Flight Operations Coordinator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
FLIGHT OPERATIONS COORDINATOR I	9660	B22	$57,614 - $93,138
FLIGHT OPERATIONS COORDINATOR II	9662	B24	$65,104 - $106,634

GENERAL DESCRIPTION

Performs flight operations coordination support work by managing and scheduling air transportation for state officials and employees on official State of Texas business utilizing state aircraft, and by coordinating necessary technological resources and equipment.

EXAMPLES OF WORK PERFORMED

Coordinates and oversees air transportation services for state officials and employees, ensuring efficient scheduling and resource management.

Ensures safe flight operations by scheduling training for flight line personnel.

Creates and/or coordinates flight services scheduling activities.

Implements and utilizes flight services software for aircraft scheduling, maintenance tracking, pilot currency tracking, and billing customers in accordance with state and federal codes.

Develops, implements, and maintains organizational safety standards and procedures for ground operations and aircraft fleet personnel.

Maintains flight records and operational logs.

Performs administrative tasks including maintaining flight equipment maintenance records in support of aircraft maintenance operations.

Participates in aircraft selection and/or replacement procedures and decisions.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels.

FLIGHT OPERATIONS COORDINATOR I: Performs complex (journey-level) flight operations coordination work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may independently perform the full

range of work identified within their current level or may assist others in performing work of greater complexity.

FLIGHT OPERATIONS COORDINATOR II: Performs highly complex (senior-level) flight operations coordination work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may coordinate or oversee the work of others, and may:

- Oversee flight line personnel in all areas of operation, which includes aircraft towing, cleaning, servicing, and fueling.
- Oversee maintenance activities on all ground service equipment.
- Represent the division or agency as a point of contact for the Governor's Emergency Management Council and the Texas Division of Emergency Management for after-hours state travel emergencies or incidents.
- Coordinate airport operations in association with applicable airports and airfields statewide to track and implement new airport programs.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of aviation services programs; principles of aircraft operations and maintenance; airport management operations; inventory and stock control procedures; and inter-relationships between state and federal aviation agencies and programs.

- Skill in advising customers and maintaining effective public relations; identifying and resolving problems efficiently; interacting effectively with the public and fostering productive working relationships with internal and external stakeholders; planning, coordinating, and managing multiple projects; coordinating labor, materials, and equipment within assigned responsibilities; preparing and maintaining confidential and sensitive records, files, and reports.

- Ability to interpret applicable laws, rules, regulations, and policies and procedures; and to communicate effectively.

Additional for Flight Operations Coordinator II

- Ability to serve as a lead worker providing direction to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require applicable Federal Aviation Administration registration, certification, or licensure in a specialty area.