

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

CHIEF OF AVIATION TECHNOLOGY, 9424**03-10-2000**

Summary of Duties: The Chief of Aviation Technology serves as Los Angeles World Airports' expert and principal advisor to senior management on all aspects of aviation technology as it relates to facilities planning, environmental mitigation efforts, airfield operations and other aspects of airport management; advises senior management of pending changes in aviation technology that could affect decisions involving future airport plant development or operational policies; and does related work.

Distinguishing Features: The Chief of Aviation Technology fulfills a unique advisory role at Los Angeles World Airports by providing senior management with updates on changes in aviation technology that could influence decisions on airport planning and operations. The Chief of Aviation Technology must stay aware of technological breakthroughs in a wide arena of aviation related disciplines and be able to understand the potential implications of such breakthroughs on airport operations. The Chief of Aviation Technology may serve on a variety of aviation-related policy or standard development and advocacy organizations attempting to influence aviation standards for airport design, airport equipment design, and airport operating policies. An employee of the class may supervise a small staff engaged in the research and analysis of technological innovations.

Example of Duties: The Chief of Aviation Technology:

- Prepares reports and provides recommendations to senior management on the effects of aviation technology on Los Angeles World Airports;
- Advises on infrastructure development, environmental enhancements, and operations policy development;
- Researches experimental and developing technological innovations that could influence Los Angeles World Airports planning;
- Attends meetings of the Board of Airport Commissioners, and federal, state and local agencies involved in airports operations;
- Advises the Board of Airport Commissioners and senior management on critical aviation issues;
- Develops policies, procedures and programs related to the impact of critical aviation issues;
- Serves as liaison to all segments of the aviation industry on future technological issues;
- Serves as the representative for the Executive Director in dealing with future technology issues of airports, and airline and airframe and engine manufactures, to ensure the compatible development and efficient operation of the Los Angeles World Airports;
- Represents the Executive Director on the development of world aviation standards before governmental bodies including the Federal Aviation Administration and the International Civil Aviation Organization;
- Identify, analyze and report on key issues related to future aviation technology;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.

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

Qualifications: The Chief of Aviation Technology must have the following knowledge and abilities;

Knowledge of:

- The principles, practices, and techniques of developing and forecasting trends in the aviation technology field;
- The principles, practices, techniques and sources of information applicable to the collection, analysis, and presentation of data pertaining to aviation technology;
- Airport planning and design;
- Federal, state, and local laws and regulations applicable to airline transportation;
- Airline equipment, airport facilities, structures, runways and taxiways;
- Supervisory principles and practices including planning, delegating and controlling the work of subordinates;
- The techniques of training, instructing, and evaluating subordinate's work performance;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.

The ability to:

- Evaluate the potential affects airport technological innovations could hold for airport operations;
- Prepare, plan, direct, and coordinate the preparation of clear and comprehensive technical and administrative reports and policies;
- Plan, organize, and direct an administrative and technical support staff;
- Communicate effectively with non-technical people regarding the importance of the technological changes for airport planning efforts;
- Evaluate technical proposals related to aviation technology;
- Deal tactfully and effectively with senior management, subordinates, public officials, representatives of other governmental agencies, private industry, and the general public;
- Develop and maintain cooperative relationships with governmental officials and agencies, civic organizations, and others in the field of aviation technology;
- Apply sound supervisory principles and techniques;
- Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Plan.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements:

1. Three years of full-time paid experience with the City of Los Angeles in a position at least at the level of Chief of Airport Planning, in the design of major airport facilities, or operational equipment utilized at airports for navigation or environmental control and monitoring; **or**;
2. Ten years of full time paid progressively responsible professional experience as a technical expert or advisor to management in one or more of the following areas;
 - a. Design of major airport facilities and equipment;
 - b. Design of aircraft engines or fuselages;
 - c. Operational equipment utilized at airports for navigation or environmental control and monitoring.

This class has been designated as a management level class in accordance with Civil Service Rule 5.26.

A valid California driver's license may be required.

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.