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

Rotor-Wing Chief Pilot
Job Description

JOB SUMMARY:

Under the direction of the Director of Aviation Operations, the Rotor-Wing Chief Pilot ensures that all BMF flight activity is within compliance of all Federal Aviation Administration Regulations; maintains aviation personnel's FAA required records; schedules and assures that all aviation personnel maintain currency and proficiency in aircraft assigned to BMF's Air Carrier Certificate; and has the ability to access executive leadership if aviation safety and aviation operational issues cannot be resolved at a program level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Aviation Operations, the Rotor-Wing Chief Pilot:

- Serves as the training manager responsible for establishing the training requirements of rotor-wing Pilot personnel. Ensures aviation personnel training and standardization requirements are in compliance with the BMF's Part 135 Operations Manual and BMF Training Program Manual.
- Develops flight and ground training policies for aviation personnel.
- Conducts flight and ground training activities of aviation personnel, BMP and BCS to promote a high level of competency and proficiency.
- Assists the Director of Aviation Operations with the development of aviation operational policy.
- Works with the Director of Aviation Operations to ensure that all helicopters are properly equipped for applicable operations.
- Assists the Director of Aviation Operations with the dissemination of information to all aviation crewmembers pertaining to routes, airports, NOTAMS, NAVAIDS, program policies and regulations.
- Responsible for oversight of the FAA drug & alcohol training for aviation staff and compliant record maintenance. Point of contact for FAA Drug Program audits in collaboration with HR.
- Prepares and maintains proficiency records, pilot files, training department schedules, duty logs, and any other correspondence pertaining to rotor-wing flight training activities.
- Conducts monthly records checks on pilot, BMP, and BCC training records to ensure FAA compliance. Ensures copies of the Training Manual, Maneuvers and Procedures Manuals, aircraft checklists, SIAP Flip Book, and aircraft EP checklists are current at all base sites and available in aircraft, if applicable.
- Ensures that all aviation personnel are licensed, certified and supervised according to the requirements specified in the Federal Aviation Regulation manual applicable to helicopter air ambulance operations.
- Oversees the revisions of aircraft normal and emergency procedures checklists, training manuals, and pilot, BMP, and BCC training courseware and tests.

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- Maintains safety culture and puts safety as the top priority for aviation operations as defined by BMF's Safety Management System.
- Assists Director of Aviation Operations and COO-Transport in interviewing RW aviation personnel.
- Supervises Pilot-In-Commands (PIC).
- Sets pilot performance expectations, and writes and conducts performance appraisals in a timely manner.
- As needed, assists Director of Aviation Operations in scheduling aviation personnel, including assigning PIC duties.
- Coordinates and conducts the orientation of new pilot staff to BMF's aviation operation.
- Line Pilot coverage duties to cover illness and vacations as determined by the Director of Aviation Operations.
- Share AAOC duty assignments with the Director of Operations and COO-Transport.
- Prepare annual training budget due in February of each year.
- Participate in meetings to include weekly Aviation and Operations Meetings, and monthly Safety Meetings and Supportive Pilot Meetings.
- Interact with the FAA on base inspections, training department documentation approvals, and coordination of check pilot observation rides.
- Other duties as determined by the Director of Aviation Operations.

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 helicopter 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.
- Three years of experience as a part 135 PIC 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 PIC, 1000 hours of turbine engine time, 100 hours of unaided night-time experience, and 100 hours of actual instrument time.
- Current helicopter SPIFR qualification.
- Night Vision Goggle experience, 100 hours.
- Previous Aviation/ HAA management experience preferred.

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- Maintains the credentials to be a PIC, VFR and IFR in at least one aircraft type under the BMF Air Carrier Certificate.
- Airline Transport Pilot certification (ATP)
- Bachelor's degree preferred.

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 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 a helicopter cockpit or in an office environment.
- Assist in loading patients into Life Flight 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:

- 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.

For More Information

Please visit our website to get more information about current job opportunities and our program: www.bostonmedflight.org

7/2018; 10/2020; 3/2021

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