
Auburn University Job Description

Job Title: **First Officer**

Job Family: No Family

Job Code: **EA64**

Grade TR17: \$58,700 - \$105,700

FLSA status: Exempt

Job Summary

Pilots University aircraft and provides transportation for official University business.

Essential Functions

1. Serves as a 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 assists with planning 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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or Equivalent.
Experience (yrs.)		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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of how to apply fundamental concepts, practices, and procedures of particular field of specialization.

Knowledge of FAR's and university/department policies and procedures.

Knowledge of part 91 operations in business aviation and strong customer service skills.

Certification or Licensure Requirements

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

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.

Date: 3/9/2023
