

EXECUTIVE AIR OPERATIONS SUPERVISOR I

This is supervisory and administrative work in managing and coordinating the flight operations and maintenance of an aviation department involved in primarily point to point passenger flights. Work includes piloting single or twin engine fixed wing aircraft on passenger flights both within the state, and occasionally on an out of state flight.

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, schedules, assignments and priorities. Employees are responsible for developing flight schedules up to three months in advance and for reviewing and approving all necessary changes to the schedule; for preparing budget requests and controlling costs for aircraft operations, repairs, fuel, and leasing of substitute aircraft; for developing and establishing policies and procedures regarding flight operations and aircraft maintenance; for evaluating and making recommendations concerning the acquisition or disposal of aircraft and equipment; 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. Employees normally pilot aircraft at standard altitudes with minimum stress and loading on the aircraft due to maneuvers. Employees take off and land at both high and low density airports including some grass strips, often fly under IFR flight rules although most flights are in VFR conditions, and are normally the pilot in command. Work includes overseeing an ongoing training program and conducting check flights for subordinate pilots, monitoring flight hours of subordinate pilots, and representing the agency or university concerning aviation matters. Work is performed under minimal technical and limited administrative supervision, and may include other duties and responsibilities as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan missions and develop flight schedules up 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 policy and procedures.

Budgeting - Employees normally do not have a budget but do make recommendations concerning parts and equipment needs.

Training - Employees develop and implement an extensive training program including recurring oral, written and flight-tests.

Setting Work Standards - Employees develop and establish standards concerning procedures, conduct, training, flight operations, flight crew coordination, operational limitations and maintenance of aircraft and equipment.

Reviewing Work - Employees review the work of pilots through feedback from passengers and by direct observation during check flights. Employees make the final technical decision concerning all 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 their supervisor, although the employee is responsible for making the 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 and aircraft maintenance.

Number of Employees Responsible For - Employees direct and supervise 5 to 20 pilots, aircraft mechanics and other support personnel.

III. EXTENT OF SUPERVISION RECEIVED: Employees usually work under administrative direction only and are responsible for making all final technical decisions.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - None, although schedules can include nights and some weekend operations.

Fluctuating Work Force - None

Physical Dispersion - Pilots are normally dispersed throughout the state.

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 and multi-engine fixed wing aircraft capabilities and performances. Thorough knowledge of flight planning, meteorology and aircraft maintenance requirements. Ability to pilot single and multi-engine fixed wing aircraft in all 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 1500 hours of flight time in a closely related type of aircraft and/or type of mission, along with a minimum of five years related experience; or an equivalent combination of training and directly related experience.

Necessary Special Requirements - Certification as a FAA commercial or air transport pilot in airplanes and possession of an FAA Class II Medical Certificate. Also required are ratings in multi-engine (land), instrument flying and others as designated.

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.