

FORESTRY AIR OPERATIONS SUPERVISOR I

This is supervisory and administrative work in managing and coordinating the flight operations and maintenance of an aviation region engaged in a variety of missions including patrol, forest fire suppression, forest management, search and rescue, and passenger flights using fixed and/or rotary wing aircraft.

Employees supervise, plan, direct, review and evaluate the work of subordinates; interview and recommend applicants for vacant positions; provide and evaluate on-the-job and outside training; counsel and administer limited discipline to subordinates; and develop and make adjustments to methods, procedures, assignments and priorities. Employees are responsible for developing flight schedules and for reviewing and approving all necessary changes to the schedule; for preparing budgetary recommendations for aircraft operations, repairs and fuel; and for supervising and coordinating all aircraft maintenance and inspections. Employees conduct pre-flight and post-flight inspections of aircraft and note all discrepancies in a maintenance log, and maintain all other necessary logs and reports related to their flights. Work includes planning flights considering weather, navigational aids, routing, altitudes, alternative routes and destinations, loading and weight distribution, fuel requirements, and the filing of IFR flight plans as necessary. Point to point passenger flights are normally at standard altitudes with minimum stress and loading on the aircraft due to maneuvers, while other missions such as fire suppression flights require tight turns and stressful maneuvers. Employees are responsible for directing and flying a variety of missions. Work includes detecting, locating and analyzing the potential damage of a wildfire, directing ground crews to fire locations and providing them with information concerning fire direction and behavior, fire size and rate of spread, safety considerations, weather conditions, and helping to formulate a plan of attack to effectively control the fire. During large fires, employees in this class coordinate tactical air operations and manage the air space around the fire. Work includes overseeing an ongoing training program and conducting check flights for subordinate pilots, monitoring flight hours, and representing the region concerning aviation matters. Employees in this class normally fly both helicopters and fixed wing aircraft. They take off and land in high and low-density airports and grass strips. Flights often involve very low altitudes, flying over rugged terrain and mountains, and flights in turbulent air and low visibility conditions. Work is performed under minimal technical and limited administrative supervision, and may include other duties and responsibilities as assigned.

SUPERVISORYMANACERIAL FUNCTIONS:

Planning - Employees plan missions and develop flight schedules one to three months out. Aircraft maintenance and inspection schedules are planned on a yearly basis, and aircraft and engine replacement on a multi-year schedule.

Organizing and Directing - Employees review and authorize changes to the flight schedule, develop and make changes to methods, procedures, operations, training and maintenance, and establish air operations policy and procedures.

Budgeting - Employees normally do not have a budget but do make recommendations concerning parts and equipment needs, and are responsible for controlling costs

Training - Employees develop and implement an in-house training program including hands on instruction and flight checks.

Setting Work Standards - Employees administer established FAA and department standards concerning procedures, training, flight operations, flight crew coordination, and maintenance of aircraft and equipment.

Reviewing Work - Employees review the work of pilots through feedback from ground units and by direct observation during check flights. Employees make the final technical decision concerning most flight and maintenance operations.

Counseling and Discipline - Employees are responsible for reviewing and resolving informal complaints and grievances and would participate in any formal actions. Employees normally administer an oral warning and consult with their supervisor on additional action.

Performing Other Personnel Functions - Employees screen applications and conduct joint interviews with the Chief Pilot and make a recommendation on their final technical choice. Other responsibilities include reviewing and approving leave requests and conducting performance appraisals.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The majority of air operations are on a recurring schedule with the rest subject to changes, some of which are on a short notice. Policies, rules and regulations governing operations are fairly stable.

Variety of Work Supervised - The major functions supervised are piloting/air operations, forest fire prevention and suppression, and aircraft maintenance.

Number of Employees Responsible For - Employees direct and supervise 2 to 8 pilots, aircraft mechanics and other support personnel.

III. EXTENT OF SUPERVISION RECEIVED: Employees usually work under administrative direction from the Regional Forester and receive technical direction from the Chief Pilot.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Thorough knowledge of the Federal Aviation Administration and Federal Communications Commission rules and regulations, and State Statutes governing the operation and maintenance of aircraft. Thorough knowledge of air navigation and of single engine fixed and rotary wing aircraft capabilities and performances. Thorough knowledge of flight planning, meteorology, forest fire behavior and fire fighting techniques, and aircraft maintenance requirements. Ability to pilot single engine fixed and rotary wing aircraft in most weather conditions. Ability to supervise and evaluate the work of pilots and aircraft mechanics, and to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Graduation from high school and a minimum of 1000 hours of flight time in a closely related type of aircraft and/or type of mission, along with a minimum of four years related experience; or an equivalent combination of training and directly related experience.

Necessary Special Requirements - Certification as a FAA private or commercial pilot in airplanes and/or rotorcraft, 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 identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.