

EMB-120 Fleet Manager

Reports to: Chief Pilot
Division: Everts Air Cargo

Department: Flight Operations
Station: FAI

Job Summary:

The EMB-120 Fleet Manager reports to the Chief Pilot and is responsible for management of the EMB-120 fleet ensuring compliance of company standards, policies, procedures and regulatory compliance to maximize the highest level of safety, efficiency and profitability. Administratively reports to the Director of Operations.

Essential Functions:

Primary Duties:

1. Develop training programs for crews.
2. Prepare and approve manual revisions as necessary for EMB program.
3. Supervise EMB crews during line operations.
4. Assist in standards oversight for EMB-120 fleet.
5. Coordinate with training facilities or other air carriers developing an EMB simulator program.
6. Participate in selection and promotion of crew members for this fleet.
7. Qualify and fly as pilot-in-command on EMB-120 aircraft.
8. Qualify as check pilot for the EMB program.
9. Monitor and report trends with respect to crew operational conduct.
10. Meets department and company deadlines and goals.
11. Complete other duties as assigned.

Secondary Duties:

1. Oversee transition of EMB-120 to part 135 (EAA)
2. Participate on Flight Standards Advisory Committee (FSAC)
3. Serve as company ASAP/ERC Representative
4. Assist in investigation of pilot deviations or other events in this fleet.
5. Audit Line Facilities (non-maintenance audits)

Additional Responsibilities:

Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company and report any Safety Hazards.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small

- objects and print or write legibly.
2. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
 3. Physical ability to sit for extended periods of time.
 4. Requires the ability to be sedentary for extended periods of time.
 5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Requires a Valid Driver's License
2. Requires an Airline Transport Pilot Certificate with type in one aircraft flown by the company.
3. Requires the ability to understand and retain information provided verbally and written.
4. Requires the ability to be proficient computer programs.
5. Requires excellent written and verbal communications skills.
6. Prefer 3-5 years prior supervisory experience.
7. Demonstrated problem solving expertise.
8. Ability to work independently, adapting to fluctuating workloads and priorities.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____