



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF PILOT</b>	<b>41</b>	<b>C</b>	<b>9.354</b>
<b>PILOT III</b>	<b>39</b>	<b>C</b>	<b>9.356</b>
<b>PILOT II - OPTIONS</b>	<b>37</b>	<b>C</b>	<b>9.355</b>
<b>A. NDF (Forestry)</b>			
<b>B. NDOW (Wildlife)</b>			
<b>PILOT I</b>	<b>36</b>	<b>C</b>	<b>9.359</b>

**SERIES CONCEPT**

Pilots fly missions and aircraft which vary with the department to which the position is assigned. Pilots must maintain current certification to fly agency aircraft which may include jets, turboprop single- and/or multi-engine airplanes, rotorcraft helicopter or other equipment owned or leased by the agency.

Perform pre-flight and post-flight activities which include scheduling routes; monitoring weather conditions; calculating load and fuel requirements; performing routine pilot inspections to ensure the aircraft is in airworthy condition; fueling and preheating aircraft as necessary; securing aircraft in hangar or covering and tying down aircraft after completion of flight.

Pilot jet, piston and turbine aircraft which may include helicopters and fixed-wing single-engine and/or multi-engine aircraft.

Maintain operation and component records for agency aircraft by recording date and hours of operation and when change of components occurred.

Perform airframe and powerplant inspection of the airplanes and/or helicopters at specified intervals and perform aircraft servicing, routine repairs, and field repairs as a result of problems detected during inspections or in response to problems that occurred while the aircraft was in operation. Examples of inspection/aircraft servicing activities are: changing the oil in the engine and gear boxes; lubricating of the aircraft; inspecting electrical systems.

Review and maintain files of information regarding Federal Aviation Administration (FAA) regulations, aeronautical charts, factory and vendor service bulletins, airworthiness directives, and agency operating procedures in order to remain current and implement existing and new rules, regulations and techniques affecting the operation and maintenance of aircraft.

Participate in training and recertification activities as needed to maintain current ratings required to pilot assigned aircraft.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Chief Pilot:** Under general direction, Chief Pilots plan, coordinate, and manage flight operations; perform and/or supervise the performance of duties described in the series concept; and supervise air service and flight personnel to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training, and discipline.

<b>CHIEF PILOT</b>	<b>41</b>	<b>C</b>	<b>9.354</b>
<b>PILOT III</b>	<b>39</b>	<b>C</b>	<b>9.356</b>
<b>PILOT II – OPTIONS</b>	<b>37</b>	<b>C</b>	<b>9.355</b>
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Page 2 of 7

## CLASS CONCEPTS (cont'd)

### **Chief Pilot:** (cont'd)

Schedule flights by coordinating agency and departmental 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.

Conduct training for flight personnel in aircraft operation and servicing; schedule training at flight and ground schools and maintenance seminars; periodically evaluate pilot proficiency; instruct pilots in techniques specific to agency flight requirements.

Schedule and control maintenance and perform aircraft servicing of agency aircraft to ensure equipment is maintained in accordance with FAA regulations; maintain records of aircraft components; maintain inventory of commonly and currently needed components required for the repair of aircraft.

Prepare and monitor the air operations budget utilizing operation and component records to estimate future operating costs; 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.

**Pilot III:** Under general supervision, incumbents perform the duties described in the series concept and are trained and qualified to pilot assigned agency aircraft which may include rotorcraft, fixed-wing multi-engine and/or single-engine aircraft. Flying duties may be performed in any of the aircraft utilized by the agency in conducting fire suppression and wildlife survey activities. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and weather conditions. The Pilot III is distinguished from the Pilot II by responsibility for flying both fire suppression and wildlife survey missions as described below in the class concepts for Pilot II - Options A: NDF and B: NDOW.

**Pilot II - Options A. NDF and B. NDOW:** Under general supervision, incumbents perform the duties described in the series concept and are trained and qualified to pilot agency aircraft for which they are assigned. Aircraft type may include rotorcraft, fixed-wing multi-engine and/or single-engine aircraft. Flying duties may be performed in any of the aircraft utilized in conducting fire suppression or wildlife surveys. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and adverse weather conditions.

**Pilot II - Option A. NDF:** Conduct fire reconnaissance missions and air attack flights including: reporting fires; evaluating fire conditions; ordering ground crews and equipment and coordinating air attacks pending the arrival of an incident commander; monitoring and reporting fire conditions; assisting the incident commander in directing air operations; and transporting personnel, cargo, and equipment to various locations within and outside the State. Perform functions associated with helitack crew operations which include external load missions as appropriate to the needs of the agency (e.g., bambi bucket operations, hover hookups, and long line missions).

**Pilot II - Option B. NDOW:** Conduct wildlife survey missions including: animal herding; gathering biological data related to the number, gender, and general health of game and non-game wildlife; fish planting; gathering environmental data including stream and creek surveys; and transporting personnel, cargo, and equipment to various locations within and outside the State.

**Pilot I:** Under general supervision, incumbents perform fire reconnaissance/attack duties on a seasonal or permanent basis, and there is no automatic progression to the next level in the series. Aircraft types may include rotorcraft, fixed-wing multi-engine and/or single-engine aircraft. Flying duties may be performed in any of the aircraft utilized in conducting fire suppression. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and adverse weather conditions.

<b>CHIEF PILOT</b>	<b>41</b>	<b>C</b>	<b>9.354</b>
<b>PILOT III</b>	<b>39</b>	<b>C</b>	<b>9.356</b>
<b>PILOT II – OPTIONS</b>	<b>37</b>	<b>C</b>	<b>9.355</b>
<b>PILOT I</b>	<b>36</b>	<b>C</b>	<b>9.359</b>

**CLASS CONCEPTS (cont'd)**

**Pilot I:** (cont'd)

Conduct fire reconnaissance missions and air attack flights including: reporting fires; evaluating fire conditions; ordering ground crews and equipment and coordinating air attacks pending the arrival of an incident commander; monitoring and reporting fire conditions; assisting the incident commander in directing air operations; and transporting personnel, cargo, and equipment to various locations within and outside the State.

Perform functions associated with helitack crew operations which include external load missions as appropriate to the needs of the agency (e.g., bambi bucket operations, hover hookups, and long line missions).

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* A valid second-class medical certificate issued by an authorized FAA medical examiner is required at the time of appointment and as a condition of continuing employment.
- \* At the Chief Pilot class, a valid commercial pilot certificate with rotorcraft helicopter and fixed-wing single-and/or multi-engine land rating, including instrument rating, for rotorcraft helicopter issued but the FAA is required at the time of recruitment and as a condition of continuing employment.
- \* At the Pilot III class, a valid commercial pilot certificate with rotorcraft helicopter rating including instrument rating or fixed-wing multi-engine and/or single-engine land rating, including instrument rating issued by the FAA is required at the time of recruitment and as a condition of continuing employment.
- \* At the Pilot II class, a valid commercial pilot certificate with rotorcraft helicopter rating, including instrument rating issued by the FAA, is required at the time of recruitment and as a condition of continuing employment.
- \* At the Pilot I class, current commercial and instrument certifications issued by the FAA in either multi-and/or single-engine aircraft or rotorcraft, as designated by the agency, is required at the time of recruitment and as condition of continuing employment.

**INFORMATIONAL NOTE:**

- \* Some positions at the Chief Pilot class may be required to obtain Interagency Co-Operator Wild Land Fire Fighting Certification in support of the Nevada Division of Forestry.

**CHIEF PILOT**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education, and 5,000 hours logged, pilot-in-command total flight time, with a minimum of 1,000 hours in single-and/or multi-engine fixed-wing aircraft and 4,000 hours in 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; and one year of experience which included responsibility for assisting in the supervision of flight operations. *(See Special Requirements and Informational Note)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):**  
**Detailed knowledge of:** aircraft servicing practices and principles of department aircraft; design, components, system and performance limitations, and maintenance needs of the aircraft utilized; operating policies and

CHIEF PILOT	41	C	9.354
PILOT III	39	C	9.356
PILOT II – OPTIONS	37	C	9.355
PILOT I	36	C	9.359

Page 4 of 7

## MINIMUM QUALIFICATIONS (cont'd)

### CHIEF PILOT: (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
practices. **General knowledge of:** principles and practices of management and supervision. **Ability to:** plan, organize and manage department flight operations; communicate orally and in writing in order to prepare and deliver reports and recommendations regarding operational activities; evaluate pilot proficiency and provide training in specialized flight techniques; perform, oversee, and exercise sound judgment in aircraft inspection and aircraft servicing activities; fly wildlife surveys and other air operation activities; *and all knowledge, skills, and abilities required at the lower-level NDOW options.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Detailed knowledge of:** State and department administrative rules and regulations; principles and practices of management and supervision. **Working knowledge of:** wildlife and fisheries aerial survey's needs; best flight pattern to be used over identified survey areas; Wildlife Commission policies and regulations; fuel requirements and load calculations. **Ability to:** establish schedules and work priorities, and train and supervise staff; plan, prepare and monitor air operations and maintenance budgets; evaluate aircraft and equipment in relation to the needs of the department; prepare and administer reports and other documents; fly agency aircraft at high and low altitudes in mountainous terrain and on instruments; communicate effectively with agency personnel; assist law enforcement personnel in searches for missing and/or injured persons.

### PILOT III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 3,500 hours logged, pilot-in-command total rotorcraft or fixed-wing multi- and/or single-engine aircraft flight time, as designated by the agency at the time of recruitment. Flight experience must include 250 hours low-level flight; 250 hours conducting external load operations; 500 hours mountain flying above 5,000 feet mean sea level; and 100 hours of flight time within the preceding 12 months. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):  
**Detailed knowledge of:** FAA rules, regulations and operating procedures governing flight operations and aircraft servicing; air traffic control rules and procedures; flight theory as applicable to multi- and/or single-engine fixed-wing aircraft and rotorcraft; design, components, system and performance limitations and maintenance requirements of the aircraft utilized by the agency. **Working knowledge of:** principles of loading and weight distribution and the effect on aircraft operation; *and all knowledge, skills, and abilities required at the lower level in the applicable option.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** agency policies and procedures; United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations. **General knowledge of:** forest and wildland fire behavior. **Ability to:** perform inspections, service, and repair of agency aircraft; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crew; effectively monitor radio communication from multiple sources, including air traffic control, incident commander, and firefighting units. **Skill in:** use of aircraft tools required for maintenance.

### PILOT II

#### OPTION A - NDF

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 2,500 hours logged, pilot-in-command total flight time in fixed-wing aircraft and/or rotorcraft, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250 hours low-level flight; 250 hours conducting external load operation; 500 hours mountain flying above 5,000 feet mean sea level; and 100 hours

CHIEF PILOT	41	C	9.354
PILOT III	39	C	9.356
PILOT II – OPTIONS	37	C	9.355
PILOT I	36	C	9.359

Page 5 of 7

## MINIMUM QUALIFICATIONS (cont'd)

### PILOT II (cont'd)

#### OPTION A – NDF (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)  
in the preceding 12 months. (*See Special Requirements*)

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

**Detailed knowledge of:** FAA rules, regulations and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures; flight theory as applicable to multi-engine and/or single fixed-wing or rotorcraft. **Working knowledge of:** design, components, system and performance limitations and maintenance requirements of the aircraft utilized by the agency; principles of loading and weight distribution and the effect on aircraft operation. **Ability to:** exercise good judgment in all flying conditions; prepare and maintain required logs and reports; *and all knowledge, skills, and abilities required at the lower level.*

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

**Working knowledge of:** United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations. **General knowledge of:** forest fire behavior. **Ability to:** perform inspections, service, and repair of agency aircraft; readily recognize conditions which are hazardous to aircraft operations or ground crew; effectively monitor radio communication from multiple sources, including air traffic control, incident commander, and firefighting units; conduct proficiency training for agency and cooperator pilots. **Skill in:** use of aircraft tools for servicing and general maintenance; performing maintenance check flights of agency aircraft.

#### OPTION B – NDOW

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 2,500 hours logged, pilot-in-command total flight time in rotorcraft helicopter. Flight experience must include a minimum of 250 hours in low-level flight; 250 hours conducting external load operations; 500 hours mountain flying experience above 5,000 feet mean sea level; and 100 hours in the preceding 12 months. (*See Special Requirements*)

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

**Working knowledge of:** wildlife species including big game, upland game, waterfowl, and non-game animals. **Ability to:** conduct wildlife surveys in mountainous areas in a variety of weather conditions; sling materials and equipment to remote locations; fly low-elevation flights in mountainous terrain for purposes of animal capture; *and all knowledge, skills, and abilities required at the lower level.*

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

**Working knowledge of:** department policies and procedures related to flight operations; flying techniques specific to conducting biological and environmental surveys of wildlife and habitat; animal herding and fish planting techniques. **Ability to:** transport biologists, game wardens, agency administrators and others to various locations within and outside the State; fly low altitude game survey missions over mountainous and variable terrain; respond quickly and appropriately to changing weather conditions and the behavior of animals being surveyed.

### PILOT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 1,500 hours logged, pilot-in-command flight time, either in multi- and/or single-engine fixed-wing aircraft or rotorcraft, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250

CHIEF PILOT	41	C	9.354
PILOT III	39	C	9.356
PILOT II – OPTIONS	37	C	9.355
PILOT I	36	C	9.359

Page 6 of 7

**MINIMUM QUALIFICATIONS (cont'd)**

**PILOT I** (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

hours low-level flight; 250 hours conducting external load operations; 500 hours mountain flying experience above 5,000 feet mean sea level; and 100 hours in the preceding 12 months. *(See Special Requirements)*

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

**Detailed knowledge of:** FAA rules, regulations and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures; flight theory as applicable to multi- and/or single engine fixed wing aircraft or rotorcraft. **Working knowledge of:** the design, components, system and performance limitations, and maintenance requirements of various types of aircraft; principles of loading and weight distribution and the effect on aircraft operation. **General knowledge of:** forest fire behavior. **Ability to:** exercise good judgment in all flying conditions; prepare and maintain required logs and reports; establish and maintain cooperative working relationships with others; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crews; effectively monitor radio communication from multiple sources such as air traffic control, incident commander and various firefighting units. **Skill in:** operating aircraft in potentially hazardous conditions such as low levels, fires, mountainous terrain, and adverse weather conditions; flight planning, navigation, meteorology, map reading, radio communications, and instrument flying.

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

**Working knowledge of:** United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations.

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 series.

	<u>9.354</u>	<u>9.356</u>	<u>9.355</u>	<u>9.359</u>
ESTABLISHED:	7/1/75	8/18/97UC	7/1/75	2/21/02R 5/6/02UC
REVISED:			4/24/79-3	
REVISED:	12/19/85-12		12/19/85-12	
REVISED:	12/9/88-3		12/9/88-3	
REVISED:	7/6/90PC		7/6/90PC	
REVISED:	7/1/91P		7/1/91P	
	11/29/90PC		11/29/90PC	
REVISED:	2/15/91-3		2/15/91-3	
REVISED:			5/24/91-3	
REVISED:			8/23/91-3	
REVISED:	11/15/91PC		11/15/91PC	
REVISED:	8/18/97UC		8/18/97UC	
REVISED:	2/2/98R	2/2/98R	2/2/98R	
	10/8/99UC	10/8/99UC	10/8/99UC	
REVISED:		2/21/02R	2/21/02R	
		5/6/02UC	5/6/02UC	
REVISED:	10/15/07UC	10/15/07UC	10/15/07UC	10/15/07UC
REVISED:	3/7/08UC	3/7/08UC		
REVISED:				8/5/08R

<b>CHIEF PILOT</b>	<b>41</b>	<b>C</b>	<b>9.354</b>
<b>PILOT III</b>	<b>39</b>	<b>C</b>	<b>9.356</b>
<b>PILOT II – OPTIONS</b>	<b>37</b>	<b>C</b>	<b>9.355</b>
<b>PILOT I</b>	<b>36</b>	<b>C</b>	<b>9.359</b>

Page 7 of 7

9.354                      9.356                      9.355                      9.359

3/9/12UC

REVISED:	3/26/13UC	3/26/13UC		
REVISED:	3/17/16UC	3/17/16UC	3/17/16RNC	3/17/16UC
REVISED:	3/30/22UC	3/30/22UC	3/30/22UC	3/30/22UC