COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:

Aircraft Mechanic
Recruitment #14-0415-01 (O)
An Equal Opportunity Employer

SALARY
$4,702.46 - $5,740.80 Monthly    $56,429.46 - $68,889.57 Annually

OPENING DATE: 04/23/14          CLOSING DATE REVISED TO: Open Until Filled

We are accepting applications to fill a vacancy in the Santa Ynez Valley. The current vacancy is in the Air Support Unit with Santa Barbara Sheriff's Office.

Under direction, maintains and repairs aircraft to ensure airworthiness and safe flight operation, and performs other related duties as required.

Ideal Candidate will possess:

• Reputation for honesty and trustworthiness
• Integrity/Good moral character
• Initiative/Drive & Energy
• Team Player
• Dependable
• Good judgment under pressure
• Effectively communicates
• Self-Motivated

DISQUALIFIERS:

• A felony conviction in California, or with a conviction for an offense in another state which would be classified as a felony in California.
• Currently on Probation.
• Misdemeanor convictions may be disqualifying depending on type, number, severity, and frequency.
• Conviction of/or sustained petitions for any sex crime.
• Recent drug use. Failure to reveal prior use will be disqualifying.

EXAMPLES OF DUTIES

1. Performs preventive maintenance, modifications, inspections, and repairs in both shop and field environments to helicopters using specialized equipment, in accordance with appropriate federal aviation regulations, manufacturer’s recommendations, technical manuals, and industry standards; may be required to perform preventive maintenance, modifications, inspections, and repairs to fixed-wing aircraft; and maintains standard inventory of spare parts necessary to conduct uninterrupted maintenance, modifications, and repairs.
2. Maintains a comprehensive record system of all maintenance work performed on each aircraft to comply with the component mandates of the Federal Aviation Administration (FAA) and the manufacturer.
3. Makes recommendations to the unit supervisor regarding the need for tools, equipment, and consumable items that may increase the efficiency of the aviation unit.
4. Assists in cleaning the aircraft and maintaining the aviation unit hangar and work area to ensure their clean and safe condition.
5. Attends training to maintain licensing requirements.
6. May drive departmental vehicles to pick up and/or deliver parts or components; and may be required to participate in test flights.
7. Incumbents in this classification may be assigned to drive fuel trucks, dispense fuel, and maintain
records of fuel usage.

EMPLOYMENT STANDARDS
Possession of a valid Federal Aviation Administration Mechanic Certificate with Airframe and Powerplant Ratings issued in accordance with 14 C.F.R. 65 subpart D, and,

1. Two years of post-certificate/ratings experience repairing, maintaining, and approving the return of Bell turbine-powered helicopters to service; or,
2. Three years of pre-certificate/ratings military experience repairing, maintaining, and approving the return of Bell turbine-powered helicopters to service can be substituted for the required two years of post-certificate/ratings experience; or,
3. A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge, abilities, certificate, and ratings.

Knowledge of: Bell helicopters maintenance, repair, and inspection techniques; tools and equipment used for the maintenance and repair of Bell helicopters; record maintenance practices; and tools and shop safety practices.

Ability to: diagnose mechanical malfunctions and identify maintenance and repair needs; learn fixed-wing aircraft maintenance, repair, and inspection techniques; work effectively with other staff members, pilots, and Sheriff management staff; work under the direction of the hangar supervisor and/or a director of maintenance; keep detailed records; make independent decisions related to airworthiness; work without close supervision; and organize and prioritize work.

Additional Requirements: Incumbents must be available to work nights, weekends and holidays as needed and to travel to locations outside Santa Barbara County for periods of up to 12 days in support of incident activities.

Additional Qualifications:
Possession of a valid California Class C Driver’s License is required at the time of appointment.

Incumbent may have to obtain a California Class B Driver’s License. If California Class B Driver’s License is required, incumbent will also need to obtain hazardous materials and tank vehicle endorsements within one year of appointment.

Desirable Qualifications: One year of maintenance and repair experience on Cessna fixed-wing aircraft and helicopter models and series currently operated by Santa Barbara County; Attendance of a Bell and/or Cessna maintenance schools; Federal Aviation Administration Inspection Authorization Certificate.

Supplemental Information:
Appointees to those positions requiring a Class B License will be subject to mandatory testing for drugs prior to beginning work; once on the job, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.

SELECTION PROCESS:
1. Review applications and supplemental questionnaire to determine those candidates who meet the employment standards.

2. Computerized Competency Assessment: Candidates will be notified by email with instructions on obtaining and taking the computerized competency assessment. All candidates must complete the assessment in order to advance to the next step in the selection process.

3. Workplace Safety Assessment: Candidates will be notified by email with instructions on obtaining and taking the Workplace Safety assessment. Candidates must pass the assessment in order to advance to the next step in the selection process.

4. Personal History Questionnaire (PHQ): Candidates will be emailed a notice to complete a Personal History Questionnaire (PHQ). Failure to submit a PHQ by the deadline will result in disqualification from the selection process. Candidates, who pass the PHQ, will be invited to the next step in the selection process.
5. **Supplemental Questionnaire Ranking**: Responses to the required supplemental questionnaire will be evaluated and scored. Candidates’ final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire. This process may be eliminated if there are fewer than eleven qualified applicants.

Candidates must receive a percentage score of at least 70 on the supplemental questionnaire examination to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive written notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list.

Candidates are encouraged to provide their e-mail address on their application to enable the Human Resources Department to communicate more quickly with them via e-mail regarding the status of their application and the recruitment process. Recruitment notifications will be communicated through email and it is the candidate's responsibility to ensure that any emails from the County are not spammed. The County of Santa Barbara will not release any applicant’s e-mail address to a third party.

**Background Check:** Employment in this class requires successful completion of a background investigation and polygraph.

**BENEFITS:** The County of Santa Barbara offers generous benefits, please visit our website: [https://secure.neogov.com/employers/job_posting/detailed_job_classification.cfm?JobID=848061](https://secure.neogov.com/employers/job_posting/detailed_job_classification.cfm?JobID=848061)

**APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE REVISED TO:**
*Open until filled;* Online application and job bulletins can be obtained 24 hours a day at [www.sbcountyjobs.com](http://www.sbcountyjobs.com). To Apply: click on the *open recruitment* and then click on “Apply Now” in the top right corner of the job posting. Paper applications can be obtained and are accepted ONLY at our Santa Barbara location:

**County of Santa Barbara Human Resources Department**
1226 Anacapa Street, Santa Barbara, CA 93101
9:00 am - 12:00 pm, 1:00 pm - 4:00 pm, Monday through Friday

Applicants may use county computers at **Workforce Resource Centers** to submit an application online or to complete online assessments: (paper applications are NOT accepted at these centers):

**Workforce Resource Center in Santa Maria**
1410 South Broadway, Santa Maria, CA (805) 614-1550
Hours: 8:00 am - 5:00 pm, Monday through Friday

**Workforce Resource Center in Santa Barbara**
130 East Ortega Street, Santa Barbara, CA (805) 568-1296
Hours: 8:00 am - 5:00 pm, Monday through Friday

If you have any recruitment questions, please email Colleen Raper at cbr4686@sbsheriff.org.

*The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified men and women of varied backgrounds, lifestyles, experiences and races.*

REV: 06/09/14

REV: 5/21/14
Applicant’s Name:__________________

Aircraft Mechanic Supplemental Questionnaire

* 1. I understand, as part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental checklist. My supplemental questionnaire responses will be used to determine if I meet the employment standards for the position. Supplemental Questions #5 & 10-16 will be scored based on my response. If your responses are unclear on any of the questions, you may be disqualified from the recruitment process. Formal protests of supplemental questionnaire content must be filed in writing with the Human Resources Department within three (3) working days after the recruitment closing date, and are limited to the following: that the knowledge, skills, or abilities tested are not required for the job; and/or there are substantial errors in the questions. Formal protests of supplemental questionnaire exam procedures must be filed in writing with the Human Resources Department during the first five (5) working days immediately following the date notices of exam results were sent to candidates. Procedural protests are limited to the following: that irregularity (noncompliance with Civil Services Rules, applicable laws, etc.), bias, or fraud occurred in some aspect of the examination procedure.

☐ Yes
☐ No

* 2. Do you possess a valid Federal Aviation Administration Mechanic Certificate with **Airframe and Powerplant Ratings** issued in accordance with 14 C.F.R. 65 subpart D?

☐ Yes
☐ No

* 3. I understand for consideration, I must provide a copy of my valid Federal Aviation Administration Mechanic certificate with Airframe and Powerplant Ratings at the time of application. I've attached a copy of my Federal Aviation Administration Mechanic Certificate as requested.

☐ Yes
☐ No

* 4. Which of the employment standards do you meet in repairing, maintaining, and approving the return of Bell turbine-powered helicopters to service?

☐ Two years of post-certificate/ratings experience repairing, maintaining, and approving the return of Bell turbine-powered helicopters to service;

☐ Three years of pre-certificate/ratings military experience repairing, maintaining, and approving the return of Bell turbine-powered helicopters to service can be substituted for the required two years of post-certificate/ratings experience;

☐ A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge, abilities, certificate, and ratings.

☐ No relevant experience

* 5. Please describe your pre-certified or post-certified experience repairing, maintaining, and approving the return of Bell turbine-powered helicopters to service. (Include the years of experience and the makes/models of rotorcraft and aircrafts maintained).

* 6. I understand a Class C California Driver’s License is required at time of appointment.

☐ Yes
7. Are you willing to undergo a polygraph exam?
   - Yes
   - No

8. Are you available to work weekends, holidays, and overtime?
   - Yes
   - No

9. Are you willing to travel outside of Santa Barbara County for periods of up to 12 days in support of incident activities?
   - Yes
   - No

10. Do you possess a certificate from the Federal Aviation Administration Inspection Authorization?
    - Yes
    - No

11. Have you completed or are currently attending a Bell factory maintenance school?
    - Completed school and certified
    - Currently attending
    - I have not attended

12. Have you completed or are currently attending a Cessna training course?
    - Completed school and certified
    - Currently attending school
    - I have not attended

13. Please describe any experience you may possess maintaining Cessna 206 fixed-wing aircraft. Include the years of experience and list any specific makes/models of fixed-wing aircrafts you maintained.

14. Please describe any experience you may possess repairing, maintaining, or approving Bell Huey helicopters include the number of years’ experience. If none, please answer “Not Applicable”.

15. Please describe any experience you may possess in repairing, maintaining, or approving Bell 206 / OH-58 helicopters include the number of years' experience. If none, please answer "Not Applicable".

16. Have you used an Aviation Database Maintenance Software Program (e.g. AvPro)? If yes, please list the program(s) and tasks you performed. If none, please answer "Not Applicable".

* Required Question