



JOB INFORMATION

Job Code	AA82
Job Description Title	Dir, Oper/Chief Flight Instr
Pay Grade	TR20
Range Minimum	\$92,370
33rd %	\$120,090
Range Midpoint	\$133,940
67th %	\$147,800
Range Maximum	\$175,510
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Flight Operations

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- Prioritizes the allocation of resources, both personnel and equipment, to maximize the safe, efficient, and effective conduct of all assigned academic courses.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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	
Bachelor's Degree	Aviation, Aviation Management, Business Management, Finance, or related field.		7 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
FAA Certified Aircraft Mechanic	Must hold at least an FAA Commercial Pilot certificate with airplane single and multi-engine land, and instrument-airplane ratings.	Upon Hire	Required	And
	Must hold an FAA Flight Instructor certificate with airplane single and multi-engine, and instrument-airplane ratings.	Upon Hire	Required	And
	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.	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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.