



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AIR OPERATIONS SUPERVISOR	38	B	9.353

Under general supervision, the Air Operations Supervisor develops, formulates, and coordinates the statewide aviation program for the Division of Forestry including supervision of staff, budget preparation and maintenance, and development of policies and procedures related to air operations.

Plan, coordinate, and manage flight operations; supervise and evaluate the performance of pilots and other staff as assigned; supervise air service and/or flight personnel including hiring, training, assigning and scheduling work.

Develop and/or participate in all aspects of short and long range aviation program planning and participate with agency partners in the development of interagency plans.

Prepare and monitor the air operations budget utilizing operation and component records to estimate future operating costs; assist in developing flight rates annually for all aircraft; evaluate, locate sources, and recommend purchase of new aircraft and equipment; arrange and monitor contractual services such as maintenance, building rental, aircraft rental, and contract pilots.

Schedule flights by coordinating division functions and requests from outside agencies with the availability of aircraft and flight personnel; communicate with agency staff regarding changes and conflicts; prepare and submit flight charges for billing.

Arrange for or conduct training for flight personnel in aircraft operation and maintenance/repair; schedule training at flight and ground schools and maintenance seminars; periodically directly or indirectly evaluate pilot proficiency; arrange for or instruct pilots in techniques specific to agency flight requirements; prepare lesson plans and instructional aids.

Participate in training and recertification activities as needed to maintain current ratings required to manage the aviation program including, but not limited to, aviation safety and air tanker base management.

Schedule, oversee and/or perform maintenance and repair of agency aircraft to ensure equipment is maintained in accordance with Federal Aviation Administration (FAA) regulations; maintain records of aircraft components; maintain inventory of commonly and currently needed components required for the repair of aircraft.

Review and maintain files including information regarding FAA regulations, aeronautical charts, airworthiness directives, and agency operating procedures in order to remain current and implement new and existing policies, regulations and techniques affecting the operation and maintenance of aircraft; maintain and update technical data related to aircraft maintenance and applicable federal regulations.

Maintain aircraft historical and component records, manufacturer's service bulletins, aircraft type certificate data sheets, aircraft safety of flight messages, and repair manuals for agency aircraft and maintenance equipment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class, must submit to a pre-employment screening for controlled substances.
- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of experience as a certified Airframe and Power-Plant Mechanic or an experienced pilot of rotorcraft or fixed wing multi-engine aircraft. The experience must have included maintaining records, scheduling activities, and ensuring compliance with pertinent FAA regulations and requirements; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: Federal Aviation Administration (FAA) maintenance and inspection regulations; FAA rules, regulations and operating procedures governing flight operations; air traffic control rules and procedures; flight theory as applicable to multi-engine fixed-wing and rotary aircraft. **General knowledge of:** purchasing procedures and budgetary processes. **Ability to:** plan, organize and manage the work of others; establish goals and objectives; plan and implement aviation program activities; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; prepare and maintain required logs and reports; readily recognize conditions which are hazardous to aircraft operations or ground crews.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory techniques and practices; division policies and procedures; applicable State Administrative Code sections; State budgetary, accounting and purchasing policies and procedures; aviation management practices; Incident Command System (ICS); principles of loading and weight distribution and the effect on aircraft operation; methods, materials, tools and equipment used in the repair, maintenance, overhaul and adjustment of aviation and ground support equipment; equipment, systems and operating characteristics of multi-engine fixed wing airplanes and light and medium class helicopters; design, components, system and performance limitations, and maintenance requirements of various types of aircraft utilized by the agency.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.353

ESTABLISHED: 7/17/06UC