

## Chief Pilot (Part 121)

Reports to: Director of Operations  
Division: Everts Air Cargo

Department: Flight Operations  
Station: ANC

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### Job Summary:

The Chief Pilot reports to the Director of Operations and is responsible for surveillance of the flight crew records, flight time limitations and qualifications as set forth by the FAA to meet applicable legal requirements and maintain safe operations (14 CFR Part 119.65(d)(3)).

### Essential Functions:

1. Processes additions, changes and deviations using the Safety Management System (SMS) Safety Risk Management (SRM) methods.
2. Maintains a current, FAA approved master record section pertaining to all crewmembers, aircraft and flights conducted by the company.
3. Maintains master copies of all required company, FAA approved manuals, preparing and submitting for approval revisions as necessary.
4. Directs and assists all personnel under his supervision in all matters pertinent to their duties.
5. Keep the Director of Operations informed on a daily basis on matters of importance to him/her.
6. Assist with the formulation of company policies as they relate to flight operations.
7. Is charged with, and has the authority and responsibility to conduct the following specific duties (14 CFR Part 119.65(e)(1)):
  - a. Keeps current and qualified in all respects in one type of company aircraft in accordance with the requirements and standards of a regular line captain. He is flight checked in accordance with FAA requirements.
  - b. Is available and serves on a normal full-time basis, unless restricted by the rest requirements of 14 CFR 121 or usual company duty.
  - c. Is responsible for establishing, maintaining, and conducting crewmember standardization and training procedures to ensure safety and proficiency. Proposes, develops, and directs the implementation of training that would further develop flight crew personnel.
  - d. Review Proficiency and Competency Check ride forms for Unsatisfactory (U), trained to Satisfactory (S) performance by the airman, and order remedial training if appropriate
  - e. Responsible for the procurement, assignment, and scheduling of all flight crewmembers. He is expected to maintain an adequate roster of properly qualified, current, and available flight personnel to meet company requirements at all times.
  - f. Responsible for ensuring that no person is assigned or maintained as an active crewmember unless that person meets the requirements and currency of 14 CFR Part 121. He personally sees that proper certification to this effect is included in each crewmember's record prior to assignment.
  - g. Makes certain that current duplicates of certificates are included in each crewmember's record.
  - h. Acts as a check pilot and personally conducts or appoints an approved check pilot to conduct all qualification, proficiency, instrument, and other check flight required by the FAA or company.
  - i. Keeps himself/herself 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. He will maintain records of the original and continued currency of all crewmembers and will proactively communicate with crew members.
  - j. Is responsible for the selection of flight personnel for upgrading.
  - k. Is responsible for test flight of aircraft when required.
8. Ensure that crew and scheduling input is present at meetings and communicate all pertinent input to flight ops staff.
9. Regularly communicate with the General Manager/President regarding areas within his control to ensure organizational priorities are in line.
10. Issue memos, bulletins or other notices as required by the Director of Operations.
11. Conduct or participate in counseling and disciplinary meetings.
12. Document attendance or other conduct issues and resolution.
13. Complete other duties as assigned by the DO and President.

14. Build an organizational culture in which passion for continuous improvement is innate.
15. Ensure adherence to procedures that promote the health and welfare of all employees.
16. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

**Additional Responsibilities:**

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company’s Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies, and procedures as trained.
2. 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. The Chief Pilot will be qualified through training, experience, and expertise (14 CFR Part 119.65(d)), and will meet the qualification standards contained in 14 CFR Part 119.67(b). He/she will have a full understanding of the following materials: Aviation safety standards and safe operating practices, 14 CFR Chapter 1 (FARs), company Operations Specifications, all appropriate maintenance and airworthiness standards, and contents of company manuals (14 CFR Part 119.65(d)(1)(2)).
2. Knowledge of administrative and clerical procedures, work processing systems/software, managing files and records, designing forms and other office procedures and related terminology.
3. Ability to maintain confidentiality in all aspects of employment, including file and record maintenance.
4. Knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.
5. Must possess a valid driver’s license.

*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.*

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature \_\_\_\_\_ Date\_\_\_\_\_

Employee Printed Name\_\_\_\_\_