

Assistant Director of Operations

Reports to: Director of Operations
Division: Everts Air Cargo

Department: General Management Administration
Station: FAI

Job Summary:

The Assistant Director of Operations has the authority to perform all duties of the Director of Operations as assigned; however, the Director of Operations retains the responsibility. The Assistant Director of Operations will have a full understanding of the following materials: Aviation Safety Standards and safe operating practices, the Safety Management System (SMS), 14 CFR Chapter 1, 5, 61, 91, 117, 120, 121 and NTSB 830, company Operations Specifications, all appropriate maintenance and airworthiness standards, and contents of all company manuals. The Assistant Director of Operations directs and assists personnel under the supervision of the Director of Operations, in all matters pertinent to their duties. He keeps the Director of Operations informed on a daily basis of matters of importance. He assists with the formulation of company policies, procedures, instructions, and information.

Essential Functions:

1. Maintain management operational control of company aircraft as required.
2. Comply with 14 CFR Part 121 Operating Certificate, operational specifications, and company manual system.
3. Assists with the scheduling of aircraft and crew availability and flights, including coordination of scheduling the aircraft for required inspections. Coordinates with the Director of Maintenance the timely correction of mechanical irregularities and discrepancies.
4. Communicates with the CHDO and NTSB when assigned by the Director of Operations on operations matters pertaining to Everts Air Cargo. Has the authority to act for the Certificate Holder regarding EAC, including signing off FAA correspondence and operations specifications when so delegated by the Director of Operations.
5. Recommends revisions to GOM as needed. Ensures Operations Bulletin inclusion in GOM Revisions. Receives confirmation from the FAA that the revisions are acceptable and then distributes those revisions to all manual holders.
6. Supervise, direct, hire, train, discipline, and coach all flight personnel consistent with company policy.
7. Monitor flights from origin to arrival at its destination including all stops and diversions including mechanical delays when assigned management operational control duties.
8. Makes recommendations for the most economical utilization of the flight equipment operated by the company and scheduling of same so that the equipment will be at the maintenance base for all required inspections as set forth in the Maintenance Manual in coordination with Maintenance Control.
9. Maintain qualifications for at least one position as PIC in company aircraft.
10. Be knowledgeable of, revise and distribute all operationally related company manuals.
11. Maintain liaison with FAA or Contract Agencies on operational issues.
12. Designate Company Ground, Flight Instructors and Check Airmen in coordination with the Chief Pilot.
13. Perform check airmen duties.
14. Direct and audit schedules of all related Aircrew training.
15. Responsible for the quality or and has the authority to establish and modify the policies, procedures, instructions and information of the following SAS elements, requirements programs and/or processes
 - Appropriate Operational Equipment Requirements
 - Special Flight Permit Process
 - Passenger Handling Requirements
 - Crewmember Duties/ Cabin Procedures
 - Airmen Duties/ Flight Deck Procedures
 - Operational Control Procedures

- Carry-On Baggage Program
 - Exit Seating programs
 - De-Icing Program
 - Carriage of Cargo Requirements
 - Airplane Performance Operating Limitations Requirements
 - Computer Based Record Keeping System
 - Hazardous Materials / Dangerous Goods Program
 - Dispatch / Flight Release Requirements
 - Flight/ Load Manifest/ Weight Balance Control Processes
 - MEL/ CDL/ NEF Procedures
 - Training of Flight Crew Members
 - Training of Flight Attendants
 - Training and Qualifications of Dispatchers/ Flight Followers
 - Training of Station Personnel
 - Training of Check Airmen and Instructors
 - Simulators/ Training Devices Requirements
 - Outsource Crew Member Training
 - Aircrew Designated Examiner (ADE) Program
 - Pilot Operating Limitations / Recent Experience Requirement's
 - Appropriate Airmen/ Crewmember Checks and Qualification Requirements
 - Station Facilities Requirements
 - Use of Approved Areas, Routes, and Airports Requirements
 - RVSM Authorization Requirements
 - Flight Crewmember Flight/ Duty/ Rest Time Requirements
 - Flight Attendant Duty/ Rest Time Requirements
16. Canceling, diverting, or delaying a flight using the flight following system, if, in their opinion, or the opinion of the Pilot-In-Command, the flight cannot operate or continue to operate safely as planned or released.
 17. Reviewing Company manual revisions and ensuring the content of manuals to ensure appropriate interface with the manual system.
 18. Notifying the affected department heads of such changes of, or additions to the regulations, flight equipment and operating procedures to ensure compliance.
 19. Assists in the oversight of flight activities, scheduling and flight release of all company aircraft in accordance with FAA approved operations specifications and pertinent company manuals.
 20. Knowledgeable of and may conduct functions which may be required of the Chief Pilot position.
 21. Assist with scheduling of flight crewmembers as required.
 22. Ensuring that each employee and other persons used in the operations are informed of the provisions of the operations and specifications that apply to that employee of person's duties and responsibilities.
 23. Duties as required by the Everts Air Emergency Response Manual.
 24. Ensure adherence to procedures that promote the health and welfare of all employees.
 25. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.
 26. Build an organizational culture in which passion for continuous improvement is innate.

Additional Responsibilities:

Safety

1. Comply with all safety aspects of your position.
2. Shall 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.
6. Ensure daily conduct of a 'Just Culture' in the workplace.
7. Ensure that his or her own conduct is professional and reflects positively on the company in and out of the workplace.

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.

Environmental Conditions:

1. Requires the ability to work in extreme weather conditions.

Qualifications:

1. Must hold an airline transportation pilot certificate.
2. Requires the ability to coordinate with and work for a variety of Management personnel and must be self-motivated, organized, and comfortable with frequent change.
3. Requires the ability to understand, retain, and deliver information verbally and written.
4. Requires high level of organizational skills, attention to detail, and record keeping skills and also the ability to maintain current and updated information.
5. Computer literate including Microsoft Word, Access, Outlook and Excel.
6. Must be willing to work a flexible schedule to meet operation needs.
7. Must have at least 3 years of supervisory or managerial experience within the last 6 years in a position that has exercised operational control over any operations conducted with large airplanes under part 121 or part 135.(equivalent experience may be considered).
8. For the first time ever as a Director of Operations, a person must have 3 years' experience within the last 6 years as a PIC in a Part 135 or Part 121 operation.
9. Prefer an ATP with a minimum of 3 years and 3,000 hours Pilot-in-Command (PIC) on multi-engine aircraft, preferably on the turbine powered large transport airplanes.

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 _____