

Description:

OCCUPATION PROFILE

Working Title:	AIRPORT INSPECTION & SAFETY MANAGER MANAGEMENT ANALYSTS		
Broadband/Class Level:	- Level 4		
Broadband/Class Code:	13-1111-04	Pay Grade/Pay Band:	BB010
Position Number:	55001880	Closing Date:	6/2/2010
Location:	TALLAHASSEE	County:	Leon County
Annual Salary Range:	\$1915.71-\$2039.37 b/w		
Announcement Type:	Open Competitive		
Facility:	DOT HEADQUARTERS		

DESCRIPTION:

**Occupation Profile
Pending classification**

Florida Department of Transportation

Aviation Office

Location: Leon County

Working Title: Airport Inspection and Safety Manager

Class Code: Public Transportation Specialist III

Broadband Code: 13-1111-04

Career Service

Anticipated Hiring Range: \$1915.71- \$2039.37 B/W

Duties and Responsibilities

The Airport Inspection and Safety Manager is responsible for managing the statewide Airport Inspection and Safety Program and Airport Site Approval and Licensing Program, Ch 330 F.S., Ch 14-60 FAC (Florida Administrative Code) and applicable local, state, and federal requirements. Duties include evaluation of existing and planned, public-use airport locations using technical airport design and operating criteria and aviation policies and procedures regarding airport site approval and licensing standards to ensure continued safe and efficient use of Florida's aviation system. Other duties include maintaining integrity of the Airport Inspector module database and serving as the Aviation Office safety coordinator. The incumbent manages FDOT (Florida Department of Transportation) aviation consultant projects related to Airport Inspection, Licensing, and Aviation Safety Programs and serves as the State Aviation Manager's principle advisor on Airport Inspection, Licensing, and Safety issues.

1. Manage the statewide Airport Inspection and Safety Program, in accordance with

Chapter 330, Florida Statutes and Chapter 14-60 Florida Administrative Code and other applicable, local, state, and federal requirements, to include management of administrative files and databases of appropriate program records.

2. Manage the statewide Airport Site Approval and Airport Licensing Program, in accordance with Chapter 330, Florida Statutes and Chapter 14-60 Florida Administrative Code and other applicable, local, state, and federal requirements, to include management of administrative files and databases of appropriate program records.

3. Conduct technical inspections of existing public-use airports, including FAR (Federal Aviation Regulation) Part 139 airports, to evaluate compliance with required local, state, and federal requirements and criteria to ensure appropriate standards are maintained to ensure public safety; as well as technical inspections of planned, future public-use airport site locations to evaluate their potential compatibility with required local, state, and federal requirements and criteria to ensure appropriate standards can be maintained to ensure public safety.

4. Provide technical assistance to local and county governments and airport owners and managers to implement recommended safety-related airport improvements or corrective action to remove deficiencies noted during airport inspections.

5. Provide technical review of aviation accident and incident reports within Florida to identify potentially hazardous trends that may adversely impact Florida's airports and make recommendations for corrective actions that may be applicable to the state's aviation system or airports.

6. Develop and disseminate educational information materials regarding the statewide Airport Inspection, Licensing, and Safety Programs through assorted media including formal guideline documents, safety training workshops and seminars, and FDOT internet websites - includes support for airport safety projects and serving as Aviation Office safety coordinator.

7. Manage FDOT aviation consultant projects related to Airport Inspection, Licensing, and Safety Programs regarding various aviation safety educational programs, internet website information elements, and the Airport Inspector database module of the Florida Aviation Database.

8. Serve as the State Aviation Manager's principle advisor on all Airport Inspection, Licensing, and Safety policies and procedures, including support of regulatory proposal development and the review of newly implemented state and federal legislation and regulations.

9. Performs other related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of principles & analytical techniques of professional aeronautical management, planning and/or engineering as applied to airport facilities.

Knowledge of the practical applications of property rights, land use law and limits of government authority.

Knowledge of Federal & State regulations, guidelines and specifications related to airport design, aeronautical facility location and operation.

Knowledge of principles of aviation system and airport master planning.

Knowledge of principles and techniques in managing aircraft flight operations.

Knowledge of principles and techniques of airport terminal and en route air traffic control operations.

Knowledge of Microcomputer applications for word processing, data analysis, presentations and internet access.

Skill in applying the principles and analytical techniques of professional management, planning and/or engineering.

Skill in interpreting and logically applying regulations, guidelines and specifications to airspace and airport protection program cases.

Skill in applying microcomputer systems and software applications to aviation system programs.

Skill in report and letter writing.

Skill in presenting information and conducting formal discussions before audiences.

Ability to work independently to manage statewide complex technical projects and programs.

Ability to analyze and interpret data to solve technical problems. Ability to Plan, analyze and evaluate land use regulatory controls.

Ability to plan, direct and supervise work efforts of technical specialists in aviation program projects.

Ability to establish and maintain effective working relationships with FDOT, other

agency personnel and the general public.

Ability to complete contractual projects on schedule and within budget.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or the People First Service Center (1-877-562-7287). Pursuant to Chapter 295, Florida Statutes, veterans and spouses of veterans may receive preference in employment and are encouraged to apply. For applicants claiming Veterans' Preference, please fax your supporting documentation to People First at 1-888-403-2110 by the deadline date.

Requirements:

Closest Major City

Occupation

Job Type

Region/County