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## Auburn University Job Description

Job Title:	<b>Pilot</b>	Level I	Grade 32 \$35,000 - \$58,400
Job Code:	<b>EG07</b>	Level II	Grade 33 \$39,300 - \$65,500
FLSA status:	Exempt	Level III	Grade 34 \$45,100 - \$75,100

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### Job Summary

Pilots University aircraft to provide transportation for official University business.

### Essential Functions

1. Level I serves as a co-pilot/first officer for University aircraft flights by assisting the captain with passenger safety, comfort, and efficient operation of the University aircraft.
2. Level II and III serves as Pilot-in-Command of jet aircraft and responsible for passenger safety, comfort, and efficient operation of University aircraft.
3. Preflights aircraft and plans flight in accordance with Federal directives.
4. Reviews current policies governing the safe operation of University aircraft and suggests alternate policies to enhance safety.
5. 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.
6. Reviews industry and Federal guidelines for issues that impact University's aircraft operations and prepares and maintains records required for compliance.
7. Ensures all charts and approach procedure information is current and available for that flight.
8. Cleans interior and exterior aircraft and stocks consumables for flights.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 2 years experience.
II	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 unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, 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 goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	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.	Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* 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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## Auburn University Job Description

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position plus 2 years experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

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Degree in Aviation Management or related field

#### Focus of Experience

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Level I - 1500 total hours Pilot in Command with 750 hours Pilot in Command in AMEL, and 100 hours in turbine aircraft; Level II - 3500 total hours Pilot in Command with 2500 hours Pilot in Command in AMEL, and 500 hours in turbojet aircraft with 100 hours in type, 150 hours Pilot in Command in CE 550/560 aircraft with the previous year is desired; Level III - 5000 total hours Pilot in Command with 3000 hours Pilot in Command in AMEL, and 1500 hours in turbojet aircraft with 500 hours in type, 250 hours Pilot in Command in CE 550/560 aircraft with the previous year is desired

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Certification or Licensure Requirements:

Airline Transport Pilot (ATP) certificate in the appropriate category, class, and type. FAA Class II medical certificate for Level I; FAA Class I medical certificate for Levels II and III. Completion of Flight Safety International or equivalent training for pilot-in-command within previous 12 months and MEI is desired.

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### 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, talking, hearing, handling objects with hands, and lifting up to 50

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## **Auburn University Job Description**

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Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Date: 1/11/2012

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