

AVIATION SUPERVISOR

Nature of Work: Under general direction, oversees and advises on all aviation activities for the agency, such as aircraft maintenance, scheduling, acquisition, pilot training, and flight safety; ensures agency compliance with international, federal, and state rules and regulations governing aircraft operations; pilots and navigates rotary and/or fixed-wing single and/or multi-engine aircraft for transportation of executives and other state personnel, law enforcement aerial support, air search and surveillance, aerial photography, and air ambulance services. When required, flies at night, during instrument flight rules conditions, at low altitudes, and/or over rough terrain; may execute take-offs and landings in isolated areas at unusual times. Performs related work as required. This position will serve a one year probationary period.

Examples of Work

Schedules work assignments and training for all flight personnel.

Schedules and supervises aircraft and equipment maintenance. Ensures compliance with all applicable regulations, standards, procedures, rules, laws, guidelines, and safety requirements.

Ensures prompt response to med-vac requests; schedules med-vac training sessions.

Plans missions after considering such factors as altitude, terrain, weather, range, weight, airport facilities, and navigational aids.

Pilots aircraft; determines flight routes; coordinates landings and take-off times and places.

Oversees and/or participates in pre-flight and post-flight inspections of power plant, airframe, and related equipment for mechanical and structural soundness and for proper operation of all auxiliary equipment, including communications and navigational systems.

Assists in the performance of aircraft maintenance.

Oversees the accuracy and completeness of administrative logs and reports prepared within the division.

Knowledge, Skills and Abilities

Knowledge of the capacities and performance of Departmental aircraft.

Knowledge of FAA rules and regulations governing the use of aircraft in the agency in which assigned.

Knowledge of laws, rules, and regulations governing aerial support to law enforcement activities.

Knowledge of flight planning, navigation, meteorology, and aerial map reading.

Knowledge of aircraft maintenance and repair procedures.
Skill in piloting and navigating aircraft at low altitudes over rugged terrain and/or under adverse flying conditions.
Ability to plan and supervise the work of professional pilots.
Ability to supervise operation and maintenance of aircraft.
Ability to handle such in-flight emergencies as crash landings over land and water, fires, structural damage, and flight systems malfunctions.
Ability to communicate both oral and written instructions in a clear and concise manner.
Ability to prepare and maintain comprehensive logs, records, and reports.
Ability to work long hours in varying climatic conditions.
Ability to establish and maintain satisfactory working relationships with agency officials, other employees, and the general public.

Minimum Qualifications

Training: Graduation from a military or Federal Aviation Administration approved flight school.

Experience: Four years of full-time or equivalent parttime paid employment in the field of military or civilian aviation, one year of which must have been in a responsible supervisory or administrative capacity. Completion of one of the following Options:

Option A- For fixed-wing aircraft:
2,500 hours of flight time,
100 hours of actual instrument time,
100 hours of night time,
500 hours of cross-country time,
500 hours of multi-engine time, and
500 hours of turbine engine time.

Option B--Helicopter:
2,500 hours of helicopter flight time,
100 hours of night time,
500 hours of cross-country time,
500 hours of turbine engine time.

Special Requirement: Possession of FAA Commercial Pilot's license. Rotary-wing pilots must possess FAA rotor craft rating. Fixed-wing pilots must possess FAA airplane single and/or multi-engine and instrument rating. Possession of current FAA Class II medical certificate.

Established: 9/19/90
Revised: 5/15/96, 1/15/13
Effective: 3/1/13