

## FORESTRY AIR OPERATIONS SUPERVISOR III

This is supervisory and administrative work in managing, directing and coordinating the flight operations and maintenance of a large and diverse aviation department engaged in a variety of multiple mission flights including patrol, forest fire suppression, forest management, search and rescue, cargo, photography and passenger flights using a wide variety of aircraft including single, twin and heavy multi-engine fixed wing, and rotary wing aircraft.

Employees supervise, plan, direct, review and evaluate the work of subordinates; interview and select applicants for vacant positions; counsel and administer discipline to subordinates; and develop and make adjustments to methods, procedures, schedules, assignments and priorities. Employees are responsible for developing and overseeing flight schedules; for developing and establishing specifications for contract aircraft; for reviewing proposals and awarding annual assignments to aircraft contractors; for preparing and administering a budget for aircraft operations, repairs and fuel; for developing and establishing policies and procedures regarding flight operations and aircraft maintenance; for evaluating and making decisions concerning the acquisition or disposal of aircraft and equipment; for negotiating with the military to procure excess aircraft and parts; and for supervising and coordinating all aircraft maintenance and inspections. Employees conduct pre-flight and post-flight inspections of aircraft and note all discrepancies. 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. Passenger-flights are normally at standard altitudes with minimum stress and loading, while other missions such as fire suppression air attack flights require low altitudes, tight turns and stressful maneuvers. Work includes 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 direct and coordinate tactical air operations and manage the air space around the fire. Work also includes directing and overseeing an ongoing training program concerning flight operations, fire behavior and control of wildfires, conducting check flights for subordinate pilots, monitoring flight hours of subordinate pilots, and representing the agency concerning aviation matters. Employees in this class normally fly a variety of helicopters and fixed wing aircraft, and take off and land in high and low density airports. Work is performed under limited administrative supervision, and may include other duties and responsibilities as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan missions and develop flight schedules three to twelve 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 overall air operations policy and procedures.

Budgeting - Employees develop, administer and monitor an aviation budget exceeding one million dollars. They are responsible for controlling costs and staying within the parameters of that budget.

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

Setting Work Standards - Employees develop and implement department standards concerning procedures, conduct, 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 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 oral and written warnings and consult with their supervisor on terminations.

Performing Other Personnel Functions - Employees screen applications and conduct joint interviews with the regional pilots, although they are responsible for making the final technical choice. Other responsibilities include overseeing 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 20 to 30 pilots, aircraft mechanics and other support personnel.

III. EXTENT OF SUPERVISION RECEIVED: Employees usually work under administrative direction only.

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 and multi-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 and multi-engine fixed and rotary 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 1000 hours of flight time in a closely related type of aircraft and type of mission, along with a minimum of six years of 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 a FAA Class II Medical Certificate. May also require certification as a flight instructor and ratings in multi-engine (land), instrument flying or 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.