

## **POLICE AVIATION ADMINISTRATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Aviation Administrator is a civilian position responsible for managing the activities of personnel assigned to the Aviation Section of the Police Department. Duties include: evaluating pilots, observers, and mechanics in the performance of their duties; reviewing mission logs, operation reports, and completed departmental incident and supplemental reports ; preparing deployment schedules for crew members and aircraft; ensuring section members comply with Federal Aviation Administration (FAA), Department, and Aviation Section regulations and procedures pertaining to Aviation Section Functions; identifying potential problems and taking appropriate action to correct and prevent recurrences; and coordinating and facilitating required training. Additional duties include: preparing and evaluating the section budget; coordinating with procurement personnel; reviewing and executing various contracts; writing and executing grants; working on strategic initiatives; making recommendations on aircraft replacement; overseeing, coordinating, conducting, and standardizing all flight and ground training for student pilots; ensuring that all phases of flight training- initial, recurrence and advanced- are conducted; developing flight-training syllabuses (example: Transition, Test Pilot, Technical Rescue, Bambi Bucket, etc.); maintaining all training documentation including qualification requirements; maintaining all appropriate flight manuals; assuring compliance with Departmental and FAA rules and regulations concerning the qualifications and training of pilots and observers; maintaining current copies of the FAA pilot certificates, ratings, and medical certificates held by each pilot; maintaining current documentation/records on audiograms of Section Personnel approved for hearing tests under the requirements of the hearing Conservation Plan under AVI 42; conducting training for upgrading airman certificates; conducting training for monthly Continuing Officer Education (COE) requirements as provided by the Training Section; delegating responsibility for any of the above to other Aviation Section pilots as may be appropriate with the approval of the Aviation Commander or higher ranking official; submitting reports on the progress of each student pilot and observer; and reviewing proficiency of each pilot on a quarterly basis for helicopter certificated pilots and annually for fixed wing certificated pilots. This classification is responsible for performing related duties as assigned.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. A Police Aviation Administrator is assigned to the Police Department Air Support Unit and receives supervision from a Police Commander or high-ranking official. The duties and responsibilities of this class are governed by FAA rules and regulations. The work requires considerable initiative and independent judgment in the flight operation of rotary- and fixed- wing aircraft and the training of others in helicopter and airplane operations and flight techniques. Work is subject to on-call and weekend assignments. This class is FLSA exempt-executive.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Aviation, Criminal Justice, or related field; possession of a

current Commercial Rotorcraft Certificate with a helicopter instrument rating; have a current flight review in accordance with 14 Code of Federal Regulations (CFR) Part 61.56 which will be verified prior to start; have a minimum of 1000 hours total flight time to include 500 hours turbine helicopter flight time and 250 hours as a pilot-in-command (PIC); and extensive (5+ years) supervisory experience.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to pass a psychological test battery and drug screening. Must possess a valid Class D Arizona Driver's License by hire date. Must be able to pass the FAA Class II medical examination.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in business, public administration, or similar discipline. Graduation from a military or civil aviation safety school/program. Maintenance pilot experience, experience managing aviation maintenance personnel and/or programs, or knowledge of aviation maintenance quality assurance principles and practices. Experience working in a law enforcement environment. Possess a Commercial Fixed-Wing Certificate with instrument rating and possess fixed-wing and rotor-craft flight instructor ratings.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the public, subordinates, other City employees, management, vendors, and outside agency personnel in order to ensure proper aviation responses and compliance with procedures/regulations. Instructs and/or trains others regarding operating procedures, helicopter, fixed-wing, and flight techniques. Prepares written documents such as budget proposals/justifications, training curriculum, reports, performance evaluations, complaint resolutions, operating procedures, goal statements, work schedules, and letters with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

**Manual/Physical:** Observes, inspects, or monitors the work proficiency of subordinate employees to determine compliance with standard operating procedures, Federal Aviation Regulations (FARs), and the standards/guidelines outlined in the Mesa Police Department's Air Support Operations manual. Attends meetings at other City departments and outside agencies to discuss aviation issues. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings. Operates a variety of standard office equipment such as a personal computer, adding machine or calculator to compile reports and log sheets. Enters data or information into a personal computer for statistics and reporting purposes.

**Mental:** Comprehends and makes inferences from written material including federal and state laws/regulations, City ordinances, departmental operational procedures, training curriculums, technical literature, and various reports for the proper supervision of aviation personnel. Supervises and evaluates the work of subordinate personnel. Checks the work of others to ensure conformance to standards by reviewing workstation files, computer generated statistics, and performance evaluations. Assists in the development of budget objectives and prepares recommendations on personnel, supplies, training, and equipment.

**Knowledge/Skills/Abilities:**

Knowledge of:

principles of leadership, supervision, training, and performance evaluation;  
FAA visual flight regulations;  
rotary-wing aircraft;  
aircraft operation and related subjects including navigation, weather, communications, and instrumentation; and  
the principles, practices, and techniques of flight training.

Skill in:

operation of rotary-wing aircraft under adverse weather conditions over mountainous terrain;  
law enforcement procedures; and  
two-way radio communication.

Ability to:

teach, monitor, and evaluate officers being trained to operate a helicopter and/or airplane;  
pilot aircraft safely to destinations;  
cope with the psychological and physiological pressures of hazardous flight operations;  
operate a personal computer to enter or retrieve data; and  
establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/24  
MR/co/js  
CS5405.doc  
EEO-PSW  
JOB FCTN-PUB  
INCREMENTS 16-200

PAY GRADE: 60  
IND-7425  
SWORN-No