

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FLIGHT SAFETY COORDINATOR

Position Code: 15640
Effective: 9-1-11

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, performs professional functions in connection with the aviation education and safety programs of the Division of Aeronautics, Illinois Department of Transportation; performs inspections and provides expert testimony concerning safety aspects of airports, heliports, and restricted landing areas; coordinates and conducts safety training for licensed aircraft pilots.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts initial, final, comprehensive, and Federal Aviation Administration (FAA) 5010 inspections of airports, heliports, and restricted landing areas in assigned counties; completes applicable reports in accordance with instructions; prepares appropriate follow-up correspondence.
2. Coordinates and/or conducts formal courses of instruction for licensed pilots; makes necessary arrangements for classroom, equipment, textbooks, etc.; delivers lectures and makes audio-visual presentations; encourages use of basic safety procedures and techniques in all safety presentations; sets proper safety example in personal operation of state aircraft.
3. Promotes compliance with state rules and regulations regarding certificated landing facilities within assigned area; conducts periodic inspections to ensure compliance with minimum standards.
4. Performs various functions in the promotion of divisional programs and services; prepares and delivers oral presentations to civil and municipal organizations and aviation groups; maintains liaison with the FAA and assigned aviation organizations.
5. Pilots single engine aircraft under day or night conditions as necessary to carry out assigned responsibilities.
6. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

FLIGHT SAFETY COORDINATOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to completion of four years college, supplemented by special training in aviation.

Requires possession of a Commercial Pilot Certificate with Instrument, Flight Instructor, and Single Engine ratings.

Requires a minimum of 750 hours of flight experience, to include the following:

1. 100 hours as pilot-in-command experience within the last 12 months, of which 10 hours must be night flying.
2. 50 hours of instrument flight time, of which at least 10 hours must have been under actual instrument conditions.
3. 50 hours of night flying, of which 10 of these hours must have been logged in the past 12 months.

Knowledges, Skills and Abilities

Requires ability to establish and maintain satisfactory working relationship with the general public.

Requires ability to recognize and correct violations and noncompliance with division rules and regulations.

Requires ability to analyze training needs, prepare lecture material and utilize approved methods of classroom instruction.

Requires ability to maintain records, prepare reports, and produce coherent written material dealing with technical subjects.

Requires ability to exercise sound judgment under all flying conditions.

Requires ability to speak fluently and extemporaneously concerning technical material to meet obligations in educational and public information areas, with emphasis on television and radio media.