

DIRECTOR OF AVIATION**Nature of Work**

Under administrative direction, performs advanced level administrative work in managing and directing the state Aviation Division which provides air transportation for government officials and other authorized personnel. Oversees and coordinates statewide the aviation safety program, pilot training program, aircraft maintenance, and aircraft procurement. Serves as Chairman of the Governor's Aviation Advisory Board. Directly or through subordinate managers or supervisors direct the work of pilots, mechanics, and clerical, office staff. Develops technical and administrative policies and procedures governing all activities of the division. Responsible for the development and administration of a pilot training program to ensure all state pilot personnel are kept current and qualified. Responsible for 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. May pilot aircraft in providing air transportation to government officials and other authorized personnel. Performs related work as assigned.

Examples of Work

Directs, manages and delegates all operations, including flight and maintenance, of the division.

Develops technical and administrative policies and procedures for the safe and efficient operation of executive aircraft; ensures adherence to established policies and procedures and FAA regulations.

Develops and administers a pilot training program to ensure all state pilot personnel are kept current and qualified.

Coordinates the standardization of aviation safety and aircraft maintenance for all aircraft owned and operated by the State.

Reviews and makes recommendation on all purchase, lease or acquisition of aircraft and aviation contracts.

Directs staff in the daily activities of the division; interviews, hires, evaluates the performance of, and assigns work schedules of staff.

Ensures all necessary records such as maintenance reports, equipment records, aircraft logs, etc., as required by agency policy and FAA regulations are maintained.

Coordinates all flight activities of the division with the appropriate maintenance personnel to ensure air worthiness of aircraft.

Pilots aircraft as needed to accommodate state aviation needs; remains in service on an "on-call" basis on non-standard duty hours and days as assigned to provide effective air transportation service.

Prepares the division's budget request and assures compliance with budget allocations/spending limits.

DIRECTOR OF AVIATION (CONT'D)**Knowledge, Skills and Abilities**

- 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 the capacities and performance of all aircraft.
- Knowledge of aircraft maintenance and repair procedures.
- Knowledge of state purchasing rules and regulations including contracting and bid processing.
- Skill in piloting and navigating aircraft at low altitudes over rugged terrain and/or under adverse flying conditions.
- Ability to plan, direct and supervise the work of staff.
- 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 develop and implement budget analysis procedures; to administer procurement activities for aircraft and aviation contracts.
- 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. Preference may be shown to applicants with a bachelor's degree from an accredited four-year college or university in Aeronautics, Aviation or Aviation Management.

EXPERIENCE Seven 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 REQUIREMENTS 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. Individual should be a dual rated pilot with experience in both fixed-wing and rotary-wing aircraft operations.

Established: 3/23/06
Effective: 5/1/06