

POSITION DESCRIPTION
AIRCRAFT PILOT
Division of Enterprise Operations

Position Summary

This position functions as an aircraft pilot for the Department. This position will provide safe, comfortable flights to best serve the needs of the passengers. This position will also participate in flight and ground training programs.

TIME % GOALS AND WORKER ACTIVITIES

45% A. Function as a Pilot for the Department

A1. Transport the Governor, Legislators, Chief Executives of State departments, and other employees of State government and the Wisconsin University System throughout the United States, Canada and Mexico.

A2. Pilot safe flights to best serve the needs of the passengers; giving special attention to:

- Making safety the number one priority.
- Meteorological conditions (including wind, precipitation, icing, clouds and visibility).
- Airport suitability (including runway length, width, and conditions; instrument approaches available; fuel and other available ground services).
- Fuel requirements.
- Continuous aircraft airworthiness evaluations.
- Passenger schedule (possible need for timely alternate means of transportation).

A3. Recognize and manage risks effectively. Apply sound principles of aeronautical decision-making.

A4. Operate as either member of a two-person cockpit crew, making effective use of Crew Resource Management techniques.

A5. Possess and maintain the medical and professional pilot standards required by the FAA 2nd Class Medical and ATP certificates.

30% B. Provide customer service to passengers for comfortable and enjoyable flights

B1. Meet the needs of passengers who may become ill during flight or who have other discomforts.

B2. Establish and maintain a high degree of courtesy and service to passengers, respecting the confidentiality of their conversations.

- 15% C. Maintain Exemplary Personal Flight Standards.
- C1. Maintain currency and proficiency in day, night and instrument conditions in assigned Department aircraft commensurate with FAA and Department regulations and requirements. Successfully demonstrate pilot proficiency on periodic check flights and written examinations.
 - C2. Attend training sessions to gain additional capability and thereby provide more effective and efficient utilization of aircraft.
 - C3. Maintain a current knowledge of weather, regulations and flight procedures by self-study, attending in-service training sessions and formal classroom courses.
 - C4. Maintain a thorough knowledge of the performance characteristics and operating limitations of all Department aircraft.
 - C5. Seek excellence in airmanship.

- 10% D. Participation in Flight and Ground Training Programs.
- D1. Actively participate in the section flight safety program. Elements of the program will include new hire training, all pilot continuing education and complete documentation of all training. Recommend improvements to Aviation Manager.
 - D2. Actively participate in all section-related ground safety programs and activities.
 - D3. Evaluate and train pilots in Department aircraft, as assigned by Aviation Manager.
 - D4. Conduct special studies of current or possible section activities, as assigned by Aviation Manager.

Minimum Requirement:

Requires license by the FAA for single and/or multi-engine aircraft

Special Requirements for Aircraft Pilot:

1. FAA Pilot Certificate: Airline Transport Pilot
2. At Least Commercial Privileges: Single and Multiengine Airplane Land
3. 3,000 hours Airplane
4. 1,500 hours Pilot In Command (PIC) Airplane
5. 300 hours PIC Turbine Airplane
6. 300 hours Instrument Time (Actual and Simulated)
7. 300 hours Night PIC
8. Ability to obtain an FAA Type rating for King Air 300 aircraft
9. FAA Medical Certificate: Second Class
10. Ability to fill flight assignments as required to support the flight scheduling responsibilities of the program. Flight assignments can occur 7 days a week 24 hours a day.

Knowledge, Skills and Abilities:

1. Knowledge of overall goals of the Department and the procedural steps involved for the aviation program to assist other sections in attaining these goals.
2. Knowledge of each customer's activities and the ability to relate use of aircraft to provide a more economical and efficient operation.
3. Knowledge of the capabilities and limitations of individual pilots and aircraft for effective application and combination of each.
4. Knowledge of FAA Regulations and policies as they apply to the section.
5. Knowledge of Department and State Directives as they apply to the section.
6. Knowledge of safety training programs as they apply to the section.