AUBURN
Human Resources

Dir, Air Transportation

Job Description

JOB INFORMATION

Job Code	EG03
Job Description Title	Dir, Air Transportation
Pay Grade	TR23
Range Minimum	$152,300
33rd %	$203,070
Range Midpoint	$228,450
67th %	$253,840
Range Maximum	$304,610
Exemption Status	Exempt
Approved Date:	5/1/2025 2:29:56 PM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation

JOB SUMMARY

Provides overall leadership and direction to flight and administrative personnel to ensure high standards of performance, competence, and safety. Responsibilities include budgetary, financial and operations oversight, policy management and compliance.

RESPONSIBILITIES

- Directs the function of the Auburn University Air Transportation Department to include providing leadership and supervision and coordinating efforts with other offices and departments.
- Schedules, oversees, reviews, coordinates, documents, and approves commercial air charter operators for departments, teams, and personnel chartering air travel.
- Flies as pilot-in-command (PIC) and supervises activities of assigned pilots, including training, proficiency, safety, and all job related activities.
- Schedules, oversees, reviews, coordinates, and documents scheduled and non-scheduled aircraft maintenance. Ensures all equipment is repaired, maintained, and complies to all appropriate rules and regulations.
- Prepares department budget to include 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.
- Complies with all Federal Aviation Administration polices, procedures, and guidelines.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	No Specific Discipline.	and	8 years of	experience as a professional pilot including 3500 total hours; 1500 hours pilot-in-command (PIC) in an Aircraft Multiengine Land (AMEL); and 1000 hours as PIC in a turbine AMEL; experience in aviation management.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of aviation management, and Federal Aviation Administration (FAA) and Aeronautics Bureau rules and regulations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Instrument Rating Certification or Airline Transport Pilot Certification.	FAA Airline Transport Pilot Certificate,	Upon Hire	Required	And
	FAA multi-engine rating	Upon Hire	Required	And
	FAA instrument airplane rating	Upon Hire	Required	And
	Current FAA Class I or 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 and distinguish colors.