
Auburn University Job Description

Job Title:	Captain/Sr Captain	Level I	Grade TR20 \$86,200 - \$163,800
Job Code:	EA65	Level II	Grade TR21 \$99,200 - \$188,500
FLSA status:	Exempt		

Job Summary

Pilot University aircraft to provide transportation for official University business.

Essential Functions

1. Serves as Pilot-in-Command of jet aircraft and responsible for passenger safety, comfort, and efficient operation of University aircraft ensuring compliance with all federal, state, local and university regulations, as well as policies and procedures specified in the ATD Flight Operations Manual.
2. Preflights aircraft and plans flight in accordance with Federal directives.
3. Reviews current policies governing the safe operation of University aircraft and suggests alternate policies to enhance safety.
4. Performs weekly inspection to assess airworthiness of aircraft, cleans all portions of the aircraft interior and exterior as needed and restocks all consumable items in aircraft.
5. Reviews industry and Federal guidelines for issues that impact University's aircraft operations and prepares records and maintains records required for compliance.
6. Ensures all charts and approach procedure information is current and available for that flight.
7. Senior Captain - Ability to take responsibility as Chief Pilot in absence. Mentors and guides Captain, Sr. First Officer, and First Officer positions.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under minimal supervision performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for assigned work and confers with Director, ATD on unusual matters. Coordinates the work of others on assignments and may assign work to and assist less experienced employees. May act in an advisory role.	Knows and applies advanced concepts, practices, and procedures of a particular field of specialization, with awareness of related fields.	High School Diploma or Equivalent. Possesses an FAA Airline Transportation Pilot (ATP) certificate in the appropriate category, class, and type.
II	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for assigned work and responsibilities, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's and ATD's goals in specific areas. Recommends changes in procedures or policies and leads change initiatives to completion, often persuading or coordinating work of others outside own department. May act in an advisory role.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect or are affected by own area.	High School Diploma or Equivalent. Possesses an FAA Airline Transportation Pilot (ATP) certificate in the appropriate category, class, and type.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High School Diploma or Equivalent. Possesses an FAA Airline Transportation Pilot (ATP) certificate in the appropriate category, class, and type.

Level II High School Diploma or Equivalent. Possesses an FAA Airline Transportation Pilot (ATP) certificate in the appropriate category, class, and type.

Focus of Education

High School Diploma or Equivalent. Bachelor's degree in an Aviation or a related field is desired.

Focus of Experience

Captain - 3500 hours total time, 1500 hours Pilot-in-Command, 1250 hours Pilot-in-Command AMEL, 600 hours Pilot-in-Command AMEL turbojet, 300 hours Pilot-in-Command in type or similar. Familiar with part 91 operations in business aviation.

Sr Captain - 5000 hours total time, 3500 hours Pilot-in-Command AMEL, 2000 hours Pilot-in-command AMEL turbojet, 500 hours Pilot-in-Command in type or similar. Familiar with part 91 operations in business aviation,

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

FAA Airline Transport Pilot (ATP) certificate in the appropriate category, class, and type. Current FAA Class I medical certificate.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Must pass eye exam for FAA medical certification.

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Date: 3/9/2023

