

PILOT (PART 135)

Reports to: Primary – Director of Operations
Secondary – Chief Pilot

Department: Operations- 135
Station: FAI

Division: Everts Air Alaska

Job Summary:

The Pilot is administratively responsible to the Chief Pilot and is functionally responsible to the person exercising operational control of the flight to which they are assigned.

Essential Functions:

Pilots shall be familiar with and follow instructions that pertain to their duty position contained in the company General Operations Manual, Operations Bulletins, and other instructions pertinent to his duties. In addition, the Pilot will be responsible for the following:

1. Upon assignment of the flight, ensure that they are legally and adequately rested.
2. Completion of preflight preparation as required, ensuring aircraft and load are ready for departure 15 minutes prior to scheduled departure time.
3. Completing training as assigned by management.
4. Completion of all checklists.
5. Performing all standard radio contacts and position reports when piloting the aircraft.
6. Perform other duties as directed by the Chief Pilot.
7. Assist in escorting, enplaning, and deplaning of passengers during the boarding and deplaning process.
8. Monitor Fuel Servicing of your aircraft under your control.
9. Report to work a minimum of one hour prior to departure for each scheduled and charter flight.
10. Be available for their normal duty assignment and occasionally work outside of it as operationally required to meet company needs.
11. Build an organizational culture in which passion for continuous improvement is innate.

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.

Administrative

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

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:

The pilot will be qualified through training, experience, and expertise and will meet the qualification standards contained in 14 CFR Part 61 Subpart F or G, and will have a full understanding of aviation safety standards and safe operating practices contained in Title 14 CFR (FARs (1),(23),(25) (67),(91),(135), company Operations Specifications, all appropriate maintenance and airworthiness standards, and contents of company manuals.

This job description in no way states or implies that these are the only duties to be performed by this employee. The individual 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 _____