
Auburn University Job Description

Job Title:	Flight Instructor, Chief	Job Family:	No Family
Job Code:	EG09	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Leads and supervises the Flight Education organization in the conduct of pilot courses, which are integral to the Professional Flight Management degree program.

Essential Functions

1. Maintains safety as a top priority; assures adherence to and maintenance of safety standards during day-to-day operations.
2. Prioritizes the allocation of resources, both personnel and equipment, to maximize the safe, efficient, and effective conduct of all assigned academic courses.
3. Provides effective leadership and supervision of the flight instructor cadre, assigned staff, and students to achieve standardized instruction and uniform adherence to established educational goals.
4. Maintains pilot school documentation and academic records in accordance with Federal Aviation Administration, Veterans' Administration and Auburn University policy and directives.
5. Manages the Flight Education Directorate budget.
6. Assists with the planning related to equipment acquisition, curriculum development and program strategy.
7. Coordinates with the Federal Aviation Administrator's Flight Standards District Office on any matters affecting program certification and regulatory compliance.
8. Coordinates with airport staff on safety and operational issues.
9. Oversees the maintenance of all assigned university aircraft.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Degree in Management, Aviation, or related field
Experience (yrs.)	5	Leadership of a Federal Aviation Administration Regulations (FAR) Part 141 pilot school which conducted private pilot, instrument pilot, commercial pilot, multiengine pilot, and flight instructor courses. Must meet applicable experience requirements specified in FAR Part 141.35

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

Comprehensive knowledge of FARs relating to pilot schools and flight operations. Advanced knowledge of flight safety, flight instruction and organizational leadership.

Certification or Licensure Requirements

Must maintain FAA Certification as Flight Instructor-Airplane Multiengine with Instrument Rating. Must maintain medical certification as required for pilot certifications listed above, and as required to maintain FAA designation as Chief Flight Instructor.

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 standing, sitting, reaching, talking, hearing, handling objects with hands, .

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

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

Date: 1/3/2012
