

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Aviation Safety Officer II	OFFICE/BRANCH/SECTION Division of Aeronautics/Office of Airports	
WORKING TITLE Aviation Safety Officer II	POSITION NUMBER 900-063-5672-001	REVISION DATE 09/09/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the Chief, Office of Airports, Senior Aviation Safety Officer, the Aviation Safety Officer II (ASO II), acting independently or in a lead capacity, performs aviation safety and permit compliance functions to implement the State Aeronautics Act. The ASO II enforces state aeronautics laws and regulations and provides technical expertise to local agencies and airport/heliport owners and operators in the development, planning, and effective operation of aeronautical facilities.

CORE COMPETENCIES:

As an Aviation Safety Officer II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Innovation)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - People First, Stewardship)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Innovation)
- Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Collaboration, Equity)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - Integrity)
- Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Employee Excellence - Innovation, Integrity)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Innovation)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35%	Independently conducts complex safety and permits compliance inspections of public-use airports and hospital heliports. Recommends enforcement action when facilities fail to comply with minimum safety standards and State laws and regulations. During these inspections, collects data for the program's inventory and the Federal Aviation Administration's Airport Master Records. May operate Department aircraft to travel to inspection sites.
20%	Reviews the most complex airport and heliport permit applications for compliance with State laws and regulations and makes recommendations to the Office Chief. Make on-site inspections, determines the need and justifies approval of variances from recommended design standards. May operate Department aircraft to make in-flight evaluations of proposed airport traffic patterns. Ensures all Office of Airports related publications are current and orderly and assist in the management of Division resources.

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15%	Provides technical expertise, equipment, and referral services to assist airport sponsors and planning agencies in complying with State and federal laws, regulations, and standards. Confers with airport proponents and opponents to provide technical data in order to foster the development and preservation of airports and heliports in a system of coordinated air transportation.
15%	Evaluates proposed helicopter landing sites within 1,000 feet of a school. Approves requests if helicopter operation can be conducted in a safe manner. Maintains liaison with federal, State, and local agencies, Caltrans units, and the private sector on aviation issues. May operate Department aircraft to transport approved personnel in conjunction with core missions or in the event of an emergency. Approves requests if aircraft and helicopter operation can be conducted in a safe manner.
10%	Investigates proposed school and State building sites and make recommendations as required by law. May operate departmental aircraft to make overflight evaluations. Evaluates proposed temporary airports and heliports. Approves requests if aircraft and helicopter operation can be conducted in a safe manner.
5%	Reviews and make recommendations on the Capital Improvement Program and grant and loan applications to the Department. Participates in inspections of State funded projects. Reviews and make recommendations on regional transportation plans, other airport-related plans, and airport environmental documents. May operate Department unmanned aircraft systems in support of Division and/or Departmental missions. Performs other duties within the scope of the classification as assigned.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May be directed to act in a lead role for completing assignments involving other staff and teams.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to logically organize and present positions, identify problems, and formulate recommendations. Knowledge of federal airport and heliport regulations, of Advisory Circulars, and of State laws and regulations related to airport and heliport permits, standards, and operations. The ability to work independently and in the field with a minimum of supervision, and to form and maintain cooperative working relationships with staff at the federal, State, and local level. The ability to remain tactful and diplomatic in dealing with others. The ability to speak before public gatherings, effectively present the Department's position, and provide understandable technical information. Must possess a Federal Aviation Administration commercial pilot's certificate with airplane and instrument ratings. Must have knowledge of and the ability to comply with applicable Federal Aviation Regulations, standards, manuals, handbooks, and procedures to operate State owned, leased, or rented aircraft on State business. Must have experience in airport operations, management, planning, or development, including related work in a Federal Aviation Administration or State aeronautics position; or as a Commissioned Officer in the U.S. Armed Forces, with experience in the aforementioned areas; or as a chief pilot or operations manager of a flight department. Knowledge of math to solve basic surveying and engineering problems, including trigonometry, geometry, and algebra, and of airport land use laws and issues. The ability to read and interpret engineering and planning documents including drawings, plans, specifications, contracts, design standards, maps, legal documents, and notes. Proficiency in using personal computers, including word processing, spreadsheet, database, and automated design software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by their supervisor. Work is then completed independently. Decisions may be made in the absence of their supervisor in situations where immediate action is required. Consequences of errors in judgment or inadequate recommendations and decisions could result in compromises to public safety.

PUBLIC AND INTERNAL CONTACTS

Maintains frequent and regular contact with airport and heliport sponsors/operators, Federal Aviation Administration staff, industry consultants, aviation/airport support/proponent organizations, Department headquarters and district staff, school representatives, and organizations whose helicopters land at schools. May make presentations about aviation, airport, and heliport safety, and also land use compatibility, to aviation groups, airport neighbors, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; exhibit manual dexterity; sit for long periods; develop and maintain cooperative relationships; focus for long periods of time. Occasional bending, stooping, and kneeling; responsible for the movement of objects up to 75 lbs may be required. A current FAA Class II Medical Certificate is required to operate State aircraft. Fieldwork will occur in a wide range of environmental (day/ night, hot/cold, wet/dry) extremes and combinations. Climbing ladders and working on elevated surfaces, such as rooftop heliports, will be required. The ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The ability to develop new insights into situations and apply innovative solutions to make organizational

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improvements.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Frequent travel is required in the conduct of assigned duties. This may include frequent overnight stays at locations away from the local area. Travel may include acting as Pilot-In-Command of Department aircraft or rental aircraft or as Remote-Pilot-in-Command of Department Unmanned Aircraft Systems. Overtime may be required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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