

### Class Concept

This is supervisory and administrative work in managing and directing the flight operations and maintenance of an aviation department engaged in the enforcement of criminal laws, supporting law enforcement agencies throughout the State, utilizing rotary wing aircraft (Helicopters). Employees supervise, plan, direct, review, and evaluate the work of subordinates; make hiring decisions, provide and evaluate on-the-job and outside training; counsel and administer discipline; and develop and make adjustments to methods, procedures, schedules, assignments, and priorities. Employees are responsible for developing flight schedules and reviewing all necessary changes to the schedule; prepare and administer a budget for aircraft operations, repairs, and fuel; develop and establish policies and procedures regarding flight operations and aircraft maintenance; evaluate and make recommendations concerning the acquisition or disposal of aircraft and equipment; and supervise and coordinating all aircraft maintenance and inspections. Employees supervise and fly missions to support ground units in the enforcement of criminal laws including input into strategic planning. Employees are also responsible for developing alternatives if the original plan is abandoned during the mission. Flights include low level marijuana identification and eradication, drug enforcement, aerial crime scene surveillance, searches for missing persons and suspects, some passenger and photography flights, and often involve night flying. Employees analyze activity to determine if a crime has occurred, what possible courses of action the suspect may take, and often decide where and when to terminate an operation and make an arrest. Employees occasionally testify in court, and supervise the development of training materials and classroom instruction. Employees conduct pre-flight and post-flight inspections of aircraft and note all discrepancies in a maintenance log. Work includes planning flights considering weather, navigational aids, routing, altitudes, alternative routes and destinations, loading and weight distribution, fuel requirements, and the filing of IFR flight plans as necessary. Work also includes overseeing an ongoing training program, conducting check flights and monitoring flight hours on subordinate pilots.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of all NCSHP policies and procedures, FAA rules and regulations, and State statutes governing the operation and maintenance of helicopters.
- Thorough knowledge of air navigation and of all Unit aircraft capabilities and performances.
- Thorough knowledge of all appropriate laws and regulations related to enforcement duties and of flight planning, meteorology and aircraft maintenance requirements.
- Ability to fly all Unit aircraft in all weather conditions.
- Ability to supervise and evaluate the work of pilots and aircraft mechanics, and to establish and maintain effective working relationships.
- Degree of literacy to complete written reports that are accurate and complete and verbal skills that enable effective communication with others at varying intellectual levels.

#### Minimum Education and Experience

Bachelor's degree in criminology, psychology, sociology, from an appropriately accredited institution and four years of experience in law enforcement work related to the area of assignment and 500 hours of flight time in a closely related type of aircraft and/or type of mission, or an equivalent combination of education and experience.

Necessary Special Qualifications

Certification as a Law Enforcement Officer under the North Carolina Criminal Justice Education and Training Standards Commission.

Qualified in FAA Part 133 Class A, B and D Short-Haul Operations; and be familiar with ropes, knots and rigging; and be qualified as a Systems Operator (S/O) during Short-Haul Rescue Operations.

Possess an Instrument - Commercial Helicopter Rating and an FAA Second Class Flight Physical as required by FAR Parts 61 and 91. This position must possess a Certified Flight Instructor Rating in Rotorcraft as required by FAR Parts 61 and 91.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.