



Your Life. Our Mission.

New England Life Flight, Inc.
d/b/a Boston MedFlight

Pilot-In-Command Job Description

JOB SUMMARY:

The Pilot-in-Command position (PIC) is responsible for the safe and efficient conduct of a flight assignment. The PIC processes flight assignments received from MedFlight's Communications Center and determines whether to accept or decline a flight assignment based on weather conditions or other factors that may impact the safety of flight. The PIC will evaluate Visual Flight Rules (VFR) options and Instrument Flight Rule (IFR) options when applicable. He/she will work collaboratively with other members of the medical flight team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Director of Aviation Operations and Chief Pilot, the PIC position:

- Serves as the team leader for all flight operations matters.
- Plans flight assignments and obtains briefing information regarding purpose of the flight, weather, operating procedures and special instructions.
- Complies with all FAA Regulations, The General Operating Manual (GOM), safety manual, training manual and all other Boston MedFlight policies and procedures.
- Conducts a start of shift briefing with the assigned medical, communications and ground personnel. Prepares flight plans considering such factors as altitude, terrain, weather, range, weight, airport facilities and navigational aids.
- Utilizes the GOM in determining weather minimums to accept a flight assignment.
- Ensures at the beginning of the shift that the aircraft is pre-flighted per the GOM, inspected, loaded, equipped, fueled and staffed for a flight assignment.
- Completes a walk around inspection of the aircraft prior to initiation of every flight assignment. The PIC may delegate a crew member to this task if the flight assignment includes a patient load with the rotor blades turning.
- Supervises and assists loading and distribution of cargo and passengers and determines that weight and balance is within prescribed limitations per the utilized method of aircraft weight and balance or the approved rotorcraft flight manual.
- Ensures cargo is properly secured and emergency equipment is aboard.
- Files, activates and closes the flight plans.
- Checks aircraft discrepancy log prior to flight to ensure all discrepancies have been corrected or properly deferred prior to a flight assignment.
- Assists in the loading and unloading of patients, as well as equipment decontamination, as requested by medical personnel.
- Logs all mechanical discrepancies as they occur and informs maintenance personnel. Notifies the MedFlight Communications Center of the service status of the aircraft.
- Ensures proper completion of flight logs, records and maintenance forms.
- Completes paperwork as required by GOM.
- Participates in debriefings on all flights.
- Keeps navigation charts current and up to date.
- Reports for duty not less than 15 minutes prior to an assigned shift. This is for the accomplishment of briefings, preflight inspections and paperwork.
- Monitors all weather situations and updates the Communications Center of same.
- Notifies the Director of Operations or designee whenever the pilot may violate any rule due to being dispatched on a flight.



Your Life. Our Mission.

- Notifies the Director of Operations whenever a personal medical deficiency exists that would affect the safety of flight.
- Maintains proficiency as Pilot-in-Command and proficiency in SPIFR operations.
- Attends monthly staff safety meetings when not on shift, required crew rest or leave time.
- The PIC may delegate functions to other personnel in the team but retains complete responsibility for safe flight operations.
- As operations permit, takes maximum advantage of time available in-flight to engage in training, such as practice instrument flight procedures, emergency procedures or crew discussion.
- As operations permit, will assist aviation maintenance technicians in washing the aircraft and maintaining cleanliness of workspaces.
- Participates in the development, implementation, and evaluation of departmental aviation policies.
- Participates in an annual quality/performance improvement study or project, as approved by the DO, that will directly address an issue to improve the safety, efficiency, or effectiveness of the aeromedical transport enterprise.
- Shares professional responsibility for identification, development and achievement of department goals.
- Promotes and maintains positive professional working relationships within the department and throughout the health system.
- Demonstrates and promotes effective interpersonal skills.
- Promotes the safety culture of Boston MedFlight and places safety as a top priority.
- Participates in public outreach duties that include Public Relations events, landing zone site surveys, and other external meetings as directed by the DO.
- Other duties as assigned by the Director of Aviation Operations and/or the Chief Pilot.

SKILLS AND ABILITIES:

- Excellent written and verbal communication skills required.
- Ability to manage multiple deadlines and tasks.
- Demonstrates good decision making skills.
- Demonstrates and promotes effective interpersonal skills.
- Demonstrates excellent organizational skills.
- Ability to develop presentations using Microsoft office products
- Demonstrates good public speaking skills

EDUCATION AND EXPERIENCE:

- 3000 rotary wing flight hours with a minimum of 2000 hours Pilot in Command time, 500 hours cross country, actual and 200 hours of Night flight time
- 200 hours instrument including 50 hours of actual non simulated Instrument experience. Commercial helicopter license with IFR rating
- ATP license required or obtained within 1 year of employment
- FAA Class I Physical Medical Certificate
- Preferred helicopter EMS experience
- Preferred Night Vision Goggle (NVG) experience.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Ability to operate helicopters and is exposed to non-conventional motion, noise, vibration, jet fumes, and extreme temperatures
- Ability to lift at least 50 pounds using proper body mechanics. Able to refuel aircraft at MedFlight bases and other sites. Able to pull fuel hoses in and out of the fuel trucks and fuel farm systems.
- Works in a patient care environment on the aircraft and is exposed to possible infectious diseases and chemical toxins. Follows all BMF infectious disease policies and protocols.
- Position may require sitting for long periods of time in a helicopter cockpit or in an office environment.



Your Life. Our Mission.

- Ability to assist in loading and unloading patients into MedFlight aircraft.
- Maintains a Class I Flight Physical.
- No physical restrictions wearing or donning nomex flight suits, above the ankle leather boots, and night vision goggles in the helicopter environment.

NOTES:

- An FBI background and CORI checks will be performed prior to employment.
- PRIA records check, pre-employment physical and drug screen prior to hire.
- This position is subject to random drug screens.
- FLSA Exempt
- The specific statements included in this job description are not intended to be all-inclusive but rather represent typical elements considered necessary to successfully perform the job.

How to Apply:

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager
Boston MedFlight
Robins Street, Hangar 1727
Hanscom Air Force Base
Bedford, MA 01730

Please also provide 3 letters of recommendation as well as copies of your certification and licenses. Letters of recommendation should be sent directly to the Human Resource Manager at the address above or to HR_Dept@bostonmedflight.org.

For More Information

Please visit our website to get more information about current job opportunities and our program:

www.bostonmedflight.org

10/2015