

### **AIR TRANSPORTATION DIRECTOR**

**DEFINITION:** Under direction, performs work of considerable difficulty in directing and managing the operations of the Air Transportation Department; plans and oversees the management, operation, maintenance, security and safety of the air transportation facilities; pilots aircraft; schedules and supervises the maintenance of aircraft; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Manages all operations of the air transportation department; oversees scheduling of all Navajo Nation flight operations, including dispatch and coordination; ensures compliance with flight plans and relevant tribal and federal flight regulations; oversees, schedules and monitors aircraft maintenance; monitors and evaluates performance of contract service providers.

Oversees all department business activities including general accounting, budget development and monitoring, development of various reports, implementation and organization of department activities; supervises department operations and maintenance staff, oversees personnel matters, staffing levels and employee development; ensures quality and timeliness of work performance; ensures compliance with personnel policies and procedures; develops and implements internal control mechanisms, procedures and guidelines to maintain fiscal accountability.

Communicates regularly on air transportation operations through reports, presentations and meetings; provides technical assistance relating to department operations, interpreting relevant regulations, procedures and standards; meets with tribal and federal regulatory officials regarding department operations and enforcement of flying regulations; advises pilots of special flying problems.

Prepares and files flight plans; conducts flight checks to determine and/or verify airworthiness of aircraft; pilots aircraft in accordance with relevant regulations; attends pilot training and maintains flight proficiency at the highest possible level; evaluates meteorological data; controls flight activity, including flight decisions and authority to proceed, delay or cancel flights and airport closure.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of all Federal Aviation Administration (FAA) regulations pertinent to aircraft operations.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing all aspects of airport and flight operations, maintenance, safety and security.

Knowledge of flying including flight plans, fuel consumption, weight limitations, VFR and IFR conditions and all other related flight rules and regulations.

Knowledge of EPA rules and regulations that apply to aircraft fluids and chemicals.

Knowledge of modern principles and practices of public administration, budgeting, governmental accounting, procurement and financial administration.

Knowledge of the principles of supervision, personnel management, policies, procedures and practices, including record keeping.

Skill in flying, airplane operations, servicing and maintenance of aircraft and equipment.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships with tribal and other governmental officials.

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Skill in the analysis and evaluation of meteorological data to arrive at sound conclusions and recommendations.

Skill in the interpretation and analysis of Navajo Nation, federal and state guidelines, rules and regulations relating to airport and flight operations.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires good physical condition and health.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Aviation, Aviation Management Science, Aviation Management, Air Traffic Management, Aerospace Studies or closely related field; **or** graduation from an accredited training program in Aviation or an Associates degree in Aviation, Airport Management, Business Administration or related field; and two (2) years of work experience in airport operations and administration, or as Director of Operations or Chief Pilot of an air charter or corporate flight department; **or** a high school diploma or GED; and four (4) years of work experience in airport operations and administration, or as Director of Operations or Chief Pilot of an air charter or corporate flight department; **and** three (3) years of work experience as pilot in single and multi-engine aircraft operation, 4,000 hours of pilot-in-command time and 2,000 hours of multi-engine pilot-in-command time; and 500 hours of time as pilot in Beechcraft King Air airplanes.

**SPECIAL REQUIREMENTS:** Must possess a valid FAA Commercial Pilot License with Single and Multi-engine Rating and Instrument Rating or an Airline Transport Pilot License with Multi-engine Rating, a current FAA Class II Medical Certificate, and a valid state driver's license. Position may require additional licenses or certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.