

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
AIRCRAFT PILOT

JOB DESCRIPTION

Employees in this job pilot or co-pilot state aircraft for passenger transportation, forest fire detection, and related transportation or natural resources duties. Work includes the routine inspection of aircraft, radio communications, and ground observation and requires application of knowledge of federal aviation laws, regulations, airport procedures, and departmental rules.

There are two classifications in this job.

Position Code Title - Aircraft Pilot-E

Aircraft Pilot E12

This is the experienced aircraft pilot. The employee performs a full range of aircraft flight assignments including acting as pilot-in-command of single-or-multi-engine fixed wing aircraft or helicopters or as co-pilot of high performance multi-engine turbo-prop aircraft. The employee exercises extensive independent judgment in making decisions that may include taking immediate actions with limited opportunity to consider various alternatives.

Position Code Title - Aircraft Pilot-A

Aircraft Pilot 13

This is the advanced level. The employee serves either as a lead worker responsible for overseeing the work of other Aircraft Pilots or as a senior worker performing the most complex aircraft pilot assignments. Senior-level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Pilots or co-pilots, single or multi-engine fixed wing airplane, seaplane, or helicopter in all seasons, times of day, and weather conditions, in accordance with applicable laws and safety regulations.

Flies missions for forest fire detection and control, wildlife census, law enforcement patrols, forest pest damage surveys, aerial photography, search and rescue, and other natural resources purposes, and does related ground observation.

Transports state officials, other persons, and materials and equipment by air on state business.

Evaluates current and forecasted weather conditions prior to and during flights as well as other information relating to the safe conduct of flights.

Performs pre-flight inspection of aircraft and assists in other inspections, as needed.

Communicates by radio with airport control towers and with ground fire-fighting units and others as needed.

Maintains records of activities, flight logs, operating expenses, and maintenance.

Reports equipment malfunctions to appropriate personnel.

Keeps informed of changes in departmental rules related to the work, and federal flight laws and regulations.

Determines flight routes and altitudes for safe and efficient flights, and files flight plans.

Coordinates flights to prevent scheduling conflicts.

Informs passengers of safety provisions.

May perform routine maintenance functions, such as oil, spark plug and tire changes, wheel greasing, and other maintenance as allowed by law.

Performs related work as assigned.

Additional Job Duties

Aircraft Pilot 13 (Lead Worker)

Coordinates the work of lower-level Aircraft Pilots by scheduling and overseeing work assignments.

Oversees and assures the quality of work by requiring strict adherence to established methods, procedures, and policies.

Explains work instructions and adapts, when necessary, pertinent general methods and procedures in order to meet required needs.

Makes recommendations on improved methods of aircraft maintenance and equipment upgrades.

Trains lower-level Aircraft Pilots.

Aircraft Pilot 13 (Senior Worker)

Performs on a regular basis the most complex aircraft pilot assignments.

May train other pilots in advanced aviation skills.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the operation of fixed wing aircraft or helicopters.

Knowledge of federal air regulations relative to pilots' privileges, restrictions, and obligations.

Knowledge of weather and weather interpretation including the effect of weather on flight characteristics.

Knowledge of airport procedures.

Knowledge of the techniques of loading an aircraft to achieve proper balance.

Knowledge of the geography, topography, navigation, and weather conditions.

Skill in flying aircraft as demonstrated to departmental personnel prior to appointment.

Skill in flying aircraft at all times of day, all seasons and weather conditions, and flying at low altitudes and low air speeds.

Ability to operate aircraft solely by reference to flight instruments.

Ability to respond quickly in emergencies.

Ability to make judgments concerning flight safety based on weather, flight plans, and other information.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to communicate effectively.

Ability to operate an aircraft radio.

Ability to read maps and charts.

Ability to describe and communicate locations to ground units.

Ability to conduct pre-flight inspections.

Additional Knowledge, Skills, and Abilities

Aircraft Pilot 13

Ability to perform the most complex aircraft pilot assignments.

Working Conditions

Some jobs require working with aircraft at night over heavily wooded areas, over water and in extreme winter conditions, with temperatures to 25 degrees F.

Some jobs require flying for fire control. The worst fire conditions occur at times of high winds and turbulence. Slow flying, low altitude, and the necessity of focusing attention outside of the aircraft can be hazardous.

Some jobs require an employee to be exposed to cleaning solvents, gas, and oil.

Physical Requirements

The job duties may require an employee to remove snow from hanger doors, pull plane in and out manually, and the washing and waxing of plane.

The job duties require an employee to lift 50 pounds of baggage.

Education

Education typically acquired through completion of high school.

Experience

Aircraft Pilot E12

Two years of experience piloting single and/or multi-engine fixed wing aircraft or helicopters and completion of 750 hours flying time, not less than 200 hours of which must have been gained within the last two years.

Aircraft Pilot 13

Three years of experience piloting single and/or multi-engine fixed wing aircraft or helicopters and completion of 1,000 hours flying time, not less than 200 hours of which must have been gained within the last two years.

Special Requirements, Licenses, and Certifications

Aircraft Pilot E12 and 13:

Possession of FAA commercial pilot's license with single-engine land, and/or multi-engine land, and instrument ratings.

Some positions within this class series are assigned job duties that may require knowledge of fire behavior, fire suppression strategies and tactics, and fire suppression organization.

Aircraft Pilot 13:

Possession of flight instructor rating for single and/or multi-engine aircraft.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

AIRCFTPIL

AIRCRAFT PILOT

Position Title

Position Code

Pay Schedule

Aircraft Pilot-E

AIRCPILE

L32-014

Aircraft Pilot-A

AIRCPILA

L32-015

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