

**Position Description – Pacific NW Region
Unit Aviation Officer/Manager
THSP – Exception Position 5 – AD-K**

The position is utilized at local/unit level in the Pacific Northwest Region. The position would provide overall direction and assistance for an unit aviation program. The incumbent works under the direct supervision of Local/unit Aviation Officer/Manager or Fire Management /Fire Staff officer to support of local aviation operations.

Requirements:

1. This position must possess a minimum of 5 years of work experience in one of the following areas.
 - a. Federal or State experience as an Aviation Manager at Local, Geographical, or National Level.
 - b. Incident Management or Area Command Team member that function in one of the following positions: Area Command Aviation Coordinator (ACAC); Air Operations Branch Director (AOBD); Air Support Group Supervisor (ASGS); Air Tactical Group Supervisor (ATGS); Helicopter Manager (HMBG), Pilot; Smokejumper Spotter.
 - c. Aviation technical Specialist such as; Pilot, Helicopter or Fixed-Wing Operation Specialist, Aviation Safety Manager
2. Must meet the required training-listed in the Interagency Aviation Training (IAT) Guide for Aviation Manager (page 6 of IAT Guide).
3. Must have participated in Helicopter Manager Workshop, or Aviation Centered Education (ACE) Session or a Regional Aviation Awareness Workshop in the last 3 years.
4. Must have experience with local tribal, state, and federal wildland fire organizations.
5. Annually complete RT-130, Fire line Safety Refresher.

Duties:

- Ensures that aviation operations adhere to agency policy, agency risk management principles, and aviation safety practices..
- Reviews and recommends corrective actions for Safecomms submitted to unit.
- Updates unit's aviation plan and mishap guide.
- Conducts inspections of both unit and incident aviation facilities and operations.
- Disseminates aviation information such as Safety Alerts, Technical Bulletins, Lesson Learned materials, manuals, handbook, and guides to all aviation users.
- Acts as an aviation liaison with local dispatch for incidents that are progressing from initial attack to extended attack incident organizations (Type 3, Type 2, Type 1).
- Briefs Incident Management Teams (Type 1, 2) on local unit's aviation policy, protocols and aviation hazards.

- Ensures all aviation resources (Pilots, Air Crews) receive a briefing from unit base manager (Helibase, Air Tanker, SEAT) on unit's aviation policy, protocols and aviation hazards.
- Addresses aviation requests and inquires from aviation users.
- Reviews and assists in development of Project Aviation Safety Plans (PASPs).
- Provides aviation technical expertise during the development of End Product contracts.
- Provides aviation expertise to Finance Personnel in the development of land use agreements to meet incident or local needs.

1st Cici Chitwood

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Approved by
R6/10 Incident Business Coordinator
Region Six - USFS