

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Aviation Specialist

**SERIES NO.:**

2494

**MAJOR AGENCIES:**

Transportation

**EFFECTIVE DATE:**

07/26/98

**SERIES PURPOSE:**

The purpose of the aviation specialist occupation is to plan, manage & direct programs for Division of Aviation.

At the middle level, incumbents plan, manage & direct programs & activities for Flight Operations, Airport Support Services &/or Aviation Programs sections & supervise aviation personnel & clerical support staff.

At the highest level, incumbents plan, direct & administer Office of Aviation programs & activities & supervise aviation managers.

**CLASS TITLE:**

Aviation Manager

**CLASS NUMBER:**

24945

**EFFECTIVE DATE:**

07/26/1998

**CLASS CONCEPT:**

The management level class works under general direction & requires thorough knowledge of airport operation, aviation safety & related state & federal laws, rules & regulations regarding licensure & certification in order to plan, manage & direct programs & activities for Flight Operations &/or Airport Support Services &/or Aviation Program sections & supervise aviation personnel & clerical support staff.

**CLASS TITLE:**

Aviation Administrator

**CLASS NUMBER:**

24946

**EFFECTIVE DATE:**

07/26/1998

**CLASS CONCEPT:**

The managerial level class works under administrative direction & requires extensive knowledge of airport operation, aviation safety & related state & federal laws, rules & regulations regarding licensure & certification in order to plan, direct & administer Office of Aviation (i.e., Aircraft Support Services, Aviation Programs & Flight Operations sections) programs & activities & supervise aviation managers.

<b>CLASS TITLE:</b> Aviation Manager	<b>CLASS NUMBER:</b> 24945	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

07/26/1998

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, manages & directs activities of Flight Operations section (e.g., oversees planning & conducting of all weather transportation missions or other special flight missions; develops programs to train aircraft pilots & aviation specialists in agency policies & office procedures; determines appropriate aircraft & pilots for missions & ensures compliance with FAA regulations) &/or plans, manages & directs programs for Aircraft Support Services section (e.g., manages aircraft maintenance program for state aircraft & helicopters; manages contract support programs & ground support equipment; serves as FAA repair station manager & ensures compliance with FAA regulations) &/or plans, manages & directs activities of Aviation Programs section (e.g., manages aviation programs such as airport grants in aide; airport development & improvement; airport planning & safety inspections; aircraft registration; airport safety enforcement, security & licensing & project planning & education) & in addition to one of above options supervises aviation personnel & clerical support staff &/or aircraft pilots.

Represents department with officials of other agencies &/or general public; acts as consultant to local communities & officials (e.g., develops plans for airport zoning, airspace planning, development of aviation facilities; instructs in proper procedures for flight safety, airport certification, federal & state aid & environmental issues); acts as liaison to aviation organizations; prepares & delivers speeches to schools, clubs & organizations.

Oversees budgeting & purchasing for program area; pilots aircraft &/or helicopters or acts as chief pilot (i.e., Flight Operations Section) for Office of Aviation.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting\*; management\*; employee training & development\*; supervisory principles/techniques\*; aviation safety practices; public relations; state & federal laws regarding aviation; rules & regulations regarding airport, heliport, seaplane base; airport manager & aircraft licensure &/or certification. Skill in operation of personal computer. Ability to deal with some abstract but mostly concrete variables; develop complex reports & position papers; gather, collate & classify information about data, people or things; establish friendly atmosphere as section head; define problems, collect data, establish facts & draw valid conclusions; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

In Flight Operations section, possess Commercial Pilot Certificate with instrument rating per 61.133 & 61.3(e) of Federal Aviation Regulations; 36 mos. exp. in flight operations.

-Or in Aircraft Support Services section, posses Airframe & Powerplant Mechanic Certificate per 65.71 of Federal Aviation Regulations & Inspection Authorization per 65.91; 36 mos. exp. in aircraft maintenance operations.

-Or in Aviation Programs section, possess Private Pilot Certificate with instrument rating issued by Federal Aviation Administration; 36 mos. exp. in flight operations.

-Or 36 mos. exp. as Aviation Specialist 2, 24942.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel by piloting aircraft; may be on call 24 hrs., 7 days per week.

<b>CLASS TITLE:</b> Aviation Administrator	<b>CLASS NUMBER:</b> 24946	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

07/26/1998

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, directs & administers Office of Aviation (i.e., Aircraft Support Services, Aviation Programs & Flight Operations sections) programs & activities (e.g., develops policy & programs for cooperative planning of aviation activities with government agencies, directs development of office budget & oversees fiscal controls to ensure budgetary compliance & develops & implements goals & strategic plans) & supervises aviation managers.

Ensures compliance with funding requirements of US Department of Transportation, Federal Highway Administration & Federal Aviation Administration; directs preparation of procedural manuals, program criteria & guidelines for state & federal aviation grant programs; oversees development of report & financial analysis for implementing aviation programs & participates in development of legislation concerning aviation matters.

Represents department at meetings, conferences, seminars & workshops; establishes & maintains communication with elected officials from counties, municipalities, federal & local agencies with regard to program matters.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of strategic planning; budgeting; management; employee training & development; supervisory principles/techniques; aviation safety practices; public relations; state & federal laws regarding aviation; rules & regulations regarding airport, heliport, seaplane base; aircraft licensure. Skill in operation of aircraft; personal computer\*. Ability to make technical decisions based on advanced professional-level methods & principles; develop & oversee complex reports & position papers; gather, collate & classify information about data, people or things; handle inquiries from angry public & contacts with elected officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Undergraduate core program in Airport/Aviation Management, Business Administration, Communication or Public Administration; 12 mos. exp. or 12 mos. trg. in strategic planning; 12 mos. exp. or 12 mos. trg. in budgeting; 12 mos. exp. or 12 mos. trg. in management; 12 mos. exp. or 12 mos. in public relations; Commercial Pilot Certificate with instrument rating per 61.133 & 61.3(e) of Federal Aviation Regulations.

-Or 24 mos. exp. as Aviation Manager, 24945.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.