

AVIATION REPRESENTATIVE

KIND OF WORK

Professional aviation regulation, promotion, and education work.

NATURE AND PURPOSE

Under general supervision, assists in developing and administering state aviation rules and regulations for the purpose of furthering the public interest in aviation and encouraging aeronautical progress; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Advises owners of public and private airports, aviation mechanics, flight and ground school instructors, pilots, city attorneys, city administrators, Federal Aviation Administration, law enforcement agencies, and the general public on aviation standards and regulations to maintain compliance and promote air safety by writing, developing, and presenting workshops and seminars and by responding to violations, potential violations and inquiries verbally, in writing, and in person.

Inspects and provides written recommendations on airport sites, seaport bases, heliports, navigational facilities and safety procedures at airports and in shops, hangars, and flight schools so that safe and efficient air transportation systems are developed and maintained by reviewing facilities and operations and applying regulations, standards, and safe operating practices.

Plans and coordinates the implementation of educational programs and projects for the promotion of aviation by developing slide and video programs, symposiums, workshops and seminars, brochures, and displays for events.

Issues commercial operation, aircraft dealer, and airport licenses in accordance with Minnesota Statutes and rules so that facilities operate within legal requirements by determining if the requester meets requirements outlined in Minnesota Rules.

Investigates complaints and other enforcement problems so that compliance with Minnesota Statute and safe aviation operations are assured by conferring with county attorneys, the general public, airport owners, seaplane operators, etc.

Consults with architects in the development of heliports, airports, and seaplane bases to provide technical assistance in the safety design by meeting with representatives and assuring safety concerns are incorporated.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Minnesota Statutes and Rules relating to aeronautics; Federal Aviation Regulations and Advisory Circulars; airport development and assistance programs; National Transportation Safety Board rules and recommendations; and Federal Communications Commission Regulations sufficient to aid in the development and formulation of policies, rules, and laws, conduct and promote aviation safety programs, authorize or deny the licenses of prospective and existing commercial aviation operators, administer aviation programs, enforce Minnesota Statutes, Chapter 360, and Minnesota Rules, Chapter 8800, administer and manage an airport license and inspection program for public and private airports in the state.

Airport management problems and practices sufficient to advise airport owners and agency engineers of deficiencies at airports.

Commercial and non-commercial flight practices sufficient to provide air transportation in a safe and efficient manner to state agencies and elected state officials.

Ability to:

Organize and prepare technical and general information, reports, and articles sufficient to provide operational input for airport development, planning and maintenance.

Provide technical advice to airport owners and managers, commercial operators, and aviation users on operational and safety matters.

Review and formulate recommendations and make decisions concerning matters affecting public interest and aeronautical progress as proposed by various state and federal agencies or private industry on matters such as airspace, obstructions and hazards, and rulemaking proposals.

LICENSURE REQUIREMENTS

Must possess either a current Commercial Pilot Certificate with Instrument Rating or an Airline Transport Pilot Certificate.

Must also have a current First or Second Class Medical Certificate.

SPECIAL WORK CONDITIONS

The position travels frequently, via state owned aircraft.

Est.: 04/73
Rev.: 10/92

TC: 03/84
Former Title(s):
Aviation Representative, Senior