

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

Wildlife Program Aviation Manager

**SERIES NO.:**

5424

**MAJOR AGENCIES:**

Natural Resources

**EFFECTIVE DATE:**

07/09/2017

**SERIES PURPOSE:**

The purpose of the Wildlife Program Aviation Manager occupation is to administer & implement policy & procedures for Ohio Department of Natural Resources, Division of Wildlife's aerial survey & surveillance program

At the managerial level, the incumbent will administer & implement policies & procedures for division-wide wildlife aerial survey & surveillance program, plan, coordinate, direct & conduct all fish, wildlife & law enforcement activities utilizing Partenavia multi-engine fixed wing aircraft or equivalent & Bell 206 helicopter or equivalent per current Federal Aviation Administration (FAA) regulations, coordinate fish & wildlife research projects utilizing appropriate aircraft, evaluate data to make recommendations concerning effective applications for aircraft in fish & wildlife research & management; coordinate & direct fish & wildlife personnel during field operations involving aircraft.

**JOB TITLE**

Wildlife Program Aviation Manager

**JOB CODE**

54245

**PAY GRADE**

14

**EFFECTIVE**

03/07/2004

**CLASS CONCEPT**

The advanced level class, works under direction & requires thorough knowledge of administration & implementation of policy & procedures for fish, wildlife & law enforcement activities in order to administer & implement policies & procedures for division-wide wildlife aerial survey & surveillance program, plan, coordinate, direct & conduct all fish, wildlife & law enforcement activities utilizing Partenavia multi-engine fixed wing aircraft or equivalent & Bell 206 helicopter or equivalent per current Federal Aviation Administration (FAA) regulations, coordinate fish & wildlife research projects utilizing appropriate aircraft, evaluate data to make recommendations concerning effective applications for aircraft in fish & wildlife research & management, coordinate & direct fish & wildlife personnel during field operations involving aircraft, acts as a liaison with the United States Fish and Wildlife Service (USFWS), federal & state agencies & Canada on inter-jurisdictional operations involving Division of Wildlife aircraft (e.g., law enforcement projects, wildlife surveys, wildlife banding).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Wildlife Program Aviation Manager	54245	EX	03/07/2004	14

**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.)**

Administers & implements policies & procedures for division-wide wildlife aerial survey & surveillance program, plans, coordinates, directs & conducts all fish, wildlife & law enforcement activities utilizing Partenavia multi-engine fixed wing aircraft or equivalent & Bell 206 helicopter or equivalent per current Federal Aviation Administration (FAA) regulations, coordinates fish & wildlife research projects utilizing appropriate aircraft, evaluates data to make recommendations concerning effective applications for aircraft in fish & wildlife research & management; coordinates & directs fish & wildlife personnel during field operations involving aircraft (e.g., makes field observations; obtains & interprets measurements from remotely sensed imagery equipment; researches study areas; act in absence of administrator; analyzes & evaluates development & implementation of strategic & operational plans; provides information & guidance concerning trends in technology relative to planned management systems development & environmental scanning; serves as a staff specialist to supervisor on technical matters relating to aerial survey & surveillance), acts as a liaison with the United States Fish and Wildlife Service (USFWS), federal & state agencies & Canada on inter-jurisdictional operations involving Division of Wildlife aircraft (e.g., law enforcement projects, wildlife surveys, wildlife banding).

Prepares reports, correspondence & program/policy development or revisions on Wildlife Aerial Survey & surveillance program activities; responds to inquiries from the public, government officials & other organizations on Wildlife aerial program policy, procedures & activities.

Coordinates, monitors & performs miscellaneous services to support fish & wildlife research projects & facilitate efficiency; maintains monthly schedule for all aircraft flights; maintains aircraft manuals & technical publications library; coordinates all aircraft equipment maintenance in compliance with current FAA regulations; maintains flight records & logbooks; conducts post-maintenance flight checks.

Represents management at conferences & meetings within department & other state/federal agencies; represents administrator at meetings; delivers speeches at division administrative conferences & meetings regarding activities in area of responsibility; attends Chief's monthly staff meetings & assists with Chief's weekly staff meetings; attends management training seminars.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of aviation & aviation safety (e.g., FAA regulations & safety procedures, ODA public applicator safety procedures); emergency response procedures; budgeting; management; public relations; natural sciences (e.g., Wildlife biology, aerial pesticide application). Skill in operation of aircraft & helicopter; state & federal laws, rules & regulations regarding aircraft certification; complex aircraft instrument panel & navigation devices. Ability to understand aircraft manuals & related technical materials; understand aerodynamics; understand flight support equipments (e.g., telemetry gear, aerial remote sensing gear, Global Positioning System operations); prepare meaningful, concise & accurate reports; gather, collate & classify information about people, data or things; prepare & deliver speeches before specialized audiences & general public; create policy & procedures for division-wide aerial surveillance program; calculate fractions, decimals & percentages; demonstrate agility in entering &/or exiting narrow cockpits of aircraft; demonstrate dexterity in fingers, hands & limbs in operation of aircraft instrument panels & steering devices.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Undergraduate core in fish and wildlife management or related field of study; commercial pilot's certificate with airplane multi-engine & instrument ratings; 3 yrs. exp. flying conducted at low levels & low speeds; 3 yrs. emergency response procedures; current FAA class II medical certificate; commercial helicopter rating & flight hours commensurate with helicopter ratings & flight hours experience assigned per approved Position Description on file.

- Or equivalent of minimum class qualifications for employment noted above.

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

Biennial &/or annual flight reviews.

**UNUSUAL WORKING CONDITIONS:**

Exposed to noise from aircraft; exposed to extremely confined spaces in cock-pits of aircraft; exposed to fumes from aircraft exhausts & fuel; may operate aircraft in unfavorable weather conditions; may have to land helicopter in small, confined spaces, may fly at low altitude under slow speed.