



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>
AVIATION SERVICES OFFICER	41	B	9.353

CLASS CONCEPT

Under general supervision, the Aviation Services Officer develops, formulates, coordinates, and manages the statewide aviation program for the Nevada Division of Forestry (NDF) including Air Operation, Helitack, and maintenance programs; aviation fueling stations and vehicles; hangar facilities; Federal Excess Personal Property (FEPP); inter-agency agreements with State, federal and local agencies; supervision of staff; budget preparation and maintenance; and development of policies and procedures related to the statewide aviation program.

Develop and implement policies and procedures to carry-out division mandates; design and review programs; interpret laws and regulations; coordinate regional work assignments to meet provisions of statutes; and review program reports in order to ensure division goals and objectives are met.

Coordinate with, and act as liaison between, representatives of other State agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors, and other stakeholders to coordinate activities, provide and obtain information, resolve problems and conflicts, and represent the interests of the agency and State.

Develop, review and analyze legislative proposals related to aviation program management; draft amendments, make recommendations and testify before legislative committees as requested.

Develop and/or participate in all aspects of short and long range aviation program planning and participate with agency partners in the development of new and existing inter-agency plans; manage and coordinate all aspects of inter-agency agreements related to statewide aviation programs.

Oversee and manage activities related to budget, fiscal management and other assigned areas of responsibility to ensure compliance with applicable laws, regulations, policies, administrative guidelines and standards; formulate, develop, and monitor comprehensive program budgets that relate to the aviation program; research and compile information regarding proposed purchases, expenditures and contracts; prepare and present oral and written justifications for budget proposal; utilize 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; and authorize expenditures within program limits.

Manage and oversee the FEPP inventory; manage and oversee the aviation hangar, aviation flight-line area, aviation fueling station/trucks, and the temporary tanker base during high fire activities.

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 as needed.

CLASS CONCEPT (cont'd)

Instruct aviation classes for interagency aviation personnel which included preparing lesson plans and instructional aides; 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; maintain aircraft historical and component records, manufacturer's service bulletins, aircraft type certificate data sheets, aircraft safety and flight messages, and prepare manuals for agency aircraft and maintenance equipment.

Manage and maintain records for personnel and programmatically assigned aircraft, fixed assets, and durable and expendable property; review and maintain files including information regarding FAA regulations, aeronautical charts, factory and vendor service bulletins; airworthiness directives, and agency operating procedures in order to remain current and develop, modify, 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.

Supervise assigned staff including agency pilots, helitack personnel, aircraft maintenance personnel and seasonal firefighters; evaluate performance, develop work performance standards, establish work schedules, assign and review work, provide for training and development of assigned staff, and initiate disciplinary action as required.

Prepare detailed reports regarding the activities of the aviation program as requested.

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 to include three years holding an Inspection Authorization (IA) certification and one year of experience which included maintaining records, scheduling activities, supervision of staff, budgeting and ensuring compliance with pertinent FAA regulations and requirements; **OR** graduation from high school or equivalent education and 5,000 hours logged, pilot-in-command total flight time, with a minimum of 5,000 hours in a rotorcraft helicopter, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250 hours in low-level flight; 250 hours conducting external load operations; 500 hours mountain flying above 5,000 feet mean sea level; 100 hours of flight time within the preceding 12 months; maintaining records, scheduling activities, supervision of staff, budgeting and ensuring compliance with pertinent FAA regulations and requirements; **OR** Bachelor's degree from an accredited college or university in Aviation, Business Administration, Public Administration or closely related field and three years professional experience managing and directing all aspects of an air operations program. The experience must have included maintaining records, scheduling activities, budgeting, supervision of aircraft mechanics and pilots, and ensuring compliance with pertinent FAA regulations and requirements; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

MINIMUM QUALIFICATIONS (cont'd)

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

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