

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Aviation Support Officer Position Number: 04003, 04005

Location: Helena Department: Transportation

Division and Bureau: Aeronautics, Airports & Airways Section and Unit: n/a

Job Overview:

The Aviation Support Officer is responsible for managing the State Aviation System Plans and completing required Federal Aviation Administration (FAA) 5010 inspections. Provides project planning, design and construction development for department owned airports. Serves as a resource for public and private airports when assistance is required. This position assists with the Division's on-call search and rescue approximately 1 week per month. Reports to the Airports & Airways Bureau Chief and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Airport/Airways Planning, Development, and Inspections – 60%

Manage annual and multi-year FAA approved State Aviation System Plans (SASPs).

- Plan, develop, oversee and ensure on-time completion of annual and multi-year SASP projects. Projects usually include statewide five-year Airport Capital Improvement Plans (ACIP); administration and record management of state Airport Improvement Program Non-Primary Entitlement (AIP NPE) funds and transfer agreements; FAA Pavement Condition Index (PCI) program; FAA NPIAS airport update; oversight and management of contracted entities performing other FAA approved SASPs such as economic studies and airport standards reviews (STARs).
- Plan for multi-year schedule of SASP projects and funding in accordance with division budget requirements. Work in close coordination with the FAA and the Division financial contact in developing the schedule for future SASPs. Planning for SASPs usually is from five to 10 years in advance of projects.
- Develop a detailed scope of work and cost estimate for SASP projects.

- Apply for and secure FAA grant funding.
- Collect information, disseminate, and make available the information created by the SASP planning grants.
- Utilize FAA approved and industry guidelines to determine reasonable projects, planning and costs for a wide array of airports statewide.
- Assist the Division's financial personnel in the financial administration of all FAA grants to ensure as accurate as possible financial oversight of the grants and contracts.
- Assist Bureau Chief with airport loan and grant program reviews, rankings, and administration.

Manage FAA 5010 master record inspection contract and perform required airport inspections.

- Develop and manage consultant contracts to provide for FAA 5010 master record inspections.
- Inspect all Montana public-use airports once every three years (approximately 40 per year) in accordance with Federal and State requirements and deadlines. Plan and conduct inspections to maximize efficiency.
- Inspection of some airports may require travel by department aircraft, sometimes in rugged and challenging environments.
- Coordinate with airport managers and other responsible parties to maximize product quality and convey potential impacts to the aviation system.
- Assist airport sponsors by recommending solutions to problems identified during the inspection.
- Monitor program payments and budget.

Provide project planning, design and construction development for MDT owned airports.

- Create non-federal Capital Improvement Plans (CIPs) for approximately 14 MDT non-NPIAS airports and develop an FAA approved CIP for one MDT owned NPIAS airport.
- Create future CIP planned project cost estimates and non-federal Airport Layout Plans (ALPs) for MDT owned airports.
- Forecast, budget, and schedule projects as needed to adhere to CIPs. Collaborate closely with bureau personnel and Division financial contact to build and update design/construction development and maintenance schedules.
- Provide planning/design/construction support for MDT airport projects utilizing industry standards and FAA specifications to ensure safe airport environments. Develop detailed scopes of work, Request for Proposals (RFP), and cost estimates for projects that may utilize outside engineering and/or construction support.
- Conduct contract negotiations and administer contracts for design/construction services. Inspect project sites for compliance with plans and specifications.

- Work closely with the MDT Aeronautics Division financial contact, FAA Airport District Office (ADO), consultants, and contractors to provide oversight of grants.
- Develop and update MDT owned airport rules and regulations to ensure conformance with statutory requirements and promote safe operating practices.
- Negotiate and manage various agreements, leases, and licenses related to airport hangars, through-the-fence access, fixed-base-operators, Federal Communications Commission (FCC) licenses, airway beacons, and others.

Public/Private Airport and Airway Technical Assistance and Record Management – 20%

Provide professional advice and technical assistance regarding airport and airway matters.

- Perform research to assist with various airport and aviation related technical and professional questions by reviewing appropriate data, applying FAA and industry standards, and considering specific conditions.
- Respond to interested parties by effectively communicating in a timely, accurate, authoritative and helpful manner. Disseminate information as required in verbal, electronic or hardcopy form.
- Perform on-site visits of airports and facilities..
- Assist private sponsors with airport planning, development and registration. Maintain a database of private use airports and coordinate with other Division personnel for use of database for search and rescue information, mapping, charting, legal and other purposes.
- Design, update, review and publish the Montana aeronautical chart every four years and the Montana Airport Directory annually.
- Assist with implementing new programs developed by the Bureau/Division. Assist with managing and monitoring programs once in place.

Manage the storage and retrieval of applicable records and data.

- Efficiently organize and store hard copy and electronic data associated with airports and related information.
- Periodically review collected information to ensure timeliness, accuracy and efficient use of storage space for easy access for retrieval.
- Perform searches and disseminate information for Department personnel, public or private requests as needed for various projects or needs to allow for easy access to all parties, both electronic and hardcopy.

Budget - 5%

- Assist the Bureau Chief with budget development for the bureau. Review the goals and objectives for various projects and programs to ensure reasonable budget projections and cost estimates exist.
- Monitor expenses and income throughout the year to provide accurate and detailed budget projections. Work closely with the Division financial contact to adjust, modify and verify current and ongoing FAA grant budget projections.

Other Duties - 15%

This position performs a variety of other duties as assigned by the Airports & Airways Bureau Chief and Administrator in support of the department mission and objectives.

- Perform on-call search and rescue 24 hours a day for approximately twelve weeks per year for reports of missing/overdue aircraft or actual aerial search and rescue missions. Initiate search and rescue activities by coordinating and/or conducting rescue flight activities with other agencies, department personnel, and volunteers.
- Perform physical labor as it pertains to the maintenance, upkeep, and safety efforts at various airports with or without assistance from other Division personnel.
- Act as the pilot in command in the transport of Division personnel and to assist the Safety and Education Bureau with clinics when requested.
- Write articles for the Division's monthly newsletter.
- Assist the Division with the annual aviation conference.

Supervision

If this incumbent supervises others, please list each employee supervised and the position number:

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- This position completes work in an office setting. Does require occasional physical labor associated primarily with airport/airway maintenance.
- Requires the ability to climb up to 90' towers utilizing appropriate climbing gear and safety equipment.
- Requires the ability to pilot self in high performance/complex, single engine aircraft in remote, challenging, unpaved, primitive, high elevation airports in a diverse range of weather conditions.

Knowledge, Skills and Abilities (Behaviors):

Knowledge: Planning, design, and construction program management, procurement, contract writing, basic principles of accounting, budgeting and administration. Principles, practices, technologies and standard practices of airport operations and facilities. General operation and understanding of airport and airway visual and electronic navigational instruments, airside structures and facilities. General civil and airport type construction practices including airfield/road construction and pavement maintenance. General understanding and principles of electronics and electrical repair. Basic principles and practices of surveying. FAA rules, regulations, orders and related information. Principles of flight, theory and techniques associated with flying high performance, single engine aircraft in remote, challenging, unpaved, primitive, high elevation airports in a diverse range of weather conditions. Aerial search and rescue techniques, methods, and operations.

Skills & Abilities:

- Ability to review information and make effective decisions.
- Ability to assess complex and rapidly changing technological issues and implement new technology and methods quickly and accurately.
- Ability to read and interpret ALPs, survey information and similar technical information.
- Ability to effectively managing projects, programs, and budgets with minimal supervision.
- Ability to effectively communicate.
- Ability to establish effective working relationships with a variety of individuals, agencies and personalities to share information in a timely, authoritative and accurate manner.
- Ability to survey, stake, and develop basic technical and site plans.
- Ability to use office equipment.

Minimum Qualifications (Education and Experience):

List the required education and experience required for the first day of work, including alternative methods of acquiring minimum qualifications

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Business, Aeronautics, Aeronautical Science, Aviation or Airport Management, or a closely related field.

This position requires a minimum of 2 years of experience in grant administration, project/program management, airport planning or management, or a related field.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Certifications, licensure, or other credentials include:

- FAA Private Pilot Certificate - Airplane, Single Engine Land
- FAA Third Class (or higher) Medical Certificate
- 250 Hours Single Engine Land PIC

The ability to obtain the required flight certificates and medical certificates within 30 days of hire may be considered.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| MFPE Union Code | yes Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Program Specialist 1

Job Code Number: B1J011

Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date