



## **Your Life. Our Mission.**

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

### Rotor-Wing Assistant Chief Pilot Job Description

#### **JOB SUMMARY:**

Under the direction of the Chief Pilot, the Rotor-Wing (RW) Assistant Chief Pilot coordinates BMF flight operations and training within compliance of all Federal Aviation Administration Regulations. The RW Assistant Chief Pilot assigns and directs the duties of the Rotor Wing Pilots as outlined below.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure that the Rotor Wing aircraft are operated to the highest level of safety and that all crew members maintain professional standards at all times.
- Assist in the screening and selection of Rotor-wing personnel.
- Performs Flight and Ground Instruction, also meets the requirements of 14 CFR Part 135.337 and 135.339 and is approved as a Check Pilot.
- Conduct performance appraisals, providing feedback and coaching to pilots. Conducts the orientation of new pilot staff to BMF's aviation operation.
- Responsible for oversight of the training requirements of Rotor-wing pilot personnel including developing training policies and conducting training activities in compliance with BMF's Part 135 Operations Manual and BMF Training Program Manual.
- Manage and coordinate pilot initial and recurrent training through an approved contract flight training vendor, preferably a Part 142 provider.
- Maintain qualification and provide training as a Rotor-wing instructor pilot and check pilot to ensure that aviation personnel maintain currency and proficiency in aircraft assigned to BMF's Air Carrier Certificate.
- Maintain aviation personnel's FAA required records including proficiency records, pilot files, training department schedules, duty logs and relative correspondence pertaining to Rotor-wing flight training activities. Conduct monthly audit on training records to ensure FAA compliance.
- Ensures copies of the Training Manual, Maneuvers and Procedures Manuals, aircraft checklists, and aircraft EP checklists are current at all base sites, on Electronic Flight Bags and on BMF's document management application.
- Assist the Chief Pilot and Director of Aviation Operations with the development of aviation operational policy, assuring all regulatory documentation is current and as necessary, revisions are submitted to regulatory authorities.
- Works with the Chief Pilot and Director of Aviation Operations to ensure that assigned Rotor-wing aircraft are properly equipped for applicable operations.

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- Assists the Chief Pilot and Director of Aviation Operations with the dissemination of information to all aviation crewmembers pertaining to routes, airports, NOTAMS, NAVAIDS, program policies and regulations.
- Draft revisions of aircraft normal and emergency procedures checklists, training manuals, and pilot, BMP, and BCC training courseware and tests, and provide to the Chief Pilot for acceptance/approval.
- Line Pilot shift coverage duties to cover illness and vacations as determined by the Chief Pilot.
- Maintains safety culture and puts safety as the top priority for aviation operations as defined by BMF's Safety Management System.
- Share Aviation Administrator on Call (AAOC) duty assignments as directed.
- Provide input to the Chief Pilot for the annual training budget due in February of each year.
- Participate in meetings as required.
- Other duties as determined by 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 aviation training curriculums, ground and air, that meets or exceeds the manufacturers program and is approved by the FAA.
- Ability to develop presentations using Microsoft office products.
- Demonstrates good public speaking skills.

### **EDUCATION AND EXPERIENCE:**

- Meets the requirements of FAR part 119 and part 135 to hold the Chief Pilot's position on a FAA Air Carrier Certificate.
- Preferred: one year of management experience in a medical transport service or equivalent management experience.
- Preferred: FAA Certified Flight Instructor, Certified Flight Instructor-Instrument rating appropriate for the Category and Class.
- Three years of experience as a part 135 pilot in command at a Helicopter Air Ambulance (HAA) program.
- Two years of experience as a Single Pilot Instrument Flight Rule (SPIFR) captain in a HAA Program.
- 3000 hours of rotor wing experience as pilot in command, 1000 hours of turbine engine time, 100 hours of unaided night-time experience, and 100hrs of actual instrument time.
- Current helicopter SPIFR qualification.

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- Night Vision Goggle experience, 100hrs.
- Airline Transport Pilot certification (ATP)
- Bachelor's degree preferred.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Ability to operate aircraft 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 BMF and other sites. Able to pull fuel hoses in and out of the fuel farms.
- 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 an aircraft cockpit or in an office environment.
- Assist in loading patients into aircraft.
- Maintains a Class I Flight Physical.
- No physical restrictions wearing or donning BMF uniform as specified in operational guidelines.

### **NOTES:**

- Appropriate background and CORI checks will be performed prior to employment.
- PRIA records check, pre-employment physical and drug/alcohol screen prior to hire.
- Must pass random drug and alcohol screening in accordance with Part 120 of the Federal Aviation Regulations.
- 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.
- Offers of this position are contingent on FAA approval.

### **How to Apply:**

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

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)

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