

## UNMANNED AIRCRAFT SYSTEMS COORDINATOR

### NATURE OF WORK

This is professional and technical work leading the Unmanned Aircraft Systems programs for the Transportation and Utilities Department for the City of Lincoln.

Work involves responsibility developing policies and procedures for the Unmanned Aircraft Systems for the department. Work includes reviewing, approving and conducting flights as related to department needs and in accordance with federal, state and local laws and regulations. Work also involves staying current with emerging technology support trends and providing summary information to the department. General supervision is received from a superior with work being reviewed through reports and procedures and achievement of stated objectives.

### EXAMPLES OF WORK

Leads the Unmanned Aircraft Systems program to provide support to ensure technologies and services are provided to assist program delivery and construction projects.

Completes missions by reviewing, approving and conducting flights; post-processes data in proper format to achieve the defined objectives of the person requesting the flight.

Performs analysis on proposed flight areas to ensure operations can safely be performed per federal, state and local laws and regulations.

Maintains aircraft and associated equipment readiness; performs maintenance, updates firmware, tests equipment functionality, and prepares equipment for dispersal to other staff.

Develops and modifies Standard Operating Procedures, Flight Manual, Training Manual, and mission and maintenance logs.

Trains additional staff on proper program and mission specific procedures.

Prepares the budget and coordinates purchases related to the UAS Program.

Maintains documentation of UAS flights and prepares a comprehensive annual report of the program.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of federal and state laws, city ordinances and administrative directives related to unmanned aircraft operations.

Knowledge of transportation and utilities infrastructure.

Knowledge of organizational and administrative policies and procedures.

Ability to establish and maintain effective working relationships with community partners.

Ability to communicate effectively both orally and in writing.

Ability to prepare written directives and reports.

Ability to respond quickly to threatening conditions that develop during operations.

Ability to analyze emerging trends for technology support and provide summary information.

Ability to exercise independent judgement and initiative in analyzing mission objectives and to make sound recommendations and modifications.

Ability to manage multiple responsibilities concurrently.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in computer science, engineering, public or business administration or related field; four years of experience working with computer software, hardware and operations systems or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Possession of a valid FAA Remote Pilot certification as required by 14 CFR, Part 107.

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