

 **City of Pendleton**

 **Job Description**

 **UAS Range Manager**

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| --- | --- |
| **Department**: Airport  | **FLSA**: Undetermined |
| **Reports to**: Airport Manager  | **Representation**: Unrepresented |
| **Pay Range**: Range 7, Supervisory Scale  | **Date**: May, 2018  |

**GENERAL POSITION SUMMARY:**

The Test Range Manager is responsible for the overall safe and coordinated operations of the UAS Test Range in accordance with FAA, Pan-Pacific Test Range Complex (PPUTRC) and local requirements.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

Duties include but are not limited to:

1. Operations Management Plan, direct and/or coordinate daily operations to ensure safe and effective operations. Includes scheduling customers, coordinating arrival. Coordinates with University of Alaska to meet requirements for test range operations. Meets with prospective customers, complete a Mission Requirements document, develop a ROM (Rough Order of Magnitude). Determines equipment and manpower needs for each potential test flight. Manage effectiveness, efficiency, coordination and communication regarding UAS Range operations. Authorizes schedule for customers, flights, facilities and staff.
	1. Airspace Management, to include:
		1. Liaise with FAA/ATC representatives for Letters of Agreement
		2. Oversee COA submissions / process
		3. Coordinates with PPUTRC and other Ranges as needed
	2. Operations Standards
		1. Ensures Standards and Standardization throughout the operation
		2. Oversees Quality Assurance inspections
2. Safety Responsible for establishing and enforcing all operations and safety standards. Conducts ISRB (Independent Safety Review Board) evaluation before any test flights. Coordinates the ARFF support with the Fire Department for test flights when required. Develops and refines Safety procedures. Trains staff and customers on safety protocols and procedures associated with range operations. Completes and submits accident reports, conduct accident investigation and root cause analysis.
3. Financial Tracks customer hourly usage of equipment, manpower, and infrastructure and prepares invoicing for range services. Assists Airport Manager with budget preparations on UAS operations. Prepares revenue projections to forecast for budgeting purposes. Assists with writing grants associated with test range, and provides supporting documentation for required grant reports. Assists in developing pricing strategies.
4. Regulatory Establish and ensure compliance with all local, State and FAA regulations. Tracks and reports operational activity. Reports all operations to the UAF. Review procedures and protocols to assess and remedy weaknesses in department operations. Oversees Airworthiness Certification Process, to include:
	1. Test Planning
	2. Test Execution
	3. Engineering support
5. Planning Develop short and long-range goals. Drive initiatives in the management team that contribute to long-term operational excellence. Increase commerce by developing new projects at the range. Determine most efficient and effective use of Airport and range resources.
6. Management/Supervision Ensure organizational effectiveness by providing leadership for the organization's functions. Supervises all range staff, including hiring, training, directing, and performance management including correction or discipline as needed. Ensure that all agreed control procedures are followed in each division and/or department.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Attends staff meetings and other meetings as required.
2. Provides customer service at the department counter in the absence of support staff.

3. Attend training as needed.

4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This position is not in a series.

**JOB SPECIFICATIONS**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in an aviation-related discipline; and
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[x]  Other

Describe experience: Fifteen (15) years’ experience in the aviation industry. Military aviation with acquisition and budgeting experience, and/or experience in establishing a new flight test operation preferred.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Must hold a valid U.S. Passport.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of advanced aviation principles and practices such as would be gained through ten or more years in aviation and flight testing field.
2. Knowledge of airport operations, maintenance, manufacturing, and/or flight testing.
3. Knowledge of tools, equipment and methods for conducting the work of a test range.
4. Skills and ability to write Standard Operating Procedures, processes, and protocols.
5. Knowledge of and skills in project and operations management.
6. Knowledge of airport safety regulations, emergency preparedness, and risk management principles.
7. Ability to interpret and effectively apply federal, state and local operations and safety rules.
8. Skills in leadership and supervision. Ability to attract, mentor and develop personnel in a growing organization.
9. Ability to communicate effectively including speak and write clearly and concisely.
10. Ability to develop specific goals and plans to prioritize, organize, and accomplish work.
11. Ability to exercise independent judgment and decision making.

1. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, clients, etc., attend meetings, training, etc.
2. Ability to establish and maintain effective working relationships.
3. Ability to work as a team member.

1. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
2. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[ ]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Pickup and trailer.
2. Variety of hand tools as well as power tools such as drills, saws, etc. and various electronic test instruments used in performing maintenance and repair tasks of installed avionics equipment.

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: UAS Chief Engineer, and any interns or contractors, vendors, or others using the UAS Range.
2. This position reports to Airport Manager. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

[x]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[x]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[x]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[x]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed indoors and outdoors throughout the range complex, at the Pendleton Airport and remote launch sites.
2. Strength Rating (see attached definitions) is: Medium. Occasional strenuous physical exertion may be required.
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around operating aircraft \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[x]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however persons in this classification may be required to adjust their schedule to accommodate range activities on weekends and holidays, and evening/late night hours as determined by customer flight requirements. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[x]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[x]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: 5/\_\_\_/18

Revised: August, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.