

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE Aviation Safety Officer I	OFFICE/BRANCH/SECTION Division of Aeronautics/Office of Airports	
WORKING TITLE Aviation Safety Officer I	POSITION NUMBER 900-063-5673-910	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California’s economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the general supervision of the Chief, Office of Airports, acting independently or with others, the incumbent performs aviation safety and permit compliance functions that implement the State Aeronautics Act. The position has a regulatory role in enforcing State aeronautics laws and regulations. Additionally incumbent advises local agencies and airport/heliport owners/operators in the development, planning and effective operation of aeronautical facilities.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Job Description
Essential (E)/Marginal (M)¹

40%
E Under direction of a lead, conduct periodic safety and permit compliance inspections of Public-use airports and hospital heliports of average difficulty. Recommend enforcement action when facilities fail to comply with minimum safety standards and State laws and regulations. During these inspections, collect data for the program’s inventory and the Federal Aviation Administration’s Airport Master Records. May operate Department aircraft to travel to inspection sites.

20%
E Under direction of a lead, review airport and heliport permit applications for compliance with State laws and regulations and make recommendations to the Office Chief. In close coordination with a lead or supervisor, conduct on-site inspections, and assess needs and justify approval of variances from recommended design standards. May operate Department aircraft to make in-flight evaluations of proposed airport traffic patterns. Ensure all Office of Airports related publications are current and orderly, assist in management of Division resources, and perform other additional duties as assigned

15% Advise and assist airport sponsors and planning agencies in complying with State and federal laws, regulations, and standards. With direction from a lead or supervisor, incumbent may confer with airport proponents and opponents to provide technical data in order to foster the development and preservation of airports and heliports in a system of coordinated air transportation.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned. MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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ADA Notice

PROPOSED

- 15%
E In close coordination with a lead or supervisor, conduct investigations of proposed school and State building sites and make recommendations as required by law. May operate departmental aircraft to make overflight evaluations. Evaluate proposed temporary airports and heliports, and heliport landing sites within 1,000 feet of a school. Approve requests if aircraft and helicopter operation can be conducted in a safe manner. Review Federal Aviation Administration airspace studies relative to potential obstructions to air navigation.
- 10%
M Maintain liaison with federal, State, and local agencies, Caltrans units, and the private sector on aviation issues. Review and provide input on the Capital Improvement Program, grant and loan applications, regional transportation plans, other airport-related plans, and airport environmental documents. Participate in inspections of State funded projects. May operate Department aircraft to transport approved personnel in the event of an emergency

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must be able to logically organize and present positions, identify problems, and formulate recommendations.

- Knowledge of federal airport and heliport regulations and Advisory Circulars.
- Knowledge of State laws and regulations related to airport and heliport permits, standards, and operations.
- Ability to work independently and in the field with a minimum of supervision.
- Ability to speak before public gatherings and effectively present the Department's position and provide understandable technical information.
- Ability to form and maintain cooperative working relationships with staff at the federal, State, and local level. Incumbent must use tact and diplomacy in dealing with others.
- Possession of a Federal Aviation Administration commercial pilot's certificate with airplane and instrument ratings. Knowledge of and ability to comply with applicable Federal Aviation Regulations, standards, manuals, handbooks, and procedures to operate State owned, leased, or rented aircraft on State business.
- Experience in airport operations, management, planning, or development, including related work in a Federal Aviation Administration or State aeronautics position; or as a Commissioned Officer in the U.S. Armed Forces, with experience in the aforementioned areas; or as a chief pilot or operations manager of a flight department.
- Knowledge of math to solve basic surveying and engineering problems including trigonometry, geometry, and algebra.
- Ability to read and interpret engineering and planning documents including drawings, plans, specifications, contracts, design standards, maps, legal documents, and notes.
- Knowledge of airport land use laws and issues.
- Proficiency using personal computers, including word processing, spreadsheet, database, and automated design software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Work is then completed independently. Decisions may be made in the absence of his/her supervisor in situations where immediate action is required.

Consequences of errors in judgment or inadequate recommendations and decisions could result in compromises to public safety.

PUBLIC AND INTERNAL CONTACTS

Maintains frequent and regular contact with airport and heliport sponsors/operators, Federal Aviation Administration staff, industry consultants, aviation/airport support/proponent organizations, school representatives, and organizations whose helicopters land at schools. May make presentations about aviation, airport, and heliport safety, and also land use compatibility, to aviation groups, airport neighbors, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; exhibit manual dexterity; sit for long periods; develop and maintain cooperative relationships; focus for long periods of time.

Occasional bending, stooping, kneeling, and lifting of objects up to 75 lbs may be required. A current FAA Class II Medical Certificate is required to operate State aircraft. Fieldwork will occur in a wide range of environmental (day/night, hot/cold, wet/dry) extremes and combinations. Climbing ladders and working on elevated surfaces, such as rooftop heliports, will be required.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop new insights into situations and apply innovative solutions to make organizational improvements.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Frequent travel is required in the conduct of assigned duties. This may include frequent overnight stays at locations away from the local area. Travel may include acting as Pilot-In-Command of Department aircraft or rental aircraft.

Overtime may be required.

PROPOSED

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

JEFF BROWN

SUPERVISOR (Signature)

DATE