
Auburn University Job Description

Job Title:	First Officer/Sr First Officer	Level I	Grade AI05 \$49,455 - \$86,545
Job Code:	EA64	Level II	Grade AI04 \$58,182 - \$101,818
FLSA status:	Exempt		

Job Summary

Pilots University aircraft as a first officer/sr first officer to provide transportation for official University business.

Essential Functions

1. Serves as a first officer/sr first officer for University aircraft flights by assisting the captain with passenger safety, comfort, and efficient operation of the University aircraft.
2. Preflights aircraft and plans flight in accordance with Federal directives.
3. Reviews current policies governing the safe operation of University aircraft and suggests alternate policies to enhance safety.
4. 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.
5. Reviews industry and Federal guidelines for issues that impact University's aircraft operations and prepares records and maintains records required for compliance.
6. Ensures all charts and approach procedure information is current and available for that flight.
7. Assumes duties of pilot-in-Command, if needed.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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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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. Some evaluation, originality and ingenuity required. Work is checked for conformance with FAA and ATD guidelines, policies, and procedures.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization. Knowledge of FAR's and university/department policies and procedures. Familiar with part 91 operations in business aviation and strong customer service skills.	Associates degree in discipline appropriate to position plus experience as a professional pilot.
II	Under general supervision, performs varied duties and assignments involving judgment and decision making. Resolves routine problems or questions, referring only complex issues to a higher level. Evaluation, originality, and ingenuity is required. Work is evaluated for conformance with FAA and ATD guidelines, policies, and procedures.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields. Familiar with part 91 operations in business aviation and strong customer service skills.	Associates degree in discipline appropriate to position plus experience as a professional pilot.

* 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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Minimum Required Education and Experience

Level I Associates degree in discipline appropriate to position plus experience as a professional pilot.

Level II Associates degree in discipline appropriate to position plus experience as a professional pilot.

Focus of Education

No specific discipline.

Focus of Experience

First Officer - 1000 hours total time, 750 hours Pilot-in-Command, 150 hours in AMEL. Familiar with part 91 operations in business aviation.

Sr First Officer - 2000 hours total time, 1000 hours Pilot-in-Command, 450 hours in AMEL, 200 hours Pilot-in-Command AMEL, 400 hours in turbojet aircraft, 400 hours in type or similar. Familiar with part 91 operations in business aviation.

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:

First Officer - FAA Commercial Pilot certificate in appropriate category and class with instrument rating; Current FAA Class II medical certificate.

Sr. First Officer - FAA Class I medical certificate for Sr First Officer; FAA Airline Transport Pilot (ATP) certificate in the appropriate category.

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, climbing or balancing, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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

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Must pass eye exam for FAA medical certification.

Date: 5/3/2018

