

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**AVIATION SPECIALIST**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to promote aviation education and safety and to determine compliance with state and federal standards for licensure of airports and flight schools.

There are two classifications in this job.

**Position Code Title – Aviation Specialist-E**

Aviation Specialist P11

This is the experienced level. The employee performs a full range of professional aviation specialist assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Aviation Specialist-A**

Aviation Specialist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspection

Conducts inspections of airports, heliports, and seaplane bases in the state to ensure adherence to licensing standards.

Inspects aviation schools for conformance with state laws, rules, and regulations.

Confers with airport and local governmental officials relative to compliance with state and federal laws and regulations relating to approach maintenance, approach clearing, runway marking, use of donated airport property, and other airport-related matters.

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Reviews airport operations and records to ascertain compliance with federal and state laws.

Inspects aircraft operating within the state to verify that they comply with state aircraft regulations.

Conducts investigations of aircraft accidents.

Advises and consults on airport management issues.

Investigates complaints of violations of the aeronautics code.

Responds to public inquiry.

#### Safety

Develops, coordinates, and presents accident prevention programs to pilots, mechanics, airport managers, and other aviation personnel.

Advises, sponsors, and monitors aviation events.

Advises management of aviation schools about safety procedures and programs.

Authors and edits articles and reports on aviation issues.

Coordinates and maintains a schedule of aviation events in the state.

Reviews aircraft accident reports to determine areas necessary for pilot education.

Confers with Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB) regarding aircraft accidents.

Conducts safety related seminars.

#### Aerospace Education

Coordinates introduction of aviation and aerospace subjects for elementary, secondary, college and continuing education level programs.

Develops and maintains a resource center of aviation education, management, and accident prevention training materials for public use.

Assists or advises in preparation and implementation of aviation programs in elementary and secondary schools, aviation schools, colleges and universities.

Assists in coordinating and making presentations at teacher in-service programs/workshops.

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Responds to public inquiry.

Performs related work as assigned.

**Additional Job Duties**

Aviation Specialist 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Aviation Specialist 12 (Senior Worker)

Performs on a regular basis professional aviation specialist assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of aviation.

Knowledge of the operation and repair of aircraft and aircraft engines.

Knowledge of airport operations.

Knowledge of aerodynamics, navigation, and meteorology.

Knowledge of state and federal laws, rules, and regulations related to aviation.

Knowledge of aviation safety requirements, enforcement, inspection procedures and techniques.

Knowledge of teaching and instruction methods techniques.

Knowledge of state and federal laws, rules, and licensing requirements related to aviation schools, instructors, flying clubs, and airports.

Knowledge of aviation safety requirements and enforcement.

Knowledge of the sources for obtaining aviation education and accident prevention education information.

Ability to obtain and evaluate facts from inspection and investigation.

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Ability to prepare education and safety materials on a variety of aviation-related topics to various audience including for pilots, mechanics, and technicians

Ability to explain laws, regulations, and procedures before groups.

Ability to evaluate the effectiveness of safety programs.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Aviation Specialist 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

Health as required by the Federal Aviation Administration (FAA).

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Aviation Specialist P11**

Two years of professional experience as an aviation specialist, airplane pilot, air traffic controller, certified flight instructor, airport manager, aviation consultant, or equivalent experience in aviation safety, training, education, inspection, or airport planning.

#### **Aviation Specialist 12**

Three years of professional experience as an aviation specialist, airplane pilot, air traffic controller, certified flight instructor, airport manager, aviation consultant, or equivalent experience in aviation safety, training, education, inspection, or airport planning; and completion of 500 hours of flying time, 150 hours of which must have been in the last two years.

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**Alternate Education and Experience**

Four years of full time experience as a certified flight instructor, airport manager, aviation consultant, airplane pilot, or air traffic controller; or, equivalent experience in aviation safety, training, education and inspection, or airport planning may be substituted for the educational (bachelor's degree) requirement. This is in addition to the experience requirements listed for each level.

**Special Requirements, Licenses, and Certifications**

Possession of a current pilot's license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
AVIATNSPL

**Job Code Description**  
Aviation Specialist

**Position Title**

Aviation Specialist-E  
Aviation Specialist-A

**Position Code**

AVIASPLE  
AVIASPLA

**Pay Schedule**

H21-007  
H21-009

ECP Group 2  
Revised 6/1/06  
TeamLeaders