

City of Los Angeles

Personnel Department

HELICOPTER MECHANIC SUPERVISOR

SUPPLEMENTAL INFORMATION FORM - 2013

Instructions

The examination bulletin for Helicopter Mechanic Supervisor states that all applicants must complete and submit a City of Los Angeles Employment Application and Helicopter Mechanic Supervisor Supplemental Information Form together at the time of filing. **Candidates must submit both of these documents together to be considered further in the examination process.**

To evaluate your qualification, it is required that you respond to each question that is asked in this Supplement. Indicating "N/A" (Not Applicable) is not considered a response to the question. If you use "N/A" or leave a question blank, your materials will be considered incomplete and you will not be considered a candidate in this examination. There are not appeal rights for individuals who are not candidates in the examination.

Your completed Helicopter Mechanic Supervisor Supplemental Information Form will be presented to the interview panel for an assessment of your preparation to perform the duties of a Helicopter Mechanic Supervisor. The Supplement will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications.

All examination materials are the property of the City of Los Angeles, Personnel Department. You may keep a copy of your response if you so desire. You will not be able to obtain a copy from the Personnel Department.

Certification Statement

I certify that the Helicopter Mechanic Supervisor Supplemental Information Form and all of the response to the questions are true and complete, and were authored, written and prepared in their entirety solely by me. I understand that false, misleading or incomplete information shall be sufficient cause of disqualification in this examination or dismissal and other penalties, as may be prescribed by law.

NAME: LAST	FIRST	MIDDLE INITIAL
SOCIAL SECURITY NUMBER		E-MAIL ADDRESS

FORM CONTINUES ON THE NEXT PAGE

HELICOPTER MECHANIC SUPERVISOR

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1. The table on the next page lists various helicopter parts that you may have worked on as a Helicopter Mechanic. For each part, indicate a) the tasks you have performed on that part; b) the highest level of experience you have had with each part; and c) the helicopter model you have worked on.

Tasks

1. Inspecting
2. Cleaning
3. Adjusting
4. Repairing
5. Trouble-shooting
6. Disassembling/Reassembling
7. Overhauling
8. Replacing

Experience Level

- A. I have not had the opportunity to work on this part
- B. I have worked on this part under supervision or during training
- C. I have worked on this part without supervision
- D. I have supervised and trained others to work on this part

Helicopter Model

1. Eurocopter AS350 (EC 130)
2. Bell 206 series
3. Bell 407
4. Bell 412
5. Agusta AW 139

Example

For the parts "Tail Rotor Blades and Hub Assembly," you may have inspected, cleaned, adjusted, and replaced those parts, but never repaired or disassembled them. Additionally, you have supervised others performing this job on a Bell 407, Bell 412, Agusta AW 139 and Eurocopter AS350. Therefore, you would fill in the form as shown in the example below.

Example

Parts	Tasks	Experience Level	Helicopters
Tail Rotor Blades and Hub Assembly	1,2,3,5,8	D	1,3,4,5

FORM CONTINUES ON THE NEXT PAGE

Parts	Tasks	Experience Level	Helicopters
1. Main Rotor Blades			
2. Main Rotor Hub Assembly			
3. Engine Mounts			
4. Auto-Pilot Systems			
5. Swash Plate Control Systems			
6. Power Plant & Engine Compartment			
7. Transmission			
8. Horizontal Stabilizer			
9. Trail Rotor Blades & Hub Assembly			
10. Tracking and Balancing			
11. Fuselage & Tail Boom Structures			
12. Electrical Systems & Components			
13. Hydraulic Systems & Components			
14. Freewheeling Unit			
15. Tail Rotor Gear Boxes			
16. Starters & Generators			
17. Flight Control Assemblies			
18. Landing Gear, Retractable			
19. Fuel Systems & Components			
20. Air Conditioning & Heating			
21. Glass Cockpit			

FORM CONTINUES ON THE NEXT PAGE

2. Please indicate the experience level that you have performing each of the following tasks on helicopters. Use the Experience Level Response A to D for your response.

Experience Level

- A. I have not had the opportunity to work on this part
- B. I have worked on this part under supervision or during training
- C. I have worked on this part without supervision
- D. I have supervised and trained others to work on this part

- 1. Repainting and refinishing bodies _____
- 2. Sheet metal repair and welding _____
- 3. Fabrication of specialized equipment _____
- 4. Composite Structure Repair _____
- 5. SX-16 Nightsun Maintenance _____
- 6. Goodrich Hoist Maintenance _____
- 7. Nicad Battery Maintenance _____

3. Indicate whether you have had any of the following experience by checking either **Yes** or **No**.

- | | <u>YES</u> | <u>NO</u> |
|---|--------------------------|--------------------------|
| 1. Keeping repair records | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Keeping weight and balance data | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Completing F.A.A. Form 337 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Keeping F.A.A. regulation manuals up to date | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Using Microsoft Word | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Using Microsoft Excel | <input type="checkbox"/> | <input type="checkbox"/> |

**THIS COMPLETES THE HELICOPTER MECHANIC SUPERVISOR
SUPPLEMENTAL INFORMATION FORM**