Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Avionics/Helicopter Mechanic

JOB CODE	JOB FAMILY	PROFILE
JCV602	**Trades, Crafts and Other Skilled Work**	**Avionics/Helicopter Mechanic**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**June 18, 2026**

The Avionics/Helicopter Mechanic oversees the operations and administration of the Avionics Maintenance Department, including maintenance, repair, service, production, quality control, and all other avionics maintenance support systems. Ensures compliance with Federal Aviation Administration (FAA) regulations and standards. Supervises and trains maintenance personnel. Adheres to all current published technical and regulatory standards while performing maintenance and inspections.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

AVIONICS MECHANIC

- Certifies, repairs, and returns departmental aircraft and aircraft components to service in accordance with manufacturer specifications and FAA regulations.
- Coordinates equipment and personnel to facilitate maintenance on departmental aircraft.
- Designs and engineers interface systems for equipment to be installed, work with multiple component and aircraft manufacturers.
- Relocates, removes, and rewires existing components, hardware, and wiring harnesses for installation on departmental aircraft.

- Fabricates wire harnesses, mounting brackets, doubler plates, and performs aircraft skin repairs necessary for component installation or removal on various aircraft airframes.
- Troubleshoots, evaluates, and repairs aircraft avionics communication, navigation, location, altitude, and altitude reporting systems.
- Originates and retains aircraft avionics inspection and maintenance records for review as needed.
- Ensures the availability of specific equipment and special tools required for inspection, maintenance, and repair of avionics-related components.
- Maintains technical and regulatory data within the Director of Maintenance office.
- Ensures appropriate entries are made and transcribed to the aircraft journal and technical logs regarding avionics maintenance and the aircraft's airworthiness status.
- Ensures that components, parts, and materials used in maintaining departmental aircraft contain release certification or equivalent documentation.
- Evaluates all avionics inspections and maintenance required to correct defects or damage caused by abnormal occurrences.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

HELICOPTER MECHANIC

- Perform preventive, scheduled, and unscheduled repairs of aircraft and support equipment in conformance with federal air regulations, manufacturers' bulletins and service notes, and FAA-issued Airworthiness Directives.
- Perform and coordinate inspections of aircraft units to ensure aircraft, facilities, and tools are safe, operable, and maintained according to all safety regulations and standards.
- Ensure that components, parts, and materials used in maintaining aircraft contain release certifications or equivalent documentation.
- Enter, track, and report records for aircraft and equipment inspections, maintenance, special maintenance, installed components, weight and balance, amendments, loading data, electrical load analysis, and life items for aircraft and components.
- Identify, defer, and recertify unserviceable maintenance items.
- Report aircraft and/or aircraft component failures to the supervisor when notification to the FAA may be required.
- Maintain custody and control of records in accordance with FAA and departmental standards.
- Develop and maintain a database system to manage tool inspections, calibrations, and maintenance.
- Refuel aircraft and coordinate with specialized service contractors.
- Perform other duties related to the overall effectiveness and efficiency of the Aircraft Maintenance Support Unit.

- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Six (6) years of work experience in repair and maintenance of aircraft avionics.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.

HELICOPTER

- Certified in Federal Aviation Administration Airframe and Powerplant Mechanic required.

AVIONICS

- Must possess current training and certification in avionics repair.

PREFERENCES

HELICOPTER

- AS350B3, UH-1H, and/or Bell 205 experience preferred.

AVIONICS

- Experience in state-of-the-art aircraft avionics technology preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed primarily in an aircraft hangar.
- Outdoor duties are required occasionally, with exposure to natural weather and working conditions.
- Works alone primarily with or without direction.
- Works with a group at times and with a select team at times.
- Work hazards or potential work hazards include the exposure to hoist, grinders, jacks, lathes, tire changers, loud noises, etc. Workers are exposed to acids, solvents, oil, diesel, gasoline, grease, fluids and cleaners related to aircraft repair and maintenance. County vehicles are used on an as needed basis.

EQUIPMENT, TOOLS, AND MATERIALS

- Aircraft repair tools, specialized avionic testing and monitoring equipment, other equipment typically used by aviation mechanics, and general tools; general office equipment, computer, telephone, calculator, facsimile machine, and copy machine are used in performance of essential job duties.
- Various forms of paperwork are handled in the performance of essential job duties.
- Worker uses general hand tools and diagnostic equipment.