
Auburn University Job Description

Job Title:	Dir, Air Transportation	Job Family:	No Family
Job Code:	EG03	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Provides overall leadership and direction to flight and administrative personnel to ensure high standards of performance, competence, and safety. Responsibilities include budgetary, financial and operations oversight, policy management and compliance.

Essential Functions

1. Directs the function of the Auburn University Air Transportation Department to include providing leadership and supervision and coordinating efforts with other offices and departments.
2. Schedules, oversees, reviews, coordinates, documents, and approves commercial air charter operators for departments, teams, and personnel chartering air travel.
3. Flies as pilot-in-command (PIC) and supervises activities of assigned pilots, including training, proficiency, safety, and all job related activities.
4. Schedules, oversees, reviews, coordinates, and documents scheduled and non-scheduled aircraft maintenance. Ensures all equipment is repaired, maintained, and complies to all appropriate rules and regulations.
5. Prepares department budget to include approving and monitoring all department expenditures to ensure compliance with regulatory and university policy/directives while developing and implementing the overall financial policy of the department.
6. Complies with all Federal Aviation Administration polices, procedures, and guidelines.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No Specific Discipline.
Experience (yrs.)	8	8 years' experience as a professional pilot including 3500 total hours; 1500 hours pilot-in-command (PIC) in an Aircraft Multiengine Land (AMEL); and 1000 hours as PIC in a turbine AMEL; experience in aviation management.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of aviation management, and Federal Aviation Administration (FAA) and Aeronautics Bureau rules and regulations.

Certification or Licensure Requirements

FAA Airline Transport Pilot Certificate, FAA multi-engine rating, FAA instrument airplane rating, Current FAA Class I or II medical certificate.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, 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 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 10/20/2017
