

POSITION DESCRIPTION (Please Read Instructions on the Back)								1. Agency Position No.			
2. Reason for Submission ☐ Redescription ☒ New ☐ Hdqtrs ☒ Field ☐ Reestablishment ☐ Other Explanation (Show any positions replaced)		3. Service ☐ Hdqtrs ☒ Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
7. Fair Labor Standards Act ☐ Exempt ☒ Nonexempt		8. Financial Statements Required ☐ Executive Personnel Financial Disclosure ☒ Employment and Financial Interest		9. Subject to IA Action ☒ Yes ☐ No		10. Position Status ☐ Competitive ☒ Excepted (Specify in Remarks) ☐ SES (Gen.) ☐ SES (CRI)		11. Position Is ☐ Supervisory ☐ Managerial ☒ Neither		12. Sensitivity ☐ 1-Non-Sensitive ☐ 3-Critical ☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management											
b. Department, Agency or Establishment		Aviation Safety Technician		FG		1802		8			
c. Second Level Review											
d. First Level Review				FG		1802		8			
e. Recommended by Supervisor of Initiating Office		Aviation Safety Technician									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment DOT/Federal Aviation Administration				c. Third Subdivision Flight Standards Division							
a. First Subdivision Aviation Safety				d. Fourth Subdivision							
b. Second Subdivision Flight Standards Service				e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) James J. Ballough, Director, for Flight Standards Service, AFS-1							
Signature _____ Date _____				Signature _____ Date 10/18/07							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position OPM HXsheet for Compliance Inspector + Support SAIRS, GS-1802, 10/90; Equal Opportunity Assistance SAIRS, GS-361-11EP; PRIMA XSTD, TS-107, Aug 1991							
Typed Name and Title of Official Taking Action Kathleen T. Coakley, AHP-300 Personnel Mgt Specialist				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature _____ Date 2/12/08											
23. Position Review		Initials Date		Initials Date		Initials Date		Initials Date		Initials Date	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks "Statement of Differences" - KPL-FC-09											
25. Description of Major Duties and Responsibilities (See Attached)											

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - * "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - * "New" means the position has not previously existed.
 - * "Reestablishment" means the position previously existed, but had been canceled.
 - * "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - * The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - * A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - * A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - * For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - * For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - * For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Aviation Safety Technician (AST)
Developmental
FG-1802-8
(Technical Support)**

I. Position Summary

Incumbent serves as an Aviation Safety Technician in a Flight Standards field office providing technical support to aviation safety inspectors and the public. Performs or assists with a wide range of certification, surveillance, and investigation duties requiring research and evaluation.

II. Major Duties and Responsibilities

A. Technical Administration

When directed, provides technical assistance to the public in areas such as certificate requirements for airmen and aircraft. Assists in the replacement of lost or mutilated certificates by verifying airmen and aircraft certificate status.

Extracts information from documents in the technical data library such as type certificate data sheets, airworthiness directives, service bulletins, technical standard orders and supplemental type certificates in support of aviation safety inspectors and industry. This support includes certification of air carriers, operators, and air agencies; surveillance of airmen and aircraft; investigation of accidents, incidents and enforcements.

Extracts Safety Performance Analysis System (SPAS) data to identify trends for items that affect aviation safety. Provides data to aviation safety inspectors. This includes information from the Vital Information System (VIS) to certificate operators and complete reports; from the Program Tracking and Reporting System (PTRS) to assist in the inspection and surveillance of airmen and air agencies; and from the Enforcement Information System (EIS) to complete investigation reports.

Provides support for the office's minimum equipment list (MEL) process. Tracks initial and revision status.

Conducts and/or assists with investigations as assigned, such as complaints, occurrences, incidents, accidents and enforcement actions. Gathers information, conducts interviews and drafts correspondence and reports.

Assists in drafting and issuance of waivers and authorizations, such as aviation events, parachute jumps, pipeline patrol and banner-towing. Checks all documents for appropriateness and completeness. Researches compliance with Federal Aviation Regulations (FAR), policies and procedures. Assists in conducting onsite surveys, if appropriate.

Compiles data for technical reports, such as Air Carrier Aircraft and Engine Utilization Reports, pilot type rating failure reports and pilot-in-command proficiency check failure rate reports. Prepares examiner pass/fail rate reports.

B. Certification

Reviews flight instructor files for renewal eligibility based on attendance at approved clinics or level of activity. If appropriate, renews certificates.

Reviews airmen certification files submitted by designated examiners to ensure that certification requirements are met and proper endorsements and/or signatures are documented.

Reviews inspection authorizations files for renewal eligibility based on level of activity within time frames required by the FAR.

Reviews student pilot and ground instructor applications to determine compliance with FAR and issues certificates or disapproves applications.

Conducts signal light tests and recommends approval or disapproval to aviation safety inspectors.

Reviews requests for special flight permits to determine eligibility, issues only those for small aircraft that are not required to be inspected by the FAA before the permit is issued and refers all others to aviation safety inspectors.

Provides technical support to aviation safety inspectors during the certification of operators and air agencies by performing functions such as assisting with the evaluation of an emergency evacuation demonstration, records review and pre-certification briefings.

Reviews examiner files such as designated mechanic examiner (DME), designated pilot examiner (DPE), Training Center Evaluator (TCE) and Aircrew Program Designee (APD), to determine renewal eligibility based on level of activity and FAA policy.

Assists with the check airman process for the office by entering data and processing authorizations.

C. Surveillance

Provides technical support to inspectors during surveillance of operators, air agencies, airmen and aircraft. Reviews records, logbooks and certificates. Assists in conducting surveillance of aircraft, equipment and procedures.

Performs inspections and observations of Computer Testing Centers (CTC) to determine adequacy of the facility, security and that the Testing Center Supervisor (TCS) meets the required qualifications. When appropriate, observes administration of tests for proper procedures. Reports findings as appropriate. Assists aviation safety inspectors in the surveillance of aviation events by verifying that all participants are included in waivers, monitoring crowd control and examining airmen certificates and documents.

Assists with the Air Transportation Oversight System (ATOS) program as directed (i.e. Air Carrier Assessment Tool, Comprehensive Assessment Plan, Performance Assessment and Design Assessment)

D. Other

Provides technical support for national and regional special inspections, including a variety of the functions described in the previous paragraphs.

May be assigned to manage the administrative portions of field office agency aircraft rental program. Ensures participants are notified when proficiency and/or medical requirements are due. Monitors distribution of flight time between participants and recommends appropriate changes. Enters basic information for crewmember in the Flight Activity and Crew Tracking System (FACTS) i.e., sub-program, job category, aircraft/simulator program, etc.

May conduct meetings or portions of meetings in support of technical work functions.

Prepare technical correspondence in support of assigned work functions.

III. Factors

1. Knowledge Required by the Position

Knowledge of the principles, concepts and methods of research to perform recurring types of technical support to assist aviation safety inspectors in the certification and surveillance of airmen, air operators and air agencies.

Knowledge of reference sources such as agency manuals, handbooks, directives, issuances, computerized data base systems, precedents and other technical publications to research, analyze and provide recommendations in the performance of technical assistance to aviation safety inspectors.

Ability to evaluate the relevance of and present orally or in writing, relevant findings and conclusions using appropriate language and knowledge of technical and organizational facts and ideas.

Ability to assist in drafting difficult and complex technical reports.

2. Supervisory Controls

Work is assigned by the supervisor with defined objectives, deadlines, and possible precedents. Actual accomplishment of work, including methods, approaches, problem solving, and other related functions are completed independently by the employee for review by the supervisor or supervising aviation inspector. Unprecedented problems and proposed solutions are brought to the supervisor's attention. Work is reviewed frequently at major stages of assigned tasks and at completion to ensure timeliness and alignment with the requirements of the project or work activity.

3. Guidelines

Guidelines include handbooks, organizational directives, policies, precedents and oral instructions; DOT/FAA orders notices, policies, memorandum, Federal Aviation Regulations (FAR) and computerized databases.

The employee works under general instructions from manager or more experienced employee. The employee frequently refers issues to manager which require considerable judgment.

4. Complexity

Assignments include various duties involving different and unrelated processes and methods to include searching and identifying regulations, conducting necessary and factual technical research, analyzing information and drafting technical reports memorandum and other correspondence. Employee must be able to analyze the information, identify missing information, conduct additional research or investigation and develop plans to complete assignments. Each assignment requires the employee to apply appropriate procedural rules and/or select fact-finding and research tools appropriate to the particular assignment, and to evaluate the relevance of the information and its usefulness in resolving issues.

5. Scope and Effect

The incumbent performs a variety of administrative and analytical duties in support of FAA's aviation functions. The work supports the effective operation of a Flight Standards Office and contributes to the FAA both internally and externally. The incumbent must provide accurate information that is in conformance with regulations that impacts safety to the public.

6. Personal Contacts

Contacts are with aviation safety inspectors, managers, specialists of various FAA offices and other government agencies, air carrier representatives, members of the aviation community and the general public.

7. Purpose of Contacts

Contacts with aviation safety inspectors are needed to obtain, receive, or provide information; to receive instructions and identify issues and/or problems to accomplish the technical work of the office.

Contacts outside the office are for the purpose of conducting inspections, surveillance or investigations; interviewing, communicating agency policy or requirements to the aviation community; resolving problems or complaints; monitoring activities; and approving applications for waivers, licenses, or certificates.

8. Physical Demands

The work is sedentary. However, there may be some walking, standing, bending; carrying of light items such as papers and books.

9. Work Environment

The work environment involves everyday risks and discomforts that require normal safety precautions.

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No.			
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Explanation <i>(Show any positions replaced)</i>		7. Fair Labor Standards Act ☐ Exempt ☒ Nonexempt		8. Financial Statements Required ☐ Executive Personnel Financial Disclosure ☒ Employment and Financial Interest		9. Subject to IA Action ☒ Yes ☐ No		10. Position Status ☐ Competitive ☒ Excepted <i>(Specify in Remarks)</i> ☐ SES (Gen.) ☐ SES (ICR)			
11. Position Is		12. Sensitivity 1--Non Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive ☐		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by			
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office			
Aviation Safety Technician		FG		1802		9		Aviation Safety Technician			
16. Organizational Title of Position <i>(if different from official title)</i>		17. Name of Employee <i>(if vacant, specify)</i>		18. Department, Agency, or Establishment		c. Third Subdivision		d. Fourth Subdivision			
DOT/Federal Aviation Administration		Flight Standards Division		Aviation Safety		Flight Standards Service		Signature of Employee <i>(optional)</i>			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that		this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>		James J. Ballough, Director, Flight Standards Service, AFS-1 <i>PR</i>			
a. Typed Name and Title of Immediate Supervisor		Signature		Date		Signature		Date			
Kathleen T. Coakley, AHP-300 Personnel Mgt Specialist		[Signature]		2/12/08		[Signature]		10/18/07			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position OPM Worksheet for Compliance Inspection & Support Series, GS-1802, 10/90; Equal Opportunity Ass. Series, GS-361, 11/90; Primary Std. TS-107, August 1991		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		23. Position Review		Initials		Date	
a. Employee <i>(optional)</i>		b. Supervisor		c. Classifier		24. Remarks		25. Description of Major Duties and Responsibilities <i>(See Attached)</i>			

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- * 1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- * 2. Check one.
 - * "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - * "New" means the position has not previously existed.
 - * "Reestablishment" means the position previously existed, but had been cancelled.
 - * "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - * The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- * 4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- * 5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- * 7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - * A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - * A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- * 15. Enter classification/job grading action.
 - * For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - * For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - * For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- * 18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19.
 - If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- * 20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- * 21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- * 25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Aviation Safety Technician (AST)
Journeyman
FG-1802-9
(Technical Support)**

I. Position Summary

Incumbent serves as an Aviation Safety Technician in a Flight Standards field office providing technical support to aviation safety inspectors and the public. Performs or assists with a wide range of certification, surveillance, and investigation duties requiring research and evaluation.

II. Major Duties and Responsibilities

A. Technical Administration

Provides technical assistance to the public in areas such as certificate requirements for airmen and aircraft. Assists in the replacement of lost or mutilated certificates by verifying airmen and aircraft certificate status.

Extracts information from documents in the technical data library such as type certificate data sheets, airworthiness directives, service bulletins, technical standard orders and supplemental type certificates in support of aviation safety inspectors and industry. This support includes certification of air carriers, operators, and air agencies; surveillance of airmen and aircraft; investigation of accidents, incidents and enforcements.

Extracts Safety Performance Analysis System (SPAS) data to identify trends for items that affect aviation safety. Provides data to aviation safety inspectors. This includes information from the Vital Information System (VIS) to certificate operators and complete reports; from the Program Tracking and Reporting System (PTRS) to assist in the inspection and surveillance of airmen and air agencies; and from the Enforcement Information System (EIS) to complete investigation reports.

Provides support for the office's minimum equipment list (MEL) process. Tracks initial and revision status.

Conducts and/or assists with investigations as assigned, such as complaints, occurrences, incidents, accidents and enforcement actions. Gathers information, conducts interviews and drafts correspondence and reports.

Assists in drafting and issuance of waivers and authorizations, such as aviation events, parachute jumps, pipeline patrol and banner-towing. Checks all documents for appropriateness and completeness. Researches compliance with Federal Aviation Regulations (FAR), policies and procedures. Assists in conducting onsite surveys, if appropriate.

Compiles data for technical reports, such as Air Carrier Aircraft and Engine Utilization Reports, pilot type rating failure reports and pilot-in-command proficiency check failure rate reports. Prepares examiner pass/fail rate reports.

B. Certification

Reviews flight instructor files for renewal eligibility based on attendance at approved clinics or level of activity. If appropriate, renews certificates.

Reviews airmen certification files submitted by designated examiners to ensure that certification requirements are met and proper endorsements and/or signatures are documented.

Reviews inspection authorizations files for renewal eligibility based on level of activity within time frames required by the FAR.

Reviews student pilot and ground instructor applications to determine compliance with FAR and issues certificates or disapproves applications.

Conducts signal light tests and recommends approval or disapproval to aviation safety inspectors.

Reviews requests for special flight permits to determine eligibility. issues only those for small aircraft that are not required to be inspected by the FAA before the permit is issued and refers all others to aviation safety inspectors.

Provides technical support to aviation safety inspectors during the certification of operators and air agencies by performing functions such as assisting with the evaluation of an emergency evacuation demonstration, records review and pre-certification briefings.

Conducts reviews of examiner files such as designated mechanic examiner (DME), designated pilot examiner (DPE), Training Center Evaluator (TCE) and Aircrew Program Designee (APD), to determine renewal eligibility based on level of activity and FAA policy.

Assists with the check airman process for the office by entering data and processing authorizations.

C. Surveillance

Provides technical support to inspectors during surveillance of operators, air agencies, airmen and aircraft. Reviews records, logbooks and certificates. Assists in conducting surveillance of aircraft, equipment and procedures.

Performs inspections and observations of Computer Testing Centers (CTC) to determine adequacy of the facility, security and that the Testing Center Supervisor (TCS) meets the required qualifications. When appropriate, observes administration of tests for proper procedures. Reports findings as appropriate. Assists aviation safety inspectors in the surveillance of aviation events by verifying that all participants are included in waivers, monitoring crowd control and examining airmen certificates and documents.

Assists with the Air Transportation Oversight System (ATOS) program as directed (i.e. Air Carrier Assessment Tool, Comprehensive Assessment Plan, Performance Assessment and Design Assessment).

D. Other

Provides technical support for national and regional special inspections, including a variety of the functions described in the previous paragraphs.

May be assigned to manage the administrative portions of field office agency aircraft rental program. Ensures participants are notified when proficiency and/or medical requirements are due. Monitors distribution of flight time between participants and recommends appropriate changes. Enters basic information for crewmember in the Flight Activity and Crew Tracking System (FACTS) i.e., sub-program, job category, aircraft/simulator program, etc.

May conduct meetings or portions of meetings in support of technical work functions.

Prepare technical correspondence in support of assigned work functions.

III. Factors

I. Knowledge Required by the Position

Comprehensive knowledge of the principles, concepts and methods of research to perform varying types of technical support to aviation safety inspectors in the certification and surveillance of airmen, air operators and air agencies.

In-depth knowledge of reference sources such as agency manuals, handbooks, directives, issuances, computerized data base systems, precedents and other technical publications to research, analyze and provide recommendations in the performance of technical assistance to aviation safety inspectors.

Ability to evaluate the relevance of and present orally or in writing, relevant findings and conclusions using appropriate language and knowledge of technical and organizational facts and ideas.

Ability to draft difficult and complex technical reports.

2. Supervisory Controls

Work is assigned by the supervisor with defined objectives, deadlines, and possible precedents. Actual accomplishment of work, including methods, approaches, problem solving, and other related functions are completed independently by the employee for review by the supervisor or supervising aviation inspector. Unprecedented problems and proposed solutions are brought to the supervisor's attention. Work is reviewed for technical soundness and conformity to requirements, and for the soundness of research and recommendations.

3. Guidelines

Guidelines include handbooks, organizational directives, policies, precedents and oral instructions; DOT/FAA orders notices, policies, memorandum, Federal Aviation Regulations (FAR) and computerized databases.

The employee uses considerable judgment in interpreting, analyzing, and/or adapting numerous guidelines and many related precedents to specific issues.

4. Complexity

Assignments include various duties involving different and unrelated processes and methods to include searching and identifying regulations, conducting necessary and factual technical research, analyzing information and drafting technical reports memorandum and other correspondence. Employee must be able to analyze the information, identify missing information, conduct additional research or investigation and develop plans to complete assignments. Each assignment requires the employee to apply appropriate procedural rules and/or select fact-finding and research tools appropriate to the particular assignment, and to evaluate the relevance of the information and its usefulness in resolving issues.

5. Scope and Effect

The incumbent performs a variety of administrative and analytical duties in support of FAA's aviation functions. The work supports the effective operation of a Flight Standards Office and contributes to the FAA both internally and externally. The incumbent must provide accurate information that is in conformance with regulations that impacts safety to the public.

6. Personal Contacts

Contacts are with aviation safety inspectors, managers, specialists of various FAA offices and other government agencies, air carrier representatives, members of the aviation community and the general public.

7. Purpose of Contacts

Contacts with aviation safety inspectors are needed to obtain, receive, or provide information; to receive instructions and identify issues and/or problems to accomplish the technical work of the office.

Contacts outside the office are for the purpose of conducting inspections, surveillance or investigations; interviewing, communicating agency policy or requirements to the aviation community; resolving problems or complaints; monitoring activities; and approving applications for waivers, licenses, or certificates.

8. Physical Demands

The work is sedentary. However, there may be some walking, standing, bending; carrying of light items such as papers and books.

9. Work Environment

The work environment involves everyday risks and discomforts that require normal safety precautions.

Job Task Listing for

AVIATION SAFETY TECHNICIAN

FG-1802-9

1.0 INVESTIGATIONS

- 1.1.1 PROVIDE TECHNICAL SUPPORT IN THE INVESTIGATION OF AN ACCIDENT
- 1.2.1 PROVIDE TECHNICAL SUPPORT FOR AN ENFORCEMENT INVESTIGATION
- 1.2.2 PROVIDE TECHNICAL SUPPORT IN THE INVESTIGATION OF A SELF DISCLOSURE
- 1.3.16 PROVIDE TECHNICAL SUPPORT FOR AN INCIDENT INVESTIGATION
- 1.3.17 INVESTIGATE A COMPLAINT

2.0 SURVEILLANCE

- 2.3.28 PROVIDE TECHNICAL SUPPORT DURING THE REVIEW OF AN OPERATORS MECHANICAL INTERRUPTION SUMMARY
- 2.3.63 PROVIDE TECHNICAL SUPPORT FOR AN EXTERNAL LOAD OPERATION
- 2.3.73 PROVIDE TECHNICAL SUPPORT FOR THE INSPECTION OF CREW AND DISPATCHER RECORDS
- 2.3.78 PROVIDE TECHNICAL SUPPORT INSPECTING AN OPERATOR'S TRIP RECORDS
- 2.3.86 PROVIDE TECHNICAL SUPPORT INSPECTING AN OPERATOR'S MAIN BASE/FACILITY
- 2.4.1 PROVIDE TECHNICAL SUPPORT INSPECTING THE PERSONNEL RECORDS OF A PILOT SCHOOL OR PROVISIONAL PILOT SCHOOL
- 2.4.6 PROVIDE TECHNICAL SUPPORT INSPECTING THE TRAINING PERSONNEL, FACILITIES AND EQUIPMENT OF A PILOT SCHOOL
- 2.4.7 PROVIDE TECHNICAL SUPPORT INSPECTING THE STUDENT TRAINING RECORDS OF A PILOT SCHOOL OR PROVISIONAL PILOT SCHOOL
- 2.4.8 PROVIDE TECHNICAL SUPPORT INSPECTING A REPAIR STATION'S PERSONNEL RECORDS
- 2.4.9 PROVIDE TECHNICAL SUPPORT INSPECTING A REPAIR STATION LOCATED WITHIN THE UNITED STATES
- 2.4.11 PROVIDE TECHNICAL SUPPORT FOR THE INSPECTION OF A REPAIR STATION'S PROCEDURES MANUAL/REVISION
- 2.4.14 PROVIDE TECHNICAL SUPPORT FOR THE INSPECTION OF AN AVIATION MAINTENANCE TECHNICIAN SCHOOL
- 2.4.20 PROVIDE TECHNICAL SUPPORT FOR INSPECTING THE STUDENT RECORDS OF A TRAINING CENTER
- 2.5.1 PROVIDE TECHNICAL SUPPORT INSPECTING A CORPORATE/EXECUTIVE OPERATOR OR PART 125 DEVIATION HOLDER
- 2.5.14 PROVIDE TECHNICAL SUPPORT FOR AN AVIATION EVENT

3.0 CERTIFICATION

- 3.1.2 ISSUE A STUDENT PILOT CERTIFICATE
- 3.1.10 ISSUE A REPLACEMENT PILOT CERTIFICATE
- 3.1.12 ISSUE A REPLACEMENT CERTIFICATE FOR A CHANGE TO AN AIRMAN'S PERSONAL DATA
- 3.1.14 ISSUE A PILOT CERTIFICATE BASED ON MILITARY COMPETENCE
- 3.1.15 ISSUE A PILOT CERTIFICATE BASED ON A FOREIGN PILOT LICENSE
- 3.1.17 RENEW A CERTIFICATED FLIGHT INSTRUCTOR CERTIFICATE

- 3.1.20 PROVIDE TECHNICAL SUPPORT IN THE ISSUANCE OF A PARACHUTE RIGGER CERTIFICATE OR ADDED RATING
- 3.1. 22 PROVIDE TECHNICAL SUPPORT IN THE ISSUANCE OF MECHANIC CERTIFICATE
- 3.1.23 PROVIDE TECHNICAL SUPPORT IN THE ISSUANCE OF A REPAIRMAN CERTIFICATE OR ADDED PRIVILEGE
- 3.1.26 CONDUCT A SPECIAL MEDICAL PRACTICAL TEST LIMITED TO SIGNAL LIGHT TEST
- 3.1.29 ISSUE A GROUND INSTRUCTOR CERTIFICATE
- 3.1.30 PROVIDE TECHNICAL SUPPORT IN THE RENEWAL/CANCELLATION OF A DESIGNATED AIRWORTHINESS REPRESENTATIVE (DAR)
- 3.1.34 PROVIDE TECHNICAL SUPPORT FOR THE RENEWAL OF AN AIRCRAFT DISPATCHER EXAMINER DESIGNATION
- 3.1.35 PROVIDE TECHNICAL SUPPORT FOR THE RENEWAL OF A PILOT EXAMINER DESIGNATION (DPE)
- 3.1.40 PROVIDE TECHNICAL SUPPORT FOR THE RENEWAL/CANCELLATION OF A DESIGNATED MECHANIC EXAMINER (DME)
- 3.1.54 ISSUE A GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATE
- 3.1.55 PROVIDE TECHNICAL SUPPORT IN THE ISSUANCE OF A AIRMAN LETTER OF AUTHORIZATION
- 3.1.59 PROVIDE TECHNICAL SUPPORT IN THE ISSUANCE OF A STATEMENT OF AEROBATIC COMPETENCY
- 3.1.61 RENEW AN INSPECTION AUTHORIZATION
- 3.2.1 PROCESS A REPLACEMENT, AMENDMENT, EXCHANGE OR SURRENDER OF AN AIRWORTHINESS CERTIFICATE
- 3.2.9 PROVIDE TECHNICAL SUPPORT FOR THE ISSUANCE OF AN AIRWORTHINESS CERTIFICATE
- 3.2.16 ISSUE A SPECIAL FLIGHT PERMIT FOR AIRCRAFT UNDER 12500 LBS AND THAT ARE NOT REQUIRED TO BE INSPECTED BEFORE THE PERMIT IS ISSUED
- 3.3.0 PROVIDE TECHNICAL SUPPORT FOR THE MINIMUM EQUIPMENT LIST (MEL) PROCESS
- 3.3.111 PROVIDE TECHNICAL SUPPORT FOR THE EVALUATION OF AN OPERATOR'S CONGESTED AREA PLAN
- 3.3.126 PROVIDE TECHNICAL SUPPORT FOR THE DESIGNATION/RENEWAL OF AN OPERATOR'S CHECK AIRMAN
- 3.3.195 PROVIDE TECHNICAL SUPPORT FOR THE ISSUING/AMENDMENT OF OPERATIONS SPECIFICATIONS
- 3.4.50 PROVIDE TECHNICAL SUPPORT FOR THE DESIGNATION/RENEWAL OF A TRAINING CENTER EVALUATOR (TCE)

- 4.0 GENERAL TECHNICAL**
- 4.7.2 PROVIDED TECHNICAL SUPPORT IN THE REVIEW AND ISSUANCE OF WAIVERS OR AUTHORIZATION FOR AN AVIATION EVENT
- 4.8.4 PROVIDE TECHNICAL SUPPORT FOR THE EVALUATION OF TECHNICAL DOCUMENTS
- 4.8.7 PROVIDE TECHNICAL SUPPORT FOR AN OPERATOR'S AIRCRAFT/ENGINE UTILIZATION REPORT
- 4.8.10 PROVIDE TECHNICAL ASSISTANCE THROUGH ANALYSIS OF DATABASES AND TECHNICAL REPORTS
- 4.8.16 RESPOND TO A PUBLIC INQUIRY
- 4.0.0 REVIEWS AND COMPLETES DOD FORM 2535 FOR MILITARY FLYBYS
- 4.0.0 REVIEWS AND ENTERS DATA INTO THE FLIGHT AND CREW TRACKING SYSTEM (FACTS)

ATOS

- 0.0.0 PROVIDE TECHNICAL SUPPORT WITH THE RESEARCH AND DOCUMENTATION OF A PERFORMANCE ASSESSMENT (PA)
- 0.0.0 PROVIDE TECHNICAL SUPPORT WITH THE RESEARCH AND DOCUMENTATION OF A DESIGN ASSESSMENT (DA)
- 0.0.0 PROVIDE TECHNICAL SUPPORT WITH THE RESEARCH AND DOCUMENTATION OF AN AIR CARRIER ASSESSMENT TOOL (ACAT)
- 0.0.0 PROVIDE TECHNICAL SUPPORT WITH THE RESEARCH AND DOCUMENTATION OF A COMPREHENSIVE ASSESSMENT PLAN (CAP)