AUBURN
Human Resources

First Officer
Job Description

JOB INFORMATION

Job Code	EA64
Job Description Title	First Officer
Pay Grade	TR17
Range Minimum	$64,790
33rd %	$82,070
Range Midpoint	$90,710
67th %	$99,350
Range Maximum	$116,620
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

Pilots University aircraft and provides transportation for official University business.

RESPONSIBILITIES

- Serves as a First Officer for University aircraft flights by assisting the captain with passenger safety, comfort, and efficient operation of the University aircraft.
- Preflights aircraft and assists with planning 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.
- Assumes duties of pilot-in-Command, if needed.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	High School Diploma or Equivalent.	and		First Officer Minimums: 1200 hours total time with 1500 hours preferred, 500 hours Pilot-in-Command, 250 hours in AMEL. 50 hours ME Turbine Preferred. Familiar with part 91 operations in business aviation.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of FAR's and university/department policies and procedures.	
Knowledge of part 91 operations in business aviation and strong customer service skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
FAA - FAA Commercial Rotorcraft License	First Officer - FAA Commercial Pilot certificate in appropriate category and class with Multi-Engine and instrument rating	Upon Hire	Required	And
	Current Passport	Upon Hire	Required	And
	Current FAA Class II 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	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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