

POSITION DESCRIPTION

1. Agency PDCN 80105 **D1366000**

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| 2. Reason for Submission Redescription New Reestablishment Other Explanation (Show Positions Replaced) | 3. Service HQ Field X | 4. Empl Office Location | 5. Duty Station | 6. OPM Cert # |
| 7. Fair Labor Standards Act Not Applicable | | 8. Financial Statements Required Exec Pers Financial Disclosure Employment & Financial Interests | | 9. Subject to IA Action Yes X No |
| 10. Position Status Competitive Excepted (32 USC 709) X SES (Gen) SES (CR) | | 11. Position is Supervisory Managerial Neither X | 12. Sensitivity Non-Sensitive Noncritical Sens Critical Sens Special Sens | 13. Competitive Level 14. Agency Use ENL Dual Status |

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment X c. Second Level Review d. First Level Review

| Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|----------------------------|----------|-------------------|-------|----------|-----------|
| Aircraft Mechanic | WG | 8852 | 10 | sf | 28 Feb 95 |

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| 16. Organizational Title (If different from official title) | 17. Name of Employee (optional) |
| 18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - | c. Third Subdivision - d. Fourth Subdivision - e. Fifth Subdivision - |

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

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| a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____ | b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____ |
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| 21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action STEPHANIE FRONBERG Signature _____ Date 28 Feb 95 //signed// | 22. Standards Used in Classifying/Grading Position USOPM JGS for Aircraft Mechanic, WG-8852, Feb 69. Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office. |
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| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|---------------------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (Opt) | | | | | | | | |
| b. Supervisor | | | | | | | | |
| c. Classifier | | | | | | | | |

24. Remarks:
 CRA95-1002

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located within a National Guard aircraft maintenance organization. Its primary purpose is to inspect, repair, modify, and service aircraft systems, components, and assemblies, both on- and off-aircraft.

b. DUTIES:

(1) Performs inspections, functional checks, and preventive maintenance on aircraft to include periodic, phase, hourly, preflight, postflight, calendar, thru-flight, and special inspections such as fuel contamination, emergency equipment, and oil sampling. Inspects and performs functional checks such as landing gear retraction and operation checks on hydraulic, electrical, pressurization, lubrication, de-icing, vacuum, induction, and exhaust systems. Installs equipment such as external tanks, tow reels, hoists, and pylons.

(2) Troubleshoots and performs unscheduled maintenance on assigned and transient aircraft, utilizing various gauges, meters, measuring devices and other related test equipment. Performs major adjustments and alignments of aircraft systems or components and assists specialists as required. Removes and replaces aircraft components such as control surfaces, engines, constant speed drive, engine mounted gear boxes, wing fuel tanks or cells, landing gear mechanisms, wheels, brakes and tires. Services oil, fluid, fuel, hydraulic, and oxygen systems. Adjusts and maintains installed equipment such as tow targets, hydraulic reels, and drive assemblies. Removes and replaces working or inoperative parts and elements. Performs operator maintenance on aircraft installed auxiliary power units. Tows, taxies, parks, and moors assigned and transient aircraft. Meets and debriefs the aircrew on the status of the aircraft. Launches and recovers assigned and transient aircraft to include those on alert status. Performs end-of-runway inspections prior to take-off. Inspects for conditions such as oil, fuel and hydraulic leaks; damaged tires; and loose panels which would make the aircraft unsafe for flight.

(3) May be required to perform user and organizational level maintenance on assigned support equipment, including inspection, repair, modification, and corrosion prevention. Inventories, controls, stores and repairs 780 equipment. Accomplishes and reviews nonpowered AGE and 780 equipment records relating to assigned equipment.

(4) Provides data for aircraft maintenance historical records, complete maintenance data collection, man-hour accounting, and other forms as required. Assists the aircraft maintenance supply function in identifying parts and stock numbers and obtaining necessary parts and tools to perform assigned duties.

(5) Instructs, directs, and assigns maintenance repair tasks to drill status guard members. Observes work and ensures compliance with standard procedures and applicable technical publications.

(6) Complies with safety, fire, security, and housekeeping regulations. Ensures that material and equipment are properly stored, protected, maintained and secured.

(7) Prepares for and participates in various types of readiness evaluations such as MEI, ORI, IG and UE inspections, mobility and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies.

(8) Performs other duties as assigned.

c. SKILL AND KNOWLEDGE:

Knowledge of the makeup, operation, and installation of a variety of systems, assemblies, and surfaces is required. Knowledge to determine when new surfaces, assemblies, and systems should be installed, or repaired through replacement of new parts and components. Knowledge of types and extent of adjustments and alignments required. Skill in the removal, replacement and adjustment of various systems assemblies, and surfaces or any of their components and parts. Skill in connecting, meshing and adjusting surfaces, assemblies, and systems with one another. Knowledge and skill to use precision test equipment, technical data, schematics, wiring diagrams, mathematical formulas, common hand tools, jigs, templates, and various gauges.

d. RESPONSIBILITY:

Works under general supervision. Assignments are given in the form of work orders, inspection reports, or verbal instruction. Determines type and extent of repair needed, plans work sequences, selects tools and repair parts, and otherwise carries assignments through to completion, with little or no check during progress. Work is subject to spot check upon completion for acceptability and adherence to instructions and established standards. Guidelines include technical orders and manuals, manufacturers specifications, factory engineering bulletins, and standard operating procedures. May direct the work of one or two lower grade mechanics when assigned to support equipment.

e. PHYSICAL EFFORT:

Requires moderate physical exertion when climbing, stooping, standing, bending, stretching, and working in tiring and uncomfortable positions. Routinely required to objects weighing up to 20 pounds, occasionally may lift and carry items weighing up to 50 pounds.

f. WORKING CONDITIONS:

Works indoors and outdoors in inclement weather on icy, wet, hot, and slippery ramps; aircraft surfaces, work stands, and ladders; and in temperature and humidity extremes. Subject to the dangers from exposure to toxic fumes, dust, dirt, grease, lubricants, points, solvents, high pressure air and fluids; fast actuating aircraft surfaces such as speed brakes, flaps, and landing gear; engine noise, heat blast, and intake suction; rotating propellers; explosive munitions; electrical voltage; cartridge actuating devices; liquid oxygen; fire or explosion of aircraft fuels, etc. Frequent exposure to the possibility of cuts, burns, shock, strains and broken bones.

ADDENDUM TO PD# D1366000
Aircraft Mechanic, WG-8852-10

OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.