AUBURN
Human Resources

Captain

Job Description

JOB INFORMATION

Job Code	EA65A
Job Description Title	Captain
Pay Grade	TR20
Range Minimum	$95,140
33rd %	$123,680
Range Midpoint	$137,960
67th %	$152,230
Range Maximum	$180,770
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/9/2023

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation

JOB SUMMARY

Pilot University aircraft to provide transportation for official University business.

RESPONSIBILITIES

- 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.
- Preflights aircraft and plans flight in accordance with Federal directives.
- Reviews current policies governing the safe operation of University aircraft and suggests alternate policies to enhance safety.
- 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.
- Reviews industry and Federal guidelines for issues that impact University's aircraft operations and prepares records and maintains records required for compliance.
- Ensures all charts and approach procedure information is current and available for that flight.
- Senior Captain - Ability to take responsibility as Chief Pilot in absence. Mentors and guides Captain, Sr. First Officer, and First Officer positions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	Bachelor's degree in an Aviation or a related field is desired.	and	0 years of	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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	FAA Airline Transport Pilot (ATP) certificate in the appropriate category, class, and type.	Upon Hire	Required	And
	Current FAA Class I medical certificate.	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Additional Special Requirements:

Must pass eye exam for FAA medical certification.