

DESCRIPTION: Responsible for matters relating to aviation education, regulations and procedures. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position may be assigned to this class based on the scope and level of work performed as outlined below.)

This is the second of three levels in the Aviation Specialist series (Aviation Specialist, Specialist/Senior and Operations Chief). This class is distinguished from the Specialist level by its supervisory responsibilities which are not found at the Specialist level. This class reports to the Operations Chief which serves as manager of education, licensing and regulations operations.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervises registration of licensing activities of the department, including airmen, commercial and municipal airports and aerial applicators; this includes supervision of all state aircraft pooling activity.

Conducts mechanic and aviation applicator seminars.

Provides information for departmental publications, including a monthly newspaper, aeronautical charts, airport directory and annual reports.

Makes public appearances before aviation and civic groups, concerning aviation matters; including representing department in civil defense activity.

Answers correspondence and telephone inquiries concerning aviation matters.

Assists schools in establishing and maintaining an aerospace education program.

Supervises and directs all maintenance activity on departmental aircraft.

Pilots department aircraft on official flights; may transport state officials.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: transportation regulations; aircraft operations and controlling equipment/systems; agency regulations; licensing regulations, processes and activities.

Ability to: plan, formulate and execute programs, communicate orally and in writing with persons at all levels; analyze aviation data and other data to relate to people.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Must possess at least a Commercial Pilot's Certificate (FAA issued) with instrument and multi-engine ratings. Must have logged a minimum of 3500 hours total flight time with a minimum of 1500 hours multi-engine time as PIC and minimum of 200 hours of instrument time as PIC. Must possess a current FAA issued Class II medical certificate. Must have basic computer experience.

AND

Bachelor's degree plus six years post-secondary education, teaching, commercial aviation or government experience in a supervisory capacity. Additional experience may substitute for the education on a year for year basis.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).