

## 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.

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

**14. General Summary of Function/Purpose of Position**

This position functions as a second-line professional manager of professional positions in a complex work area. This position oversees and manages the operation of the Aviation Services Section within the Office of Aeronautics. This position is responsible for planning, organizing, and directing activities across three specialized units:

- **Air Transport Unit** – Provides air transportation services to state employees utilizing a variety of aircraft. This unit consists of positions that are responsible for managing scheduling, maintenance coordination, and operational safety of the state’s air fleet.
- **Electronic Facilities Unit** – Delivers specialized services to airports and MDOT staff, including installation and maintenance of weather stations and navigational aids. This unit also provides guidance, training, and oversight for MDOT’s Unmanned Aerial Systems (UAS) deployment.
- **Safety and Data Analysis Unit** – Oversees licensing and inspection of aeronautical facilities statewide, including airports, heliports, hospital heliports, helistops, and flight schools. This unit leads efforts to integrate UAS into inspection processes and provides airspace support for various Office of Aeronautics functions.

The position ensures compliance with state and federal aviation regulations, manages budgets and resources, and coordinates with internal and external stakeholders to promote safe and efficient aviation operations.

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: 60**

Directs and oversees the activities of the Air Transport Unit, Electronic Facilities and Safety and Data Analysis Unit , to ensure safe, efficient, and compliant operations.

**Individual tasks related to the duty:**

- Formulates current and long-range plans, in consultation with Office Executive Team and unit supervisors, for the long term success and viability of each subordinate unit.
- Develops budget recommendations for capital equipment, personnel, equipment and materials to ensure units operate safely and efficiently.
- Ensures each unit is appropriately staffed, trained, and equipped to meet the needs of the State and its customers.
- Ensures timelines for completion of core functions are met or exceeded. This includes maintaining appropriate aircraft maintenance schedules, pilot training requirements, and facility inspection schedules in coordination with unit supervisors.
- Holds team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Reviews union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contacts the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approves timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensures timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Handles 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 facilitates knowledge management. Proactively works with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Reviews and ensures staff compliance with certifications/licenses of subordinate positions.
- Establishes productive relationships with external customer agencies that require Office support including those that require aircraft travel, unmanned aerial system support, and other specialized aviation-related electronics capabilities.
- Makes recommendations on policy changes needed to maintain the efficiency and effectiveness of the team.

**Duty 2**

**General Summary:**

**Percentage: 25**

Leads the development and implementation of the Office of Aeronautics' education and outreach strategy to promote aviation safety, awareness, and integration of emerging technologies.

**Individual tasks related to the duty:**

- Develops a comprehensive education and outreach strategy that supports Department, Office, and Michigan Aeronautics Commission objectives, including targeted outreach to the pilot community on safety initiatives and training opportunities.
- Promotes and expands awareness of the Air Transport Unit and the essential services it provides to state agencies.
- Promotes and advances the role and benefits of UAS within the Office, the Department, and other state agencies through education and engagement efforts.
- Contributes to the creation and delivery of a robust public education program on UAS, emphasizing safe operating principles and successful integration of UAS into Michigan's transportation system.

**Duty 3**

**General Summary:**

**Percentage: 10**

Serves as an active member of the Office of Aeronautics Management Team to support strategic planning, policy development, and cross-unit coordination.

**Individual tasks related to the duty:**

- Provides input and recommendations on the strategic direction and priorities of the Office.

- Ensures effective coordination between Aviation Services units and the Airport Services Section on issues that span multiple functional areas.
- Analyzes, interprets, implements, and refines Office policies and guidance to ensure subordinate units maintain consistent leadership standards and compliance with established practices.

**Duty 4**

**General Summary:**

**Percentage: 5**

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.**

This position exercises considerable independent judgment in decisions related to the safe and efficient operation of the Aviation Services Section. Determining operational priorities and resource allocation for air transport, electronic facilities, and safety programs. Implementing strategies for the deployment and integration of Unmanned Aerial Systems (UAS) and other emerging technologies.

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

Decisions involving significant financial commitments, major capital investments, or long-term policy changes require consultation and approval from the Office Executive Team or higher authority.

**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.**

Physical effort related to this job would be moving items 10lbs or less and moving normally found in an office environment. 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>
GALUSHA, COLT O	AVIATION MANAGER-3 14	HOOSE, HILARY J	AVIATION MANAGER-3 14
SOPER, MICHAEL R	ELECTRONICS TECHNICIAN SPV-2 13		

**Additional Subordinates**

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

Y Complete and sign service ratings.

Y Assign work.

Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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 functions as a second-line professional manager of professional positions in a complex work area. This position oversees and manages the operation of the Aviation Services Section within the Office of Aeronautics. This position is responsible for planning, organizing, and directing activities across three specialized units:

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The position ensures compliance with state and federal aviation regulations, manages budgets and resources, and coordinates with internal and external stakeholders to promote safe and efficient aviation operations.

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?

This position directs the Aviation Services Section, which is a critical component of the Office's mission. The section manages statewide air transport operations, electronic facilities and navigational systems, aeronautical facility licensing and inspection, and UAS deployment. By providing strategic leadership, resource management, and policy guidance, this position ensures that aviation services are delivered safely, efficiently, and in compliance with state and federal regulations. The role directly impacts aviation safety, operational reliability, and the successful integration of emerging technologies into Michigan's transportation system.

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 15**

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 12; two years equivalent to an Aviation Manager 13; or, one year equivalent to an Aviation Manager 14 or supervising aviation specialists, airplane pilots, air traffic controllers, certified flight instructors, aviation consultants, or equivalent professional supervisory experience in aviation safety, training, education, inspection or airport planning.

**Alternate Education and Experience**

**Aviation Manager 13 - 15**

