Downloaded from <https://www.velvetjobs.com/job-descriptions/aviation>

# Example of Aviation Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of aviation. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for aviation

* Enters mission data and generates multiple reports in Maximo, Pipeline, Access, Excel, and other programs to facilitate, track, and coordinate all on-continent aviation missions, cargo movements, and passenger movements for USAP aviation resources
* Interacts with National Science Foundation, their sub-contracting agencies, military personnel and other agency officials in a professional and tactful manner
* Assist in managing new client integrations (due diligence, scheduling, ) and managing early read opportunities received from clients
* Implementing CRM to facilitate the smooth, safe and efficient operation of the aircraft
* Monitoring crew performance, sharing knowledge with crew members
* Perform additional flight department related tasks at the direction of the aviation manager
* Manages administrative activities for the Aviation group including performance evaluations and employee development
* Develops an organization that fosters communication, teamwork and work share throughout the Transportation department for WHPacific offices
* Manages the operations, backlog, profitability and growth of the Aviation department for the local office
* Participates and coordinates local office operations and marketing activities with other offices in WHPacific

## Qualifications for aviation

* Aviation and construction exp
* Extensive knowledge of analytical techniques and related tools including statistical, spreadsheet, database, simulation, and spatial/graphical analysis applications (REVIT, GIS)
* Aircraft System installation / modification experience to include schematic analysis, engineering change processes, in-process quality inspection processes
* Capable of adjusting the normal work schedules as necessary to meet mission requirements not to exceed 80 hours per two week pay period
* Work with D14(dre) and (dri) staff components and the ASBP Law Enforcement Officer to coordinate Intel/Law Enforcement pre-mission briefs prior to Law Enforcement missions to include tasking, objectives, pertinent communications directives, District CASPER support, other message traffic
* Liaise with PMRF as needed to determine tasking and support the Range Clearance Mission