AUBURN
Human Resources

Asst Chief Flight Instructor I

Job Description

JOB INFORMATION

Job Code	EG08
Job Description Title	Asst Chief Flight Instructor I
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:	4/12/2024 3:59:10 PM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Flight Operations

JOB SUMMARY

Reporting to the Director of Operations and Chief Flight Instructor, assists in the administration and oversight of the flight operations and flight course portions of the Professional Flight degree program offered through the College of Liberal Arts.

RESPONSIBILITIES

- Assists in the effective leadership and supervision of flight instructor staff, assigned staff, and flight students to achieve standardized instructions and uniform adherence to established educational goals.
- Assists with promoting and maintaining the highest level of safety possible for the AU flight training operation.
- Assists, as directed, with operational planning related to student progress, equipment acquisition, curriculum development and program strategies.
- Assists in maintaining pilot school documentation and academic records in accordance with Federal Aviation Administration, Veterans Administration and Auburn University policy and directives.
- Assists in maintaining full compliance with all associated federal, state, and local regulations.
- Assists, as directed, with meeting all applicable Federal Aviation Administration policies and regulations pertaining to AU's FAA-approved Part 141 Pilot School certification and examining authority approvals.
- Coordinates, as directed, with airport maintenance and operations staff on safety and operational issues affecting the pilot school and its students and flight instructors.
- Evaluates flight students for stage checks and End of Course (EOC) check rides.
- Schedules instructors and students which includes verifying lessons.
- Advises students, instructors and staff as needed.
- Handles various issues after normal business hours (safety incidents, etc.).

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	
High School Diploma or GED	High School diploma with prior equivalent job experience	and		must meet the applicable requirements outlined in FAA 14 CFR, Part 141.36. 1) Have at least 500 hours as pilot in command; 2) Have flight training experience acquired as either a certificated flight instructor or an instructor in a military pilot flight training program, or a combination thereof, consisting of at least 1 year and a total of 250 flight hours; or 500 flight hours. 3) Have at least 50 hours of flight time under actual or simulated instrument conditions; 4) Have instrument flight instructor experience acquired as either a certificated flight instructor-instrument or an instructor in a military pilot flight training program, or a combination thereof, consisting of at least 1 year and a total of 125 flight hours; or 200 flight hours.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge and understanding of FAA regulations and the fundamentals of instructing.	
Developed skills in flight safety and flight instruction.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Commercial Pilot License	FAA Commercial Pilot certification with Airplane Single-Engine and Instrument-Airplane ratings.	within 30 Days	Required	And
	FAA Flight Instructor certification with Airplane Single-Engine and Instrument-Airplane ratings.	within 30 Days	Required	And
	At least an FAA 3rd Class 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, should have depth perception and the ability to distinguish colors.

Additional Special Requirements:

Must have 20/20 vision or corrected to 20/20 vision. Must be able to pass FAA medical requirements for vision.