

## **AD Excepted Position Description (AD-K) Aviation Safety Inspector (Airworthiness)**

### **INTRODUCTION**

**The Aviation Safety Inspector's (Airworthiness) primary** responsibilities for the position are Regional Aviation Maintenance Program management, participation on projects of the National Airworthiness program, inspection and approval of contractor and cooperator aircraft, fuel service vehicles, support equipment, and maintenance personnel; participation on Aviation Safety and Technical Assistance Teams (ASTAT), contract evaluation panels, review teams and audits. The position reports to the Regional Assistant Director for Aviation Management, Fire & Aviation, Southern Region, USFS.

Additional duties for the position include providing technical expertise and advice on all issues regarding aircraft and aviation maintenance management.

### **MAJOR DUTIES**

- Coordinate, supervise, and approve maintenance on Working Capital Fund (WCF) aircraft.
- Determine appropriate maintenance activity level for complex and critical maintenance issues.
- Coordinate projects involving multiple skill sets, evaluates and reviews work in progress and upon completion.
- Prepare contract technical specifications for equipment, maintenance and inspection requirements, reviews contract proposals and participates in pre-award evaluations.
- Exercise authority for oversight for one or more contract operators, which collectively employ a fleet of aircraft, powered by turbine or piston engines.
- Inspect aviation operations for compliance with Forest Service policy, regulatory requirements, limitations, and interagency standards.
- Inspect and issue approvals for equipment and personnel and issues agency approval cards to single and multiengine piston, turboprop, turbojet aircraft and rotorcraft.
- Review applications from contractor maintenance personnel, makes determinations concerning qualifications, and approves/disapproves contractor personnel based on contract requirements.
- Compile and documents inspection results and forwards recommendations to the regional / national office, Contracting Officers (CO's), and Contracting Officers Representatives (CORs).
- Perform inspections for Forest Service contract or Cooperator Standards compliance, surveillance, and other compliance activities associated with agency-owned, contracted and cooperator aircraft.
- Provide extensive technical, policy and regulatory guidance to internal customers and external persons desiring to enter the aviation business and advice and assistance to current contractors in dealing with their day-to-day problems.
- Apply knowledge of multiengine piston and twin-engine turboprop / turbojet aircraft and rotorcraft; and policy, laws, regulations, and safety standards pertaining to the operation and airworthiness of aircraft engaged in Forest Service operations.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- The person in this position must possess an FAA Mechanic Certificate with Airframe & Powerplant ratings and a current FAA Inspection Authorization. The position requires journeyman level knowledge of a wide range of aviation practices and procedures which include Forest Service aviation activities for natural resource and wildland fire missions.
- The position requires knowledge of single and multi-engine piston, turboprop or turbojet civil certificated aircraft and the complex mission equipment associated with such aircraft; a variety of maintenance operations with diverse types of aircraft that include novel and complex aviation operations that the US Forest Service performs during these operations.
- The person has to perform as a subject matter expert in knowledge of Forest Service policy, Federal Regulations, FAA civil certification requirements, laws and safety practices foundational to the Forest Service aviation program.
- The positions recurrent training and job skill proficiency must be maintained by accomplishing the required technical, IS-BAO, FAA, Safety Management System (SMS), USDA AgLearn, Manufacturer or other training requirements Forest Service policy prescribes. Inspectors shall attend Inspector Workshop annually.
- The position requires knowledge of supervisory duties and human resources practices within the agency in order to achieve agency goals.

## **SUPERVISORY CONTROL**

Supervision is provided for broad program goals and objective to include core workload, special projects and other duties as assigned. This position plans and conducts their assignments with substantial technical independence. They obtain technical advice from peers who are experts on a particular type of aircraft and from manufacturer Customer Service Representatives. They independently plan and carry out a work program to meet the needs and monitor the activities of the organizations for which they have oversight responsibility.

The position determines the course for accomplishing the assigned tasks and duties. Team collaboration is expected to be initiated by the position with peers within their unit or branch and intra-discipline throughout the Forest Service or with Interagency partners. The supervisor is given progress updates and is conferred with when serious complications arise. The positions daily work is planned and scheduled by the position with the supervisor being made aware of plans.

## **GUIDELINES**

Guidelines include Forest Service Manuals, Handbooks and Guides, Federal Aviation Regulations CFR Title 14 parts 1 - 199, Federal Aviation Administration guidance and advisory data, Original Equipment Manufacturer design and technical data, other Aviation Industry documents. Forest Service policy, federal regulations and safety standards are broad and general. Guidelines and precedents are frequently inadequate for dealing with novel or complex operations. The position must understand and apply the basic principles of aviation safety, industry best practices and interpret the intent of the policy and regulations. They must frequently interpret the regulations and apply their knowledge of precedent cases and standard safety practices to carry out their assignments.

## **COMPLEXITY/SCOPE AND EFFECT**

Assigned work involves multifaceted plans which require coordination with internal customers, peers, cooperating units as well as external agencies, contractors and other vendors. Inspection and oversight activities require application of policy, regulations, contractual standards and other guidance to determine compliance. Conclusions from these multiple data sources and actions required to meet operational requirements can be in conflict or defy coexistence.

The purpose of the program of work and projects are to implement and provide oversight for the Region's Aviation program and to assure compliance with Forest Service policy, Federal laws and regulations that relate to accomplishing Forest Service aviation operations. Work efforts result in safe and efficient aviation operations, adherence to policy and the protection of natural resources. Timely and accurate actions are necessary to maximize the safety of Forest Service employees, contractor employees and aviation users.

The position weighs, investigates and verifies aircraft, equipment and personnel comply with Forest Service policy, contracts standards and continued airworthiness criteria. Actions taken to resolve noncompliance and/or implement improvements directly impact the flying safety of aviation users. The scope and complexity of the work program may be such as to require the occasional assistance of other employees to conduct inspections and evaluate programs or contractors. This broad scope of activities and larger size of organizations assigned result in decisions affecting the safety of larger numbers of people and having greater impact on the Forest Service Aviation program.

## **PERSONAL CONTACTS/PURPOSE OF CONTACTS**

Contacts are with owners and top managers of aviation organizations, repair stations, air carriers, primarily to advise them on policy, contract or regulatory requirements, make initial approval, and evaluate proposals as related to policy, contract standards, regulatory requirements and safety issues. This position exercises considerable tact and judgment to deal with persons under sensitive conditions and to obtain voluntary compliance with policy, contract standards, agreements or safety practices that are not absolute. Occasionally issues are controversial, arousing considerable public interest.

Contacts are with Forest Service employees at all levels, representatives of other Federal, State, and local agencies, contractors, and the public. Contacts are also made with Aviation industry experts, Manufacturer representatives, special interest groups, and other organizations. Contacts are made in formal and informal settings, meetings and working groups by in person, conference calls, emails as well as other electronic means.

Contacts with contractors are to ensure compliance with policy, contracts and regulations governing the operation and use of aviation resources, inform and enhance their understanding of requirements, conduct reviews and audits, investigate accidents. Encounters may include persons who are uncooperative. Outside contacts include representing the branch or agency on committees, working groups, integrated project teams, meetings and workshops. Other contacts are to negotiate actions, resolve noncompliance, and reconciliation of conflicts that confront large aviation programs. Representation must be tactful but influentially strong on aviation policy and aviation safety matters.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Physical requirements of the position include the ability to climb, stoop, crawl in and around aircraft, and recognize color codes through normal color perception. Some work is done in an office setting but the majority is at aircraft maintenance facilities with occasional outside work. Outside work may be in temperatures from 0 to 120 degree Fahrenheit. Subject to injury hazards from noise, turbine engine exhaust, toxic and corrosive chemicals, operating machinery, falls and falling objects, operational aircraft and vehicular accidents.

Considerable time is spent in field conditions and in areas of wildfire where the employee is exposed to discomforts and hazards, such as smoke, adverse weather and risks resulting from supporting fire related activities. Work requires frequent and extensive overnight travel away from home base to accomplish the surveillance, inspections, reviews and audits of Forest Service owned, operated, and contracted aircraft. Travel may be over weekends and holidays with duty hours limited only by agency safety regulations.

## **POSITION NEEDS**

Required training involves initial completion of FAA required training at the FAA Academy Course, FAA mandated annual training in order to maintain Inspector Authorization, attendance of the annual Aviation Safety Inspector Workshop, and at least 24 hours of aircraft maintenance training annually or 48 hours biennially.

This position requires the individual to hold an FAA Airframe & Powerplant License and an FAA Inspector Authorization.