructions.
2. Ability to communicate effectively.
3. Ability to write legibly.
4. Ability to stand, stoop, lean over, and walk for lengthy periods while performing job duties.
5. Ability to push, pull, or lift equipment and parts which may weigh up to 50 lbs.
6. Ability to wear safety equipment (shoes, glasses, gloves, respirators, hard hats, etc.).
7. Ability to work outdoors during adverse conditions up to four hours at a time.
8. Ability to climb ladders and equipment access steps.
9. Ability to operate equipment.
10. Ability to establish and maintain effective working relationships with others.
11. Ability to respond to emergency calls after normal working hours.
12. Ability to read and interpret FAA regulations.
13. Ability to accurately record work performed and time required to perform work.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.