

AVIATION

Broad Occupational Category - 59

DUTIES AND RESPONSIBILITIES

- *Pilots state or agency aircraft for official business.*
- *Maintains aircraft safety and operational standards.*
- *Ensures compliance with FAA and state aviation regulations.*
- *Supervises aviation specialists and staff.*
- *Provides leadership in policy implementation and procedural compliance.*
- *Develops and implements internal policies, procedures, and controls.*
- *Prepares, edits, and reviews reports, technical papers, and publications.*
- *Manages purchasing, inventory, and assets for aviation operations.*
- *Analyzes aviation data for decision-making.*
- *Prepares reports for state or federal regulatory compliance.*
- *Uses data to recommend operational improvements or policy changes.*
- *Manages installation, maintenance, and inspection of navigational aids.*
- *Ensures compliance with FAA and FCC equipment standards.*
- *Coordinates repair and servicing of aviation equipment.*
- *Monitors aviation infrastructure for safety and operational readiness.*

NEBRASKA

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COMPETENCIES

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect. (100%)
- **Timely Decision Making:** Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.
- **Ethics and Values:** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- **Functional/Technical Skills:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Managing and Measuring Work:** Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
- **Organizing:** Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- **Perseverance:** Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks. (100%)
- **Planning:** Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

- **Priority Setting:** Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
- **Drive For Results:** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- **Managing Through Systems:** Can design practices, processes, and procedures which allow managing from a distance; is comfortable letting things manage themselves without intervening; can make things work through others without being there; can impact people and results remotely.
- **Time Management:** Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
- **Written Communications:** Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

SMART Goal Prompting Questions

Pilots state or agency aircraft for official business

- What actions could you take to improve safety, efficiency, and readiness when piloting state or agency aircraft?
- How will you measure success, such as maintaining required certifications, completing flights safely and efficiently, reducing preventable delays, or improving operational readiness?
- What recurrent training, flight planning practices, aircraft familiarization, or safety resources could strengthen piloting capabilities?
- How does safe and effective aircraft operation support agency missions and responsible stewardship of state resources?
- By what date or training cycle will you aim to improve aviation operational readiness?

Maintains aircraft safety and operational standards

- What steps could you take to strengthen aircraft safety inspections, maintenance practices, and operational readiness?
- How will you measure success, such as improved inspection results, fewer maintenance issues, timely corrective actions, or increased aircraft availability?
- What inspection checklists, maintenance tracking systems, safety practices, or training could strengthen aircraft oversight?
- How does maintaining high safety standards support passenger safety, regulatory compliance, and reliable agency operations?
- By what date or inspection cycle will you aim to improve aircraft safety practices?

Ensures compliance with FAA and state aviation regulations

- What actions could you take to improve monitoring and compliance with FAA and state aviation requirements?
- How will you measure success, such as successful inspections, fewer compliance findings, timely regulatory updates, or improved documentation?
- What regulatory tracking tools, training, reference materials, or compliance reviews could strengthen aviation oversight?
- How does regulatory compliance support safe, lawful, and reliable aviation operations?
- By what date or compliance cycle will you aim to improve aviation regulatory compliance practices?

Supervises aviation specialists and staff

- What strategies could you use to improve supervision, performance management, and professional development of aviation staff?
- How will you measure success, such as improved staff performance, completion of training, stronger teamwork, or increased operational readiness?
- What coaching practices, performance measures, training opportunities, or communication methods could strengthen staff supervision?
- How does effective supervision support safety, employee development, and successful aviation operations?
- By what date or performance cycle will you aim to improve staff supervision practices?

Provides leadership in policy implementation and procedural compliance

- What actions could you take to improve consistent implementation of aviation policies and procedures?
- How will you measure success, such as improved compliance, fewer procedural errors, stronger staff understanding, or more consistent operations?
- What communication strategies, training, policy reviews, or monitoring processes could strengthen implementation?
- How does effective policy leadership support safe, consistent, and accountable aviation operations?
- By what date or policy review cycle will you aim to improve policy implementation practices?

Develops and implements internal policies, procedures, and controls

- What steps could you take to improve the clarity, effectiveness, and consistency of aviation policies, procedures, and internal controls?
- How will you measure success, such as reduced errors, improved compliance, stronger operational consistency, or successful reviews?
- What risk assessments, stakeholder input, process reviews, or quality-control methods could strengthen policy and control development?
- How do effective policies and internal controls support aviation safety, accountability, and operational reliability?
- By what date or policy cycle will you aim to improve aviation policies and controls?

Prepares, edits, and reviews reports, technical papers, and publications

- What actions could you take to improve the accuracy, clarity, and usefulness of aviation reports and technical publications?
- How will you measure success, such as fewer revisions, improved report quality, timely completion, or stronger stakeholder understanding?
- What writing standards, templates, peer-review processes, or technical resources could strengthen aviation documentation?
- How does clear and accurate technical communication support informed decisions and effective aviation operations?
- By what date or reporting cycle will you aim to improve technical writing and review practices?

Manages purchasing, inventory, and assets for aviation operations

- What strategies could you use to improve purchasing, inventory control, and management of aviation assets?
- How will you measure success, such as reduced costs, fewer inventory shortages, improved asset utilization, or more timely procurement?
- What inventory systems, purchasing procedures, asset tracking tools, or lifecycle management practices could strengthen resource management?
- How does effective asset and purchasing management support operational readiness and responsible stewardship of public resources?
- By what date or inventory/budget cycle will you aim to improve aviation resource management?

Analyzes aviation data for decision-making

- What actions could you take to improve the collection, analysis, and use of aviation data for operational decisions?
- How will you measure success, such as improved data accuracy, faster analysis, better decisions, or identification of operational trends?
- What analytical tools, databases, dashboards, or professional development could strengthen data analysis capabilities?
- How does effective use of aviation data support safety, efficiency, and evidence-based decision-making?
- By what date or reporting cycle will you aim to improve aviation data analysis practices?

Prepares reports for state or federal regulatory compliance

- What steps could you take to improve the accuracy, completeness, and timeliness of regulatory compliance reports?
- How will you measure success, such as timely submissions, fewer corrections, successful reviews, or reduced compliance findings?

- What reporting templates, regulatory tracking tools, quality-control procedures, or review processes could strengthen compliance reporting?
- How does accurate regulatory reporting support transparency, accountability, and continued compliance?
- By what date or reporting cycle will you aim to improve regulatory reporting practices?

Uses data to recommend operational improvements or policy changes

- What strategies could you use to better identify operational improvements or policy changes through analysis of aviation data?
- How will you measure success, such as documented improvements, cost savings, increased efficiency, improved safety, or stronger policy outcomes?
- What performance measures, trend analysis, benchmarking, or stakeholder feedback could strengthen recommendations?
- How does data-driven improvement support safe, efficient, and continuously improving aviation operations?
- By what date or evaluation cycle will you aim to develop and implement an operational improvement?

Manages installation, maintenance, and inspection of navigational aids

- What actions could you take to improve the reliability, maintenance, and inspection of aviation navigational aids?
- How will you measure success, such as improved equipment availability, timely inspections, reduced failures, or successful compliance reviews?
- What maintenance schedules, inspection procedures, asset tracking systems, or technical training could strengthen navigational aid management?
- How does reliable navigational equipment support aviation safety and operational continuity?
- By what date or maintenance cycle will you aim to improve navigational aid management?

Ensures compliance with FAA and FCC equipment standards

- What steps could you take to strengthen compliance with FAA and FCC requirements for aviation equipment?
- How will you measure success, such as successful inspections, fewer compliance findings, timely equipment certifications, or improved documentation?
- What regulatory resources, equipment inventories, inspection procedures, or technical training could strengthen compliance?
- How does equipment compliance support aviation safety, reliability, and uninterrupted operations?

- By what date or compliance cycle will you aim to improve equipment compliance practices?

Coordinates repair and servicing of aviation equipment

- What actions could you take to improve the coordination, scheduling, and completion of aviation equipment repairs and servicing?
- How will you measure success, such as reduced equipment downtime, faster repair turnaround, improved communication, or lower maintenance costs?
- What work-order systems, vendor coordination practices, maintenance schedules, or tracking tools could strengthen repair management?
- How does effective repair coordination support equipment reliability and aviation operational readiness?
- By what date or maintenance cycle will you aim to improve equipment repair and servicing practices?

Monitors aviation infrastructure for safety and operational readiness

- What strategies could you use to improve monitoring of aviation infrastructure and identification of potential safety or operational concerns?
- How will you measure success, such as earlier identification of deficiencies, timely corrective actions, improved inspection results, or increased infrastructure availability?
- What inspection schedules, condition assessments, monitoring technology, or reporting systems could strengthen infrastructure oversight?
- How does effective infrastructure monitoring support aviation safety, continuity of operations, and long-term asset management?
- By what date or inspection cycle will you aim to improve aviation infrastructure monitoring practices?