
Auburn University Job Description

Job Title:	Dir, Oper/Chief Flight Instr	Job Family:	No Family
Job Code:	AA82	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Provides overall leadership and management of the Auburn University Aviation Center (AUAC) Professional Flight department. This includes flight training (students and non-students), aircraft acquisition, care and maintenance, and ensuring state and federal regulatory compliance while adhering to safety standards.

Essential Functions

1. Serves as the FAA-approved Chief Flight Instructor in accordance with 14 CFR Part 141 for the AUAC Professional Flight department and pilot for the FAA-approved Part 141 pilot school. Oversees and manages activities of assigned pilot training staff and flight instructors, including operational safety, training standardization and quality, initial and recurrent proficiency training, and all other job-related activities. Oversees and supervises the pilot training of all students participating in the aviation program at Auburn University.
2. Oversees and directs the AUAC Professional Flight department aircraft fleet maintenance, including recurring FAA-required annual and 100-hour inspections, individual aircraft component and systems inspections, and all non-scheduled airplane maintenance requirements. Forecasts, oversees and directs the acquisition and disposal of all AUAC Professional Flight training aircraft and flight simulation.
3. Maintains a safety culture as the highest priority by assuring adherence to and maintenance of safety standards throughout day-to-day operations. Coordinates with airport management and staff on safety and operational issues.
4. Forecasts, directs, and approves equipment acquisition to meet pilot training needs. Directs and approves curriculum development and program strategies by collaborating with faculty and instructors.
5. Manages and administers the department budget, including budget preparation, 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. Prioritizes the allocation of resources, both personnel and equipment, to maximize the safe, efficient, and effective conduct of all assigned academic courses.

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	Aviation, Aviation Management, Business Management, Finance, or related field.
Experience (yrs.)	7	Extensive experience in aviation pilot training, flight operations, and training fleet management. At least 4 years experience in a leadership role in a pilot school, which conducts private pilot, instrument pilot, commercial pilot, multi-engine pilot, multiengine pilot, and flight instructor courses.

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

In-depth knowledge of FAA regulatory requirements for FAA pilot certification in accordance with Parts 141 and 61, airplane maintenance, and overall flight operations in accordance with Part 91.

Certification or Licensure Requirements

(1) Must hold at least an FAA Commercial Pilot certificate with airplane single and multi-engine land, and instrument-airplane ratings. (2) Must hold an FAA Flight Instructor certificate with airplane single and multi-engine, and instrument-airplane ratings. (3) Must meet FAA regulatory requirement in accordance with 14 CFR Part 141.36 for designation as Chief Flight Instructor for AU's FAA approved Part 141 Pilot School.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/5/2017
