EXECUTIVE PILOT I

Employee's pilot twin engine fixed wing aircraft on primarily point to point passenger flights. Employees conduct pre-flight and post-flight inspections of aircraft and note all discrepancies in a maintenance log, and maintain all other necessary logs and reports related to their flights. Work includes planning flights considering weather, navigational aids, routing, altitudes, alternative routes and destinations, loading and weight distribution, fuel requirements, and the filing of IFR flight plans as necessary. Employees normally pilot aircraft at standard altitudes with minimum stress and loading on the aircraft due to maneuvers. Employees take off and land at both high and low density airports including some grass strips, often fly under IFR flight rules although most flights are in VFR conditions, and are normally the pilot in command but may perform co-piloting duties on some flights. Work also includes giving safety briefings to passengers, conducting overnight and out of state flights on occasion, and piloting other flights involving lay over at airports while waiting for passengers to complete the homeward leg of the flight. Employees also perform very light maintenance on aircraft usually assisting the maintenance staff, and perform other duties and responsibilities as assigned.

I. DIFFICULTY OF WORK:

Variety and Scope - Employees normally pilot one general type of aircraft on point to point passenger flights.

Intricacy - Employees compute loading and weight distribution considering passengers, equipment and fuel, and perform checks of aircraft systems. Work includes continually analyzing aircraft performance and weather conditions in order to make judgements on whether to reroute or cancel flights. Flights can range in difficulty from clear VFR to hard IFR conditions.

Subject Matter Complexity - Employees apply a full knowledge of piloting, aircraft performance and the appropriate regulations and policies, along with an understanding of weather conditions and communications.

Guidelines - Employees use a variety of standardized guidelines and policies that cover most aspects of work including FAA regulations, aircraft operations and maintenance manuals, and department policies.

II. RESPONSIBILITY:

Nature of Instructions - Employees perform continuing piloting assignments as pilot in command and normally do not have any direct supervision available. However, the operations manual usually details the rules and regulations of employee procedures, conduct, training, flight operations, flight crew coordination, operational limitations and maintenance of equipment.

Nature of Review - A significant portion of the employees work is reviewed through pilot logs, flight operations reports, passenger feedback, and direct observation by check flights.

Scope of Decisions - Work performed and judgements made normally affect the passengers and occasionally a wider group connected to the flight.

Consequence of Decisions - Judgements made while pilot in command could directly affect aircraft operation and lead to the injury or death of passengers and crew.

III. INTERPERSONAL RELATIONSHIPS:

Scope of Contacts - The majority of contacts are with department maintenance personnel, aircraft controllers, and the passengers and crew.

Nature and Purpose - Most contacts are to gather, exchange or explain information concerning flight operations, weather, safety, or aircraft maintenance.

IV. OTHER WORK DEMANDS:

Work Conditions - Working conditions are generally comfortable although some cockpits can be cramped and hot with significant sun glare.

Hazards - The greatest hazard involving flight operations is the possibility of equipment failure and/or pilot error which could lead to a fatal crash.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the Federal Aviation Administration and Federal Communication Commission rules and regulations, and the State Statutes governing the operation and maintenance of aircraft. Thorough knowledge of air navigation and of multi-engine aircraft capabilities and performances. Considerable knowledge of flight planning, meteorology and aircraft maintenance requirements. Ability to pilot multi-engine aircraft in all weather conditions. Ability to communicate effectively and to establish and maintain pleasant working relationships.

Minimum Training and Experience Requirements - Graduation from high school and a minimum of 1200 hours of flight time in a closely related type of aircraft and/or type of mission, along with a minimum of three years of related experience; or an equivalent combination of training and directly related experience.

Necessary Special Requirements - Certification as a FAA commercial or air transport pilot in airplanes and possession of an FAA Class II Medical Certificate. Also required are ratings in multi-engine (land), instrument flying and others as designated.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.