



Job Description Helicopter Pilot (PIC)

Classification

Exempt, Salaried position

Original Date

August 14, 2019

Salary Grade/Level

Grade/level

Revision Date**Department**

Department

Reports to

Director of Flight Operations

Summary/Objective

The Pilot has direct responsibility and regulatory authority over the conduct of in-flight aircraft operations: to include required pre-flight planning, safe operations, and post-flight activities. Shares responsibility with all management, pilots, maintenance, and flight team for aircraft readiness, employment of best safe practices, and projects a professional demeanor while representing the Mercy Flights organization.

Essential Job Duties & Responsibilities

To perform this job successfully, the incumbent must be able to perform all essential duties listed in this job description satisfactorily and meet performance measures set by the company.

- Conducts safe flight operations of all assigned company aircraft.
- Reads and interprets weather data from authorized weather sources.
- Performs weight and balance calculations to ensure aircraft is operated within allowable limits.
- Performs pre-flight, in-flight, and post-flight checks using FAA accepted checklist.
- Ensures all navigational charts and all other required technical items are current and up to date.
- Inspects and services aircraft oxygen supply system.
- Ensures safe fueling operations are conducted.
- Conducts safe ground handling of company aircraft to include towing and hangering.
- Ensures that all assigned aircraft are in airworthy condition during the assigned shift and prepared for patient transport at all times.
- Maintains a thorough understanding of aircraft systems, aircraft limitations, and emergency procedures.
- Conducts safe flight operations within the National Airspace System.
- Responsible to practice Air Medical Resource Management (AMRM) and Crew Resource Management (CRM).
- Conducts required pre/post-flight briefings for flight crew members and passengers.
- Maintains compliance with all regulatory mandates, company policies, guidelines and all additional directives from the Chief Pilot and/or Director of Flight Operations.



- Conducts all operations within the guidance defined by the General Operations Manual (GOM), Operations Specifications (OpSpecs), Pilot Operating Handbook, Federal Aviation Regulations/Code of Federal Regulations (FAR/CFR) and any additional directives.
- Reports aircraft discrepancies to the Chief Pilot, Director of Flight Maintenance, and Director of Flight Operations. Defers items (if appropriate) in accordance with the Minimum Equipment List (MEL).
- Performs all duties with a focus on safety.
- Provide high quality customer service by interacting positively with customers, family members and all others in a professional, caring, respectful and dignified manner.
- Thoroughly and accurately completes all required documentation in a timely manner or as requested by the Chief Pilot, Director of Flight Maintenance, and/or Director of Flight Operations.
- Maintain a high level of professionalism and knowledge consistent with the pilot certificate held.
- Checks company scheduling system daily to determine work schedule. Reports to assigned shifts on-time.
- Maintains all equipment in accordance to company guidelines.
- Required to attend all mandatory meetings, trainings, and other business as requested.

Non-essential/Other Job Duties

- May be required to complete additional duties not listed in the essential job duties section.

Position Type/Expected Hours of Work

This is a full-time casual position. This position requires shift work which includes seven (7) normally assigned twelve (12) hour shifts, occasionally up to fourteen (14) hours in a two (2) week period. During initial phase of employment, Pilot will be assigned Monday through Friday, 9:00 am – 5:00 pm until all phases of training are completed. During Days and hours of work can include any day between Sunday through Saturday and any time between 12:00 am and 11:59 pm. This position occasionally requires hours outside of scheduled shifts within FAA compliance.

Travel

Travel is primarily local during the business day, although occasional out-of-area and overnight travel is expected for training and other offsite assignments.

Supervisory Responsibility

This position manages all employees of the department including the following positions and is responsible for the performance management and hiring of the employees within that department.

- No supervisor responsibility

Work Environment/Environmental Factors

This role routinely uses standard office equipment.

| | | | | |
|-----------------------|----------|------------|--------------|-------|
| Environmental Factors | Exposure | Frequently | Occasionally | Never |
|-----------------------|----------|------------|--------------|-------|



| | | | | |
|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Heat or cold temperatures | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wet areas | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Uneven area | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Noise | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dust or smoke | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Vibration | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemical solutions | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Radiation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Body Fluids | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

| | Essential Function | Continuous 67-100% | Frequently 34-66% | Occasionally 1-33% | Never 0% |
|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Sitting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Standing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing/balancing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching - with arms and hands | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stooping/kneeling/crouching/crawling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Feeling/touching | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moving/carrying items – up to 125 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifting – up to 125 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keyboard operation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rapid hand/eye coordination | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Operation of motor vehicle | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Correctable vision | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to hear | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to speak to people | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Required Education and Experience

The following education and experience requirements are job-related and consistent with business necessity. The competencies listed below are representative of the knowledge, skill, or ability required.

Education: High School Diploma or equivalent required.

Required Experience: Must meet the following logged flight time requirements:

Note: applicants that do not meet the required experience may be considered based on a review of the applicants combined experience, company insurance requirements/approval, and with Chief level approval).

- **Total Flight Time:** 1500 hours
- **Pilot-in-Command (Helicopter):** 1500 hours
- **Helicopter (Turbine):** 500 hours preferred



- **NVG Aided:** 100 hours preferred

Preferred Experience: Previous air ambulance and Part 135 experience preferred.

Certifications or Licenses:

Unless a certification or license listed below says preferred, incumbents will be required to maintain currency of the following certifications and licenses including state mandated continuing education and training requirements, and all related cost as a condition of continued employment.

- Commercial Pilot Certificate with rotorcraft (helicopter) and instrument ratings.
- Airline Transport Pilot Certificate (ATP) preferred.
- Valid First or Second Class Medical.
- Valid Driver's License.

Competencies (knowledge, skills, abilities & personal attributes):

- Aircraft accidents, major incidents free within the last five (5) years. Exceptions may be reviewed and approved by the Director of Flight Operations or Chief Pilot approval.
- Meets substance abuse policy requirements per DOT and company requirements.
- Must successfully complete all semi-annual and annual pilot proficiency checks and training.
- Must be at least 21 years old and meet company driving record requirements as listed in the Medical Operations Guidelines in order to comply with Mercy Flights insurance carrier requirements for driving company vehicles.
- Must successfully complete and pass a pre-employment and annual pilot physical exam and functional testing as a condition of continuing employment.
- Performs the essential physical requirements of the job as indicated in this job description.
- Demonstrates excellent written and verbal communication skills including the ability to effectively present information and respond to questions from managers, co-workers, subordinates, customers, outside agencies, and the public.
- Demonstrates the ability to use good judgment, exercise strong problem solving skills, and the ability remain calm in high stress situations.
- Demonstrates the ability to effectively, appropriately, and clearly communicate via radio equipment and telephones.
- Employs a good solid work ethic, displays a professional demeanor and meets the company Core Values and Standards of Conduct. Understands and practices accountability and responsibility in all aspects of daily activities.
- Strives to positively contribute to the overall success of Mercy Flights.
- Requires basic computer proficiency including experience using Microsoft office, (word and outlook), along with working knowledge of internet and web based applications.

Job Responsibilities Related to Patient Privacy and/or Confidentiality

- Protect the privacy of all patient information in accordance with Mercy Flights' privacy policy, guidelines, and practices as required by federal and state law, and in accordance with general principles of professionalism as a health care provider.
- May access protected health information and other patient information only to the extent that is necessary to complete your job duties; May only share information with those who have a need to know specific patient information you have in your possession to



complete their job responsibilities related to treatment, payment or other company operations.

- Report, without the threat of retaliation, any concerns regarding Mercy Flights' policies and guidelines on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
- Actively participate in Mercy Flights' privacy training and communicate privacy policy information to coworkers, students, patients and others in accordance with company policy.

Company Core Values and Standards of Conduct Requirements

All employees, as representatives of Mercy Flights, are expected to and responsible to maintain the highest standards of personal, professional and ethical conduct in fulfilling the expectations of their job and in their relationships with other employees, volunteers, vendors, visitors, patients and customers and by complying with applicable laws, company policies and guidelines. Employees are expected to fulfill Mercy Flights primary mission to serve patients and the community by providing premium medical treatment and respectful and compassionate customer service at all times and to interact in a professional, courteous, respectful, ethical and non-threatening or harassing manner. All employees are expected to strive to uphold the culture statement, a separate signed document.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Human Resource Department Use Only

This job description has been reviewed and approved by all levels of management.

Department Manager Reviewed: *Shawn Geraghty, Director of Flight Operations, 7/26/19*

Chief Reviewed: *Tim James, Chief Operations Officer, 8/14/19*

Human Resources: *Shanon Harvey, HR Manager, 7/26/19*

Employee Acknowledgement

I have read, understand and agree to the job duties, responsibilities, and qualifications listed in this job description as a condition of employment with Mercy Flights. I understand that I must maintain currency of all certifications and licenses including state mandated continuing education and training requirements and related cost as a condition of continuing employment.

Employee Signature: _____

Print Name: _____

Date Signed: _____

Date Received in HR: _____