



**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 assigned shift on time.
- 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.
- Notifies the Director of Operations whenever a personal medical deficiency exists that would affect the safety of flight.



## Your Life. Our Mission.

- 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.
- Performs Collateral Duties as assigned.
- 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.
- Assists with operational demands by filling overtime shifts as required.
- 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 total flight hours preferred with a minimum of 2,000 total flight hours required. 1,500 helicopter flight hours as Pilot in Command, 500 hours cross country, and 100 hours of night flight time are required.
- A minimum of 75 flight hours of actual or simulated instrument time. 50 hours in actual flight is required. 50 hours in actual IMC is desired.
- ATP license required or obtained within 1 year of employment. Rotorcraft Commercial Pilot Certificate with a Helicopter Instrument rating accepted with Chief Pilot approval.
- 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.



**Your Life. Our Mission.**

- Position may require sitting for long periods of time in a helicopter cockpit or in an office environment.
- BMF Class I employment physical required. Physical exams are performed by our occupational health provider or BMF contract AME.
- Height & weight requirement: In order to be eligible for employment, Body Mass Index (BMI) must not exceed 30 and/or the maximum weight for an individual crewmember must not exceed 210 pounds. Body fat percentage and frame size should be taken into consideration. Since a BMI of greater than 25 is considered overweight, it will be recommended that BMF transport staff who have a BMI that falls between 25 to 30 seek dietary counseling, this includes consultation with occupational health. Maximum weight and/or BMI is necessary for flight planning purposes to ensure safe operational aircraft performance.
- Ability to assist in loading and unloading patients into MedFlight aircraft.
- Maintains a Class I Flight Physical. Physical exams are performed by BMF occupational health provider.
- 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](mailto: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](http://www.bostonmedflight.org)

Revision 1: 04/18/2018