

## **Chief Pilot**

### **Job Description:**

The Chief Pilot divides their focus between external and internal aviation activities. The position has both tactical and strategic elements; seeking solutions to short-term operational issues and planning long-term solutions to encompass the corporate strategic vision.

### **Job Responsibilities:**

- Ensure the execution of plans and policies for company-related compliance issues
- Act as a direct liaison to the FAA for matters pertaining to the operating certificate with respect to pilot training or as designated by the Director of Operations
- Communicates effectively with the Director of Operations, COO, and President as appropriate regarding relevant flight operational and pilot training activities
- Maintains flight manuals, checklists, and crew equipment required for the aircraft
- Ensures adequate flight crew training, testing, recording, and archiving of training records
- Responsible for operational control to initiate, terminate, or divert all company flight operations
- Responsible for cancelling or suspending any flight operation in the interest of safety until it can be confirmed that the safety hazard has been removed or is no longer a threat to safe operations
- Maintains a proactive focus on pilot staffing needs and recommends staffing level adjustments to maintain optimal operational efficiency and regulatory compliance
- Fulfills line pilot scheduling vacancies as directed by the Director of Operations or his designee as the need arises

### **Job Requirements:**

- Satisfies the Management Personnel requirements of 14 CFR 119.7 for Chief Pilot
- Must hold a valid Airline Transport Pilot Certificate with a type rating in at least one of the aircraft operated; Minimum 3,000 hours Total Time
- Must have previous leadership experience from a Part 135 environment
- Must be thoroughly familiar with the Company Manuals, Operations Specifications and FAA Regulations
- Experience with FAA related Data Collection Tools (DCTs)
- Experience with ARGUS and audit compliance
- Understand and be able to implement safety management
- Displays strong team building skills in planning, organizing, staffing, and controlling members of the flight operations team
- Excellent communication skills with quick and accurate decision making
- Close attention to detail
- Strong interpersonal skills and able to work effectively with other managers
- Craft, cultivate, and implement gaps in processes and procedures
- Ability to work varying hours of the day or night, on weekends and holidays