



## Arkansas Department of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

March 29, 2019

The Honorable David Wallace, Co-Chair  
The Honorable Jim Wooten, Co-Chair  
Personnel Committee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Ozarka College (OZC) requests the establishment of one (1) classified position from the Higher Education Central Pool authorized by Act 599 of 2017, ACA §21-5-1415. In accordance with the provisions of the act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

**Requested**

**Title:** Aviation Technician  
**Grade – FY19:** C117  
**Salary – FY19:** \$32,249 - \$59,157  
**Number of Positions:** 1

**Recommendation**

**Title:** Aviation Technician  
**Grade – FY19:** C117  
**Salary – FY19:** \$32,249 - \$59,157  
**Number of Positions:** 1

The Aviation Technician position is requested to ensure safe and cost-effective maintenance support of Ozarka College aircraft used in the professional pilot degree program. This title is currently used at another institution.

The Aviation Technician will perform scheduled and unscheduled aircraft safety inspections and maintenance. He/she will assist students, faculty, and pilots in pre-and post-flight procedures. In addition, the Aviation Technician will tests equipment, order and maintain aviation supplies.

Sincerely,

A handwritten signature in cursive script that reads "Maria Markham".

Maria Markham, Ph.D.  
Director



# Ozarka College

*Providing life-changing experiences through education.*

March 28, 2019

Dr. Maria Markham, Director  
Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201

RE: Request for a Classified Position from Central Pool

Dear Dr. Markham:

In accordance with Act 599 of 2017, ACA §21-5-1415, Ozarka College (OZC) is respectfully requesting one (1) classified position from the Higher Education Central Pool. The position requested is an Aviation Technician:

Ozarka College requires an Aviation Technician to ensure safe and cost-effective maintenance support of Ozarka College aircraft used in the professional pilot degree program. Having a dedicated aviation mechanic on staff will result in tens of thousands of dollars in cost avoidance each year. More importantly, it will allow the College to have fewer training assets (aircraft) due to being able to get repairs and routinely scheduled maintenance done far more quickly than attempting to work the aircraft into a more costly maintenance facility.

This position is critical to the continued success of Ozarka's Professional pilot program that is the only two-year college program in the state; one of only two in higher education in the state; the only program in northern Arkansas; and, the lowest cost program in the nation.

If you have questions or additional information is needed for the consideration of this request, please contact Tina Wheelis, Vice President for Finance at (870) 368-2014 or [twheelis@ozarka.edu](mailto:twheelis@ozarka.edu).

Sincerely,

Richard L. Dawe, Ph.D.  
President, Ozarka College

**HIGHER EDUCATION  
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Ozarka College/0687

DATE 03/28/19

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
S020C/Aviation Technician		C117

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Tina Wheelis	03/28/19	Richard L. Dawe, Ph.D.	03/28/19
<u>INST PER REPRESENTATIVE</u>	<u>DATE</u>	<u>INST PRESIDENT/CHANCELLOR</u>	<u>DATE</u>

**ARKANSAS DEPARTMENT OF HIGHER EDUCATION - RECOMMENDATION**

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE  UNFAVORABLE

**POSITION DESCRIPTION**

**(1) % of TIME AND WORK PERFORMED**

**NOTE:** Indicate % of time for each example of work, single space within each example of work and double space between examples.

The Aviation Technician is responsible for the general maintenance, repair and inspection of the airplanes used in the aviation program including the following:

- Performing scheduled and unscheduled aircraft safety inspections and maintenance in accordance with applicable Federal Aviation Administration regulations and aircraft manufacturer’s instructions
- Repairing and overhauling engines, installing aircraft equipment, and making modifications as needed
- Assisting students, faculty, and pilots in pre-and post-flight procedures to ensure aircraft safety and security measures
- Performing tests on equipment such as flight instruments, landing gear, hydraulic systems, and flight control systems
- Ordering and maintaining aviation supplies such as parts and tools
- Maintaining log books of repairs and other maintenance documents and records and submitting required reports to aviation authorities
- Cleaning and maintaining a safe work environment
- Other duties as assigned

(2) Name and title of your immediate supervisor:  
John Catlett, Director of Aviation

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":  
None

**(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.**

%	
%	
%	
%	

**(5) Basic Qualifications**

Education, general:	Formal education of a high school diploma
Education, special or professional:	Two (2) years of specialized training in aviation maintenance technology or related field
Experience, length in years and kind:	Three (3) years of experience in aviation maintenance, aviation mechanics or a related area
Licenses, certificates, or registration	Airframes and Powerplants (A&P) FAA licensed
Special knowledge, abilities and skills:	Knowledge of federal aviation administration laws and regulations, aircraft preventive maintenance methods, repair practices, safety requirements and inspection procedures, aircraft maintenance regulations, ability to maintain and repair aircraft engines
Physical Requirements	Be able to lift up to fifty (50) pounds

**NARATIVE JUSTIFICATION**

Ozarka College requires an Aviation Technician to ensure safe and cost-effective maintenance support of Ozarka College aircraft used in the professional pilot degree program. Having a dedicated aviation mechanic on staff will result in tens of thousands of dollars in cost avoidance each year. More importantly, it will allow the College to have fewer training assets (aircraft) due to being able to get repairs and routinely scheduled maintenance done far more quickly than attempting to work the aircraft into a more costly maintenance facility.

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