

**Summary of Duties:**

Plans, directs, and coordinates the work of employees engaged in activities related to helicopter operation, maintenance and repair, and air worthiness quality control; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** Under the direction of a Director of Fleet Services, the Chief Helicopter Pilot is responsible for the administration of helicopter operations, repair and maintenance, and air worthiness quality control, in the Department of General Services. In addition, the Chief Helicopter Pilot serves as the City's expert in all matters related to aviation. Work is carried out in accordance with Federal rules and regulations and City policies and procedures, and the results are reviewed as to general effectiveness and efficiency obtained. An employee in this class is responsible for assigning personnel, determining job priorities, making studies and recommendations concerning the improvement of methods and equipment, and assuring the adequacy of the work performed by subordinates.

An incumbent in the class of Chief Helicopter Pilot, as a bona fide supervisor, is responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance, and approval of time off requests.

**Examples of Duties:**

\*

Plans, directs, coordinates, and reviews the activities of the helicopter operations, the helicopter repair and maintenance, and the air worthiness inspection sections in the Department of General Services.

- \* Directs, through subordinate supervisors, the repair, maintenance, and inspection of the City's fleet of helicopters.
- \* Supervises the development and reviews the effectiveness of maintenance schedules, servicing and repair procedures and standards, and cost controls for helicopter repair and maintenance, and for inspection.
- \* Directs the air worthiness quality control of helicopter maintenance.
- \* Prepares specifications and recommends purchase of parts, equipment, and aircraft.
- \* Confers with officials of the Police and Fire Departments to determine helicopter maintenance schedules and service requirements.
- \* Makes long range and overall plans concerning the operations and services of the maintenance and repair unit.
- \* Directs and reviews the scheduling and assigning of flights requested by City departments and officials.
- \* Directs the assignment of pilots to meet operational needs.
- \* Estimates load capacities and fuel requirements of aircraft used.
- \* Ensures accurate maintenance of flight records, aircraft logs, and other required records.
- \* Directs instruction program for subordinates in Federal Aviation Administration flight and aircraft maintenance regulations.
- \* Ensures coordination of flight operations activities with maintenance and repair work.
- \* Conducts periodic proficiency check rides with General Services Department pilots.
- \* Initiates and enforces safety provisions for personnel and equipment utilization.
- \* Establishes and enforces regulations governing those permitted to use the City's helipads.
- \* Provides technical expertise in evaluating the feasibility and planning the use of helicopters for

construction and utility activities.

- \* Formulates the budget for the helicopter operation, helicopter maintenance and repair, and air worthiness inspection sections.
- \* Monitors expenditures from accounts.
- \* Prepares administrative and technical reports.
- \* Represents the Department at hearings and conferences as the City's aviation expert.
- \* Communicates equal employment/affirmative action information to employees.
- \* Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.
- \* Assists employees in preparing for promotion, as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:**

**A good knowledge of:**

- \* Pertinent sections of Parts 61, 91, and 133 of Federal Aviation Administration Regulations.
- \* Capabilities and limitations of helicopter performance under various load and weather conditions and of special requirements and precautions for flights over heavily populated, ocean, mountain, and desert areas, or in confined areas.
- \* Proper preflight checks.
- \* Effective preventive and corrective maintenance practices, methods and operating requirements, types and uses, of City helicopters.
- \* Technological developments and sources of information in the field of helicopter operation, maintenance, and repair.
- \* Laws, ordinances, and regulations governing the operation of City helicopters.
- \* Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates.
- \* Techniques of training, instructing, and evaluating subordinates' work performance.
- \* Techniques for counseling, disciplining, and motivating subordinate personnel.
- \* Procedures for grievance handling.
- \* Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.
- \* Effective safety principles and practices.

**A working knowledge of:**

- \* City budgetary procedures.
- \* Memoranda of understanding as they apply to subordinate personnel.

**A general knowledge of:**

- \* City personnel rules, policies, and procedures.

**The ability to:**

- \* Direct and coordinate the work of interdependent subordinate organizational units with critical operating and safety requirements.
- \* Deal tactfully and effectively with City officials, employees, and the public.
- \* Prepare clear and comprehensive reports.
- \* Analyze studies, surveys, reports of costs, operating methods, and problem areas, and develop appropriate changes and improvements.
- \* Implement new plans, programs, and policies.
- \* Safely operate a helicopter in various weather, terrain, and altitude conditions.
- \* Establish and maintain a work environment to enhance both employee morale and productivity.

**Minimum Requirements:** Completion of 4,000 hours of flying time as a licensed commercial or military helicopter pilot, including 1,000 hours operating a helicopter in utility or construction work, or in transporting external loads.

**Licenses:** A current commercial pilot certificate, with rotorcraft category and a helicopter class rating, issued by the Federal Aviation Administration; an aircraft radio telephone operation authorization issued by the Federal Communications Commission; and a valid California driver's license and a good driving record, are required.

Appointment to a position in this class is subject to a one year probationary period as provided by Section 109 of the City Charter.

**Physical requirements:** Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; physical stamina, body equilibrium, and arm and hand dexterity required to operate a helicopter; good speaking and hearing ability; and good eyesight, including normal depth and color perception. An employee in this class must complete and pass a Class 2 Federal Aviation Administration medical examination each year.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitation will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.