

## Aircraft Operations Supervisor

**DESCRIPTION OF WORK:** Positions in this banded class function in a managerial and administrative capacity in directing the operations of an aviation department or program. Duties include budgeting, flight scheduling, overseeing aircraft maintenance and pilot training programs, equipment evaluation and purchasing, and oversight of safety programs. Positions are licensed pilots who function as Pilot-in-Command on some flights and assess performance of subordinate pilots through observation. Responsibilities include representing the organization on aviation matters, managing a staff, and enforcing FAA and other governing body compliance requirements.

### **EXAMPLES OF COMPETENCIES: CONTRIBUTING**

**Knowledge - Professional:** Ability to competently pilot aircraft of an organization with limited aircraft types and missions. Ability to assess the performance of pilots by observing flights on aircraft as specified above. Ability to develop and implement necessary safety programs for a compact aviation program with a narrower functionality.

**Business Management:** Ability to maintain flight and operational schedule for a compact program with narrow functional scope. Ability to make budget recommendations and/or decisions following established goals and strategies. Ability to make recommendations regarding equipment and facilities needs and purchases for a program with limited and/or infrequent equipment needs.

### **JOURNEY**

**Knowledge - Professional:** Ability to competently pilot aircraft of an organization with varied aircraft and mission types. Ability to assess the performance of pilots by observing flights on aircraft as specified above. Ability to develop and implement necessary safety programs for diverse, multi-functional aviation programs.

**Business Management:** Ability to maintain flight and operational schedule for diverse and multi-functional aviation program. Ability to establish financial strategy for a multi-functional aviation program. Ability to oversee assignment and distribution of financial resources. Ability to research equipment and facilities needs for a program with a variety of equipment needs. Ability to recommend and/or make final decisions on equipment replacement or upgrade.

### **ADVANCED**

**Knowledge - Professional:** Ability to competently pilot the most sophisticated types of aircraft in diverse missions. Ability to assess the performance of pilots by observing flights on aircraft as specified above. Ability to develop and implement necessary safety programs for multi-agency or State-wide aviation programs.

**Business Management:** Ability to maintain flight and operational schedule for State-wide program. Ability to serve as a knowledge expert to others. Ability to develop and implement financial planning for the most complex aviation programs with state-wide scope.

**Communication:** Ability to represent the interests of a stable, less complex aviation program by responding to routine questions and requests.

**Human Resources Management:** May require the ability to provide assistance to a higher-level manager in recruitment and selection process. Ability to implement work plans. Ability to conduct performance reviews with the assistance of a higher-level manager. Ability to identify and recommend career development opportunities with employees. Ability to assess staffing needs and make recommendations. Ability to develop and set priorities for performing operational activities.

**Communication:** Ability to represent the interests of a multi-functional program through frequent oral and written communication on a variety of topics, both routine and non-standard.

**Human Resources Management:** Ability to recommend and/or makes selection decisions. Ability to develop and implement work plans. Ability to conduct performance reviews. Ability to participate in the disciplinary and grievance processes as needed. Ability to ensure employees have access to tools and information for career development opportunities. Ability to actively participate in employee growth and development. Ability to plan and deliver on-the-job training. Ability to plan for staffing needs and workload distribution for multi-function areas.

**Communication:** Ability to represent State-wide aviation interests both orally and in writing on a broad spectrum of topics. Ability to serve as an aviation expert to a broad spectrum of stakeholders, including State leaders, legislators, and the FAA.

**Human Resources Management:** Ability to oversee unit/organization supervisors to ensure compliance with recruitment and selection policies and procedures. Ability to oversee unit/organization supervisors to ensure compliance with performance management policies and procedures. Ability to recommend resolution of disciplinary and grievance issues. Ability

Ability to act as final decision-maker on a full range of budgetary issues. Ability to review the recommendations of others regarding equipment and facilities needs at a variety of locations. Ability to make final determinations on large-scale purchasing policies and decisions.

to review and authorize training opportunities for unit/organization. Ability to lead employee growth and development initiatives. Ability to develop strategies and lead long-term staffing plan for a diverse and dynamic workforce.

**MINIMUM TRAINING AND EXPERIENCE:**

High school diploma or equivalency, 1000 hours of flight time in a closely related type of aircraft and/or type of mission, and four years of related experience; or equivalent combination of training and experience. Requires certification as a Commercial Pilot or Airline Transport Pilot, with appropriate ratings; and possession of an FAA Class II Medical Certificate.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.