



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 8425

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**FLIGHT OPERATIONS MANAGER - DOT**

GRADE M

**SCOPE OF WORK:**

Work involves managing flight operations of the Department of Transportation and providing aerial transportation.

**DUTIES PERFORMED:**

- Provide oversight of all aircraft operation and maintenance, flight management, record-keeping, and acquisition or rental of aircrafts.
- Develop and implement aerial transportation policies and procedures.
- Recruit, select, evaluate, and manage assigned staff; assign work; develop and implement work standards and performance measures.
- Prepare and monitor operating budget and forecasts.
- Prepare short and long-range plans.
- Develop and mentor pilots, maintain training programs, and provide training opportunities.
- Pilot aircraft to destination adhering to flight plans, state and federal regulations, and policies and procedures of agency and airports; review and calculate aircraft weight and balance, fuel on board, and performance charts.
- Establish and schedule safety, technical, and compliance audits; maintain aviation safety program.
- Develop and maintain flight operations manual.
- Represent the department in aviation matters before trade association; and local, state, and federal aviation entities.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a commercial pilot's certificate with an instrument rating, a current FAA Medical Certificate, and six years flight experience that included management of flight operations and staff.

Eff. Date: 08/07

Rev: 07/12 – Conversion to Hay System