

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. AVIAMGR3A03N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Aeronautics
4. Civil Service Position Code Description AVIATION MANAGER-3	10. Division
5. Working Title (What the agency calls the position) Air Transport Unit Supervisor and Chief Pilot	11. Section Aviation Services
6. Name and Position Code Description of Direct Supervisor HOLMES, ASHLEY L; AVIATION MANAGER-4	12. Unit Air Transport
7. Name and Position Code Description of Second Level Supervisor SMITH, LINN P; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing Road, Lansing, MI / 7:30 am - 4:30 pm (may vary)

14. General Summary of Function/Purpose of Position

This position serves as a first-line professional manager of professional positions in a complex work area and functions as a manager of the Air Transport Unit within the Michigan Department of Transportation (MDOT), which includes units or programs related to flight and aircraft maintenance operations, aviation safety and education, and statewide aircraft registration.

This position is considered safety sensitive in accordance with Federal Aviation Administration (FAA) and Department of Transportation regulations.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Serves as flight operations manager and maintains pilot-in-command currency in all state aviation assets. The primary responsibility of this position is to pilot or co-pilot aircraft when needed to transport state of Michigan employees to various destinations.

Individual tasks related to the duty:

- Ensures all aspects of the unit provide the highest quality and safest flight operations.
- Ensures operation and staff comply with all applicable state, federal, and international flight safety principles and regulations.
- Maintains proficiency needed for safe flight and proper adherence to flight operations manual and existing regulations.
- Analyzes weather, customer needs, and comfort to ensure a proper environment for the transportation of customers.
- Pilots or co-pilots, aircraft in all seasons, times of day, and weather conditions, in accordance with applicable laws and safety regulations as needed.
- Maintains departmental flight operations safety programs.
- Develops and implements strategies to ensure the financial health of the flight operations unit including appropriate cost recovery, budgetary planning, and asset management.
- Monitors and maintains an operational budget and associated records for the Air Transport Unit. Provides recommendations for improvement to supervisor. Recommends equipment purchase within plans and budget.
- Fosters a customer-oriented environment with safety, reliability, service, and efficiency in mind. Responds as necessary, to accommodate requests from customers while prioritizing emergency transportation.
- Monitors Aeronautics' hangar security and alarm systems.
- Ensures compliance with existing Memorandum of Understanding between MDOT and other agencies.

Duty 2

General Summary:

Percentage: 30

Provides direct supervision of unit including assigning work, approving time and attendance, and conducting performance reviews. Ensures required and appropriate training of employees.

Individual tasks related to the duty:

- Ensures a safe, reliable, efficient flight and maintenance operation by providing direct supervision and guidance to the unit.
- Delegates work assignments and coordinates the workload of the unit.
- Establishes and maintains policies relating to the unit, including employee training, upgrading, proficiency, and currency.
- Establishes performance expectations for unit staff ensuring the effective use of the performance management system throughout the unit and complete performance evaluations for employees.
- Approves time sheets timely as well as the use of leave privileges for staff.
- Handles unit employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensures compliance with equal employment opportunities (EEO).
- Mentors staff and facilitate knowledge management within the unit. Proactively works with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Always ensures employee and customer safety.
- Encourages a customer service attitude within the unit and with customers.
- Secures employee training when needed and reviews/ensures staff compliance with certifications/licenses of subordinate positions.
- Ensures appropriate recordkeeping.

Duty 3

General Summary:

Percentage: 20

Provides oversight of aviation education outreach and MDOT's aircraft registration program.

Individual tasks related to the duty:

- Ensures development and distribution of timely safety information and subject matter to pilots, mechanics, airport employees and other interested groups through forums, seminars and various media including the internet, participation in appropriate aviation conferences and collaboration with K-12 and higher education institutions.
- Participates as a presenter of programs to the public or aviation groups as necessary.
- Ensures annual aircraft registration program is accomplished effectively and efficiently.
- Balances workloads between unit staff to ensure all unit functions are completed.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Those impacting the safety of state aviation asset operations impacting pilots and aviation maintenance staff.

17. Describe the types of decisions that require the supervisor's review.

Those impacting section, office, or departmental policy.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

In addition to office environment conditions, this position occasionally requires moving of equipment and luggage into and out of state aircraft in a variety of weather conditions. The position may also be in an environment where aviation fuels, oils, and other substances are present. Ability to pilot or co-pilot aircraft is required. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
SMIT, ANTHONY P	AERONAUTIC SPECIALIST-2 13	VACANT	AERONAUTIC SPECIALIST-2
VACANT	AIRCRAFT PILOT-A	VACANT	AIRCRAFT PILOT-A
VACANT	AIRCRAFT PILOT-E	BRUDER, PAUL C	AIRCRAFT MECHANIC SUPERVISOR-1 12
LEWANDOWSKY, TAMMIE K	DEPARTMENTAL TECHNICIAN-A 10	VACANT	STUDENT ASSISTANT-E

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position serves as a first-line professional manager of professional positions in a complex work area and functions as a manager of the Air Transport Unit within the MDOT, which includes units or programs related to flight and aircraft maintenance operations, aviation safety and education, and statewide aircraft registration.

This position is considered safety sensitive in accordance with FAA and Department of Transportation regulations.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

Providing flight operations of the highest quality.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Aviation Manager 14

Five years of professional experience as an aviation specialist, airplane pilot, air traffic controller, certified flight instructor, airport manager, aviation consultant, or professional experience equivalent to aviation safety, training, education, inspection or airport planning; three years of professional experience equivalent to an Aviation Specialist P11; two years equivalent to an Aviation Specialist 12; or, one year equivalent to an Aviation Manager 13.

Alternate Education and Experience

Aviation Manager 13 - 15

Four years of full-time experience as a certified flight instructor, airport manager, aviation consultant, airplane pilot, or air traffic controller; or, experience equivalent to aviation safety, training, education and inspection, or airport planning may be substituted for the education (bachelor's degree) requirement. This is in addition to the experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Airport and aviation operations, aviation safety requirements and enforcement.

Skills:

- Excellent communication skills.
- Computer experience desirable.

Ability to:

- Direct and coordinate programs.
- Interpret rules and regulations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- A current commercial pilot's license with instrument and multi-engine ratings and a valid 1st or 2nd class FAA medical certification are required at the time of hire into the position and must maintain throughout employment in the position.
- Completion of 750 hours of flying time, 100 hours of which must have been in the last two years, is required at the time of hire.

The following are desirable:

- A flight instructor ratings.
- A multi-engine instructor (MEI).

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date