AIRCRAFT PILOT
Competency Profile

Description of Work:

Employees in this role perform the duties of Pilot-in-Command or Second-in-Command on a variety of aircraft, in all-weather day and night operations using both IFR and VFR procedures. Employees may fly solo missions or provide executive-level air transportation for health care providers, administrators, the news media, or other passengers as needed. Most aircraft flown by employees in this role carry from zero to five passengers. Some employees will perform specialty missions, such as aerial survey or search missions. Work also involves the monitoring, coordination, and documentation of maintenance procedures. Employees are responsible for staying abreast of changing air safety regulations and procedures, as well as maintaining preparedness for abnormal or emergency situations. Other administrative duties related to organizational functions may be assigned. Employees must maintain licensure through required continuing education, flight simulation training, written exams, etc.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
Contributing	**Journey**	**Advanced**
Employees at this level are usually are trainees or serve as Second-in-Command under more experienced pilots; in some cases Contributing-level pilots may fly solo missions.	Employees at this level are usually Pilot-in-Command on more sophisticated aircraft, or a variety of aircraft, flying diverse missions and/or carrying passengers. They routinely fly in day, night, and all-weather conditions.	Employees at this level are Pilot-in-Command on the most sophisticated aircraft, flying the most complex/diverse mission types and carrying passengers in day, night, and all-weather conditions. They may also function as Pilot-in-Command for training flights with inexperienced student pilots. Pilots at the Advanced level typically command the largest number of flights per week, with the most takeoff and landing segments.

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

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Competency	Definition
Professional Knowledge and Skill	Understanding of functioning of various types of aircraft assigned; aviation rules during various weather conditions using IFR and VFR; takeoff and landing procedures; operation of all equipment in accordance with manufacturer's limitations and federal aviation guidelines; geography and flight-planning responsibilities; monitors engine operation, fuel consumption, and functioning of aircraft systems during flights. Ability to apply knowledge to actual performance in a variety of conditions and situations.
Safety/Regulatory Requirements	Inspection of aircraft during pre-flight check, recognizing defects or malfunctions; conducting safety orientations for passengers; uses knowledge of relevant safety equipment, policies, and strategies to ensure safety of both passengers and people on the ground.
Communication/Public Contact	Professional communication with passengers, ground crews, air traffic controllers, and others as needed for safe flight operations; maintaining calm and order among passengers on board the aircraft.
Administrative Operations	Coordination of maintenance procedures and documentation; other documentation as required; other administrative operations relative to the aviation center as assigned.

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Professional Knowledge and Skill

Understanding of functioning of various types of aircraft assigned; aviation rules during various weather conditions using IFR and VFR; takeoff and landing procedures; operation of all equipment in accordance with manufacturer's limitations and federal aviation guidelines; geography and flight-planning responsibilities; monitors engine operation, fuel consumption, and functioning of aircraft systems during flights. Ability to apply knowledge to actual performance in a variety of conditions and situations.

Contributing	Journey	Advanced
1. Flies as a Second-in-Command or a trainee with more-experienced pilots. May fly as a solo pilot without passenger responsibility.	1. Competent to pilot aircraft type[s] as assigned, with or without passengers.	1. Competent to pilot a variety of aircraft types, with or without passengers, as well as to provide training to students or less-experienced pilots.
2. N/A	2. Cleared to fly multiple mission types as needed, with or without passengers.	2. Routinely assigned the most challenging conditions and mission types, with multiple complex factors. Routinely flies with passengers aboard.
3. Maintains currency with changing regulations and terminology.	3. Maintains currency with changing regulations and terminology.	3. Maintains currency with changing regulations and terminology; may act as a resource to others on these matters.

Safety/Regulatory Requirements

Inspection of aircraft during pre-flight check, recognizing defects or malfunctions; conducting safety orientations for passengers; uses knowledge of relevant safety equipment, policies, and strategies to ensure safety of both passengers and people on the ground.

Contributing	Journey	Advanced
1. Conducts safety inspections on assigned aircraft, often with oversight from a more-experienced pilot.	1. Conducts full safety inspections on assigned aircraft.	1. Conducts safety inspections on multiple types of aircraft, recognizing potential hazards on the most sensitive/sophisticated equipment. Trains less-experienced pilots on inspection procedures and nuance; may oversee work of a Second-in-Command.

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Communication/Public Contact
Professional communication with passengers, ground crews, air traffic controllers, and others as needed for safe flight operations; maintaining calm and order among passengers on board the aircraft.

Contributing	Journey	Advanced
1. Provides back-up to Pilot-in-Command for safety orientations.	1. Conducts thorough safety orientations for passengers, as required by regulation.	1. Has routine contact with high-level passengers and maintains discretion with regard to sensitive information.
2. Interacts with passengers, other aviation officials, etc., as appropriate.	2. Responds to questions regarding flight issues and technical aircraft matters from passengers, ground crews, controllers, other officials, etc.	2. In addition to responding to technical questions, also acts as an ambassador for unit operations through a thorough familiarity with programmatic matters.

Administrative Operations
Coordination of maintenance procedures and documentation; other documentation as required; other administrative operations relative to the aviation center as assigned.

Contributing	Journey	Advanced
1. Maintains maintenance and flight logs as required by regulations; work may be reviewed or approved by a higher-level pilot.	1. Maintains maintenance and flight logs as required by regulations.	1. Maintains maintenance and flight logs as required by regulations.
2. N/A	2. N/A	2. May oversee a collateral area important to organizational functions, e.g., scheduling, training, safety, etc.

Recommended Minimum Training Guideline:
Graduation from high school and a minimum of 1000 hours of flight time in a closely related type of aircraft and/or type of mission, along with a minimum of two years of related experience; or an equivalent combination of training and directly related experience. Necessary Special Requirements - Certification as a Commercial Pilot or Airline Transport Pilot, with appropriate ratings; and possession of an FAA Class II Medical Certificate.
Special Note -This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.