

I. 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.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level are aviation administrative professionals who manage a compact aviation program with a narrower functionality.	Positions at this level are aviation administrative professionals who manage diverse/multi-functional programs. Work requires thorough aviation knowledge and expertise.	Positions at this level are expert aviation management professionals who direct multi-agency or State-wide aviation programs. Work requires comprehensive aviation knowledge and expertise.

III. COMPETENCIES

Competency	Definition
Knowledge - Professional	Understanding of functioning of various types of aircraft assigned. Knowledge of aviation rules during various weather conditions using IFR and VFR. Knowledge and skill in takeoff and landing procedures. Knowledge and skill in operation of all equipment in accordance with manufacturer's limitations and federal aviation guidelines. Knowledge of geography and flight-planning responsibilities. Skill in monitoring engine operation, fuel consumption, and functioning of aircraft systems during flights. Ability to apply knowledge to the development and oversight of safety programs for pilots, mechanics, and other applicable employees.
Business Management	Knowledge of appropriate business practices and procedures. Ability to manage and improve business processes and operations by ensuring continuity and integration of policies and procedures with the organization's mission and strategic plan. Ability to utilize financial, material, and human resources to achieve goals.
Communication	Ability to communicate with passengers, ground crews, air traffic controllers, pilots, and others in a professional manner as needed for safe flight operations. Ability to effectively represent the program and the agency/University on aviation matters.
Human Resources Management	Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees. Ability to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback and technical supervision. Ability to develop knowledge, skills, and abilities of employees. Ability to plan for and support employees in career development opportunities. Ability to develop and implement staffing strategies as needed.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional

Understanding of functioning of various types of aircraft assigned. Knowledge of aviation rules during various weather conditions using IFR and VFR. Knowledge and skill in takeoff and landing procedures. Knowledge and skill in operation of all equipment in accordance with manufacturer’s limitations and federal aviation guidelines. Knowledge of geography and flight-planning responsibilities. Skill in monitoring engine operation, fuel consumption, and functioning of aircraft systems during flights. Ability to apply knowledge to the development and oversight of safety programs for pilots, mechanics, and other applicable employees.

Contributing	Journey	Advanced
<p>Ability to competently pilot aircraft of an organization with limited aircraft types and missions.</p> <p>Ability to assess the performance of pilots by observing flights on aircraft as specified above.</p> <p>Ability to develop and implement necessary safety programs for a compact aviation program with a narrower functionality.</p>	<p>Ability to competently pilot aircraft of an organization with varied aircraft and mission types.</p> <p>Ability to assess the performance of pilots by observing flights on aircraft as specified above.</p> <p>Ability to develop and implement necessary safety programs for diverse, multi-functional aviation programs.</p>	<p>Ability to competently pilot the most sophisticated types of aircraft in diverse missions.</p> <p>Ability to assess the performance of pilots by observing flights on aircraft as specified above.</p> <p>Ability to develop and implement necessary safety programs for multi-agency or State-wide aviation programs.</p>

Business Management

Knowledge of appropriate business practices and procedures. Ability to manage and improve business processes and operations by ensuring continuity and integration of policies and procedures with the organization’s mission and strategic plan. Ability to utilize financial, material, and human resources to achieve goals.

Contributing	Journey	Advanced
<p>Ability to maintain flight and operational schedule for a compact program with narrow functional scope.</p> <p>Ability to make budget recommendations and/or decisions following established goals and strategies.</p> <p>Ability to make recommendations regarding equipment and facilities needs and purchases for a program with limited and/or infrequent equipment needs.</p>	<p>Ability to maintain flight and operational schedule for diverse and multi-functional aviation program.</p> <p>Ability to establish financial strategy for a multi-functional aviation program. Ability to oversee assignment and distribution of financial resources.</p> <p>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.</p>	<p>Ability to maintain flight and operational schedule for State-wide program. Ability to serve as a knowledge expert to others.</p> <p>Ability to develop and implement financial planning for the most complex aviation programs with state-wide scope. Ability to act as final decision-maker on a full range of budgetary issues.</p> <p>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.</p>

Communication

Ability to communicate with passengers, ground crews, air traffic controllers, pilots, and others in a professional manner as needed for safe flight operations. Ability to effectively represent the program and the agency/University on aviation matters.

Contributing	Journey	Advanced
<p>Ability to represent the interests of a stable, less complex aviation program by responding to routine questions and requests.</p>	<p>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.</p>	<p>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.</p>

Human Resources Management

Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees. Ability to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback and technical supervision. Ability to develop knowledge, skills, and abilities of employees. Ability to plan for and support employees in career development opportunities. Ability to develop and implement staffing strategies as needed.

Contributing	Journey	Advanced
<p>May require the ability to provide assistance to a higher-level manager in recruitment and selection process.</p> <p>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.</p> <p>Ability to assess staffing needs and make recommendations. Ability to develop and set priorities for performing operational activities.</p>	<p>Ability to recommend and/or makes selection decisions.</p> <p>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.</p> <p>Ability to plan for staffing needs and workload distribution for multi-function areas.</p>	<p>Ability to oversee unit/organization supervisors to ensure compliance with recruitment and selection policies and procedures.</p> <p>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 to review and authorize training opportunities for unit/organization. Ability to lead employee growth and development initiatives.</p> <p>Ability to develop strategies and lead long-term staffing plan for a diverse and dynamic workforce.</p>

V. MINIMUM TRAINING & 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.

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