

LAW ENFORCEMENT AIR OPERATIONS SUPERVISOR

This is supervisory and administrative work in managing and directing the flight operations and maintenance of an aviation department engaged in the enforcement of criminal laws, and in support of law enforcement agencies throughout the State, utilizing a combination of single and multi-engine, fixed wing aircraft.

Employees supervise, plan, direct, review, and evaluate the work of subordinates; interview and select applicants for vacant positions; provide and evaluate on-the-job and outside training; counsel and administer discipline; and develop and make adjustments to methods, procedures, schedules, assignments, and priorities. Employees are responsible for developing flight schedules and for reviewing all necessary changes to the schedule; preparing and administering a budget for aircraft operations, repairs, and fuel; developing and establishing policies and procedures regarding flight operations and aircraft maintenance; evaluating and making recommendations concerning the acquisition or disposal of aircraft and equipment; and supervising and coordinating all aircraft maintenance and inspections. Employees supervise and fly missions to support ground units in the enforcement of criminal laws including input into strategic planning. Employees are also responsible for developing alternatives if the original plan is abandoned during the mission. Flights include low level marijuana identification and eradication, drug enforcement, aerial crime scene surveillance, searches for missing persons and suspects, some passenger and photography flights, and often involve night flying. Employees analyze activity to determine if a crime has occurred, what possible courses of action the suspect may take, and often decide where and when to terminate an operation and make an arrest. Work also includes occasionally testifying in court, and supervising the development of training materials and classroom instruction. Employees conduct pre-flight and post-flight inspections of aircraft and note all discrepancies in a maintenance log. 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. Work also includes overseeing an ongoing training program, conducting check flights and monitoring flight hours on subordinate pilots, and representing the agency concerning aviation matters. Flights involve take offs and landings in high and low density airports; very low altitudes, tight turns and stressful maneuvers; flying over rugged mountain terrain; and flying in turbulent air conditions. Work is performed under limited administrative supervision, and may include other duties and responsibilities as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees prioritize and plan missions and develop flight schedules one to three months out. Aircraft maintenance and inspection schedules are planned yearly, 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 flight operations policy and procedures.

Budgeting - Employees makes annual recommendations concerning parts, equipment and other needs, and is responsible for controlling all associated costs.

Training - Employees develop and implement a training program including recurring oral tests and flight checks.

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 check flights and by feedback from passengers and ground units. 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 variable schedule subject to changes, often on short notice. Policies, laws, rules and regulations governing operations are fairly stable.

Variety of Work Supervised - The major functions supervised are piloting/air operations, law enforcement and aircraft maintenance.

Number of Employees Responsible For - Employees direct and supervise 2 to 4 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 concerning flights.

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 wing aircraft capabilities and performances. Thorough knowledge of all appropriate laws and regulations related to enforcement duties, 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 a four year college or university with major coursework in criminology, psychology, sociology, or other applicable discipline and three years of experience in law enforcement work related to the area of assignment and 500 hours of flight time in a closely related type of aircraft and/or type of mission.

Necessary Special Requirements - Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Council. Certification as a FAA commercial pilot in airplanes, with a rating in multi-engine, and possession of an FAA Class II Medical Certificate. May also require certification as a flight instructor and ratings in 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.