



Job Description

Chief Pilot

Assigns and supervises the duties of flight and ground personnel. Manages the overall operation of the aviation department. Coordinates aircraft maintenance with flight scheduling. Must stay current with federal and local flight regulations. Possesses current airline transport certificate with necessary type ratings. Requires a minimum of 2,000 hours of flight experience and 1,500 hours of pilot-in-command experience

Main Duties:

- 1) Ensure the Flight Operations aircraft are operated to the highest level of safety and that all crew members maintain professional standards at all time.
- 2) Supervise the screening, selecting and monitoring of Captain / FO candidates.
- 3) Accomplishing performance appraisals, providing feedback to pilots, Dispatch and taking corrective or developmental actions when required.
- 4) Oversee Specimen transport, assuring standard operating procedures are being adhered to.
- 5) Ensure that the specimen flight schedule operates efficiently and cost effective, maintaining a high level of service for customers and clients.
- 6) Inform crew, travelers, maintenance department, and other pertinent personnel of all changes to itineraries prior to or during course of trip.
- 7) Assume the Director of Flight Operations duties and responsibilities in his/her absence.
- 8) Coordinate the following functions with the Dispatch manager:
- 9) Pilot scheduling.
- 10) Assist in the daily aircraft allocation.



11) Flight scheduling.

12) With the Director of Maintenance, monitor hours on aircraft until next aircraft inspection is due and other maintenance work is to be completed on each aircraft. Manipulate flight schedules to accommodate aircraft maintenance work. Assist in the evaluations, engineering and development of aircraft modifications and improvements.

13) Perform the duties of a Captain.

14) Manage and negotiate all fuel prices, landing fees, etc.

15) Approve invoices in coordination with the Director.

16) Work in coordination with the Manager of Training and monitor status of crewmember qualifications.

17) Monitor flight standards in accordance with FOM SOP.

18) Maintain a high level of proficiency in operating departmental computers and sof