

**AVIATION SERVICES MANAGER****Nature of Work**

Under administrative direction, performs highly responsible, skilled and administrative work in providing executive pilot services to fly the Governor, elected officials, cabinet officers, and other authorized personnel to destinations throughout the state and the United States. Manages, directs, and schedules the work of all Department of Administration pilots and administers a pilot standardization program to provide safe and efficient air transportation services. Responsible for the development and administration of a pilot training program to ensure all state pilot personnel are kept current and qualified. Responsible for serving as an official representative of the Aviation Services Section in maximizing air safety and ensuring compliance with established aviation regulations. Work is performed in accordance with established agency administrative and security procedures and in accordance with FAA regulations. Performs related work as assigned.

**Examples of Work**

- Manages all Department of Administration aircraft pilots to ensure maximum use of resources at minimum cost.
- Recommends and prescribes flight rules, regulations, and policies; and ensures adherence to established standards, practices, policies and procedures.
- Establishes standard practices and procedures for the safe and efficient operation of executive aircraft.
- Recommends the selection and retention of flight personnel to the Department head.
- Administers a pilot standardization program designed to develop and retain a competent flight force.
- Assigns work schedules to assure maximum use of personnel and equipment while duty time limitations are maintained.
- Coordinates all flight activities with the appropriate maintenance personnel to ensure air worthiness of aircraft.
- Maintains all necessary records such as maintenance reports, equipment records, aircraft logs, etc., as required by agency policy and FAA regulations.
- Ensures the security of all passengers, cargo and equipment, and reports any significant operational incidents or hazards to appropriate local, state, and federal agencies.
- May remain in service on an "on-call" basis on non-standard duty hours and days as assigned to provide effective air transportation service.
- Assists maintenance technicians in appropriate aircraft inspections.
- Confers regularly with personnel of the Governor's office and other government officials in arranging air transport services.
- Pilots aircraft as needed to accommodate state aviation needs.

**AVIATION SERVICES MANAGER (CONT'D)****Knowledge, Skills and Abilities**

Knowledge of the capacities and performance of all 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 the 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 Federal Aviation Administration approved flight school.

**EXPERIENCE** Six years of full-time or equivalent part-time paid employment in the field of aviation, military and/or civilian, two years of which must have been in a responsible supervisory or administrative capacity.  
 Completion of 2,500 hours of flight time, including 1,000 hours of helicopter time, 1,000 hours of fixed-wing aircraft 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.

**SPECIAL REQUIREMENT**

Possession of FAA Commercial Pilot's license.  
 Rotary-wing pilots must possess FAA rotorcraft 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: 7/16/92

Effective: 9/1/92