

EAA Chief Pilot

Reports to: Director of Operations
Division: Everts Air Alaska

Department: Operations
Station: FAI

Essential Functions:

The Chief Pilot is directly responsible to the Director of Operations and is responsible for surveillance of the flight crew records, limitations and qualifications as set forth by the FAA.

Job Duties:

1. Maintain a current; FAA approved master record section pertaining to all crewmembers, aircraft and flights conducted by the company.
2. Keep the Director of Operations informed on a daily basis on relevant matters.
3. Assist with the formulation of company policies.
4. May delegate responsible persons to act for him/her, however, this does not lessen his/her overall responsibility.
5. Keep himself/herself current and qualified in all respects in one type of company aircraft in accordance with the requirements and standards of a regular line captain. Flight checked in accordance with FAA requirements.
6. Available and serves on a normal full time basis, unless restricted by the rest requirements of FAR 135 or usual company duty.
7. Responsible for establishing, maintaining, and conducting crewmember standardization and training procedures to ensure safety and proficiency.
8. Responsible for ascertaining that no person is assigned or maintained as an active crewmember unless that person meets or exceeds the requirements and currency of FAR 135; personally sees that proper certification to this effect is included in each crewmember's record prior to assignment.
9. Ensure that current duplicates of certificates are included in each crewmember's record
10. Act as a check airman and personally conducts or appoints a properly approved check airman to conduct all qualification, proficiency, instrument and other check flight required by the FAA or company.
11. Is constantly informed, by daily surveillance of a master flight crew status board of the currency of each crewmember and the upcoming due date of flight checks, physicals and ground training and makes advance arrangements to resolve the approaching illegalities; crewmembers will be automatically removed from the flight schedule on or prior to the expiration date shown. Will maintain records of the original and continued currency of all crewmembers.
12. Responsible for the selection of flight personnel for upgrading.
13. Responsible for the test flight of aircraft when required or desired.

Additional Duties:

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.
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.
2. Be observant of anybody acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.
3. Be the designated AOSC (Aircraft Operator Security Coordinator) and as such review the web board on a consistent basis and to be knowledgeable about any changes in the TSA requirements. Ensure that TOL continues to provide internal AOSC training as required by TSA on an annual basis.

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. 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.
2. Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, bend, stretch, stand, knee, walk and extend legs.
3. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.

4. 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. 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.
2. Requires the ability to understand, retain, and deliver information verbally and written.
3. Requires high level of organizational skills, attention to detail, and record keeping skills and also the ability to maintain current and updated information.
4. Computer literate including Microsoft Word, Access, Outlook and Excel.
5. Must be willing to work a flexible schedule to meet operation needs.
6. Prefer prior management or supervisory experience in a Part 135 or Part 121 operation.
7. For the first time ever as a Chief Pilot, a person must have 3 years experience within the last 6 years as a PIC in a Part 135 or Part 121 operation.
8. Prefer an ATP with a minimum of 3 years and 3,000 hours Pilot-in-Command (PIC) on multi-engine aircraft, preferably on the Cessna 340, and strong knowledge as to the capabilities and limitations of Caravan 208 and/or Cessna 340 aircraft.

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 _____