

## **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 departmental incident reports and supplements completed; 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 assisting in the coordination of and ensures that required training is completed. Additional duties include: preparing and evaluating the section budget; 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, basic, recurrence and advanced, are conducted; developing flight-training syllabuses (i.e., 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 411; conducting training for upgrading airman certificates; conducting training for monthly Continuing Officer Education requirements as provided by 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 designation 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 Federal Aviation Administration (FAA) rules and regulations. The work requires considerable initiative and independent judgment in the flight operation of rotary aircraft and the training of others in helicopter operations and flight techniques. This class is distinguished from Police Helicopter Pilot/Instructor by the supervisory and administrative duties required. Work is subject to on-call and weekend assignments. This class is FLSA exempt-executive.

### **QUALIFICATIONS**

**Minimum Qualification(s) Required.** Possession of a current Commercial Pilot Certificate, with a Rotorcraft-Helicopter rating; a minimum of 500 hours turbine helicopter flight time; and experience as a unit manager.

**Special Requirement(s).** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Upon a conditional job

offer will be required to pass a psychological test battery and drug screening. Must possess a valid 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 Qualification(s).** Graduation from an accredited college or university with a Bachelor's Degree. Three (3) years of experience as a law enforcement aviation unit manager; Rotor Wing instructor; fixed wing pilot; fixed wing flight instructor ratings.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general 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 operations, 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 (FAR's), and the standards/guidelines outlined in the Mesa Police Department's Air Support Operations manuals. Attends meetings at other City departments and outside agencies to discuss aviation issues. Operates a motor vehicle requiring a standard 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 in order to provide statistics.

**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 in order to supervise 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, and equipment.

## **Knowledge/Skills/Abilities:**

Knowledge of:

the 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; 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 to Update Increments 8/15

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EEO-PSW

NDOT Safety-Yes

NDOT Random-Yes

DOT Safety-No

RESP-No

JOB FCTN-PUB

INCREMENTS 61-200

PAY GRADE: 56

Security-Yes

CDL-No

IND-7425

SWORN-No