



## Your Life. Our Mission.

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

### Fixed Wing Pilot-In-Command Job Description

#### **JOB SUMMARY:**

The Fixed Wing 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. He/she will work collaboratively with the assigned second-in-command and other members of the medical flight team.

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

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

- Performs Pilot-in-Command (PIC) duties for Boston MedFlight during flight assignments and serves as the team leader for all flight operations.
- Maintains responsibility for safe and efficient flight operations and is the final authority with regard to aircraft operations and flight safety.
- 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 Operations Manual (GOM), safety management system (SMS) 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. Oversees SIC preparation of 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.
- 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 flight manual.
- Ensures cargo is properly secured and emergency equipment is aboard.
- Assures flight plans are properly filed, activated and closed out.
- Checks aircraft maintenance 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 in order to expedite the readiness status for subsequent transports.
- Logs all mechanical discrepancies as they occur and informs maintenance personnel. Immediately notifies the MedFlight Communications Center of any changes in the service status of the aircraft.
- Ensures proper completion of all required paperwork including flight logs, records and maintenance forms.
- Participates in debriefings on all flights.
- Competent in use of Electronic Flight Bag for navigation publications
- Reports for duty on time for assigned shifts.
- Monitors all weather situations and updates the Communications Center of same.
- Notifies the Director of Operations or designee whenever the pilot may potentially 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.
- Maintains proficiency as Pilot-in-Command and proficiency in IFR operations.

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- Attends multi-day Level D simulator proficiency flight training on an annual basis, or more frequently, as directed by the Chief Pilot.
- 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.
- Participates regularly in staff safety meetings, and public outreach duties that include Public Relations events, and other meetings as directed by the DO.
- The PIC may delegate functions to other personnel in the team but retains complete responsibility for safe flight operations.
- 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, collateral duty, or project, as approved or assigned by the DO, which 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.
- Promotes the safety culture of Boston MedFlight and places safety as a top priority.
- 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.
- Duties include occasional overnight assignments. Must report for duty prepared to remain overnight at the destination with minimal notice.
- Must be able to work varying hours including day and night, weekends, and holidays.
- Must be able to pass Transportation Security Administration required background screening, secure appropriate airport authority and / or Customs security badges.
- Must possess a Current Passport with unrestricted international travel privileges.
- Must possess a valid driver's license.

### **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 Pilot in Command hours, 500 hours multi-engine, 500 hours cross country, and 100 hours of night flight time all required. 1500 Hours turbine aircraft required.
- 250 hours actual or simulated time required, including at least 50 hours in actual flight. 50 hours in actual IMC is desired.
- ATP license required or obtained within 1 year of employment.
- ATP – MEL certificate required, or obtained at pilot's expense within 1 year of employment.
- FAA Class I Physical Medical Certificate.
- Preferred EMS experience within past 5 years.
- Citation Jet type rating with 25-hours in type, preferred.

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

- Ability to operate aircraft and exposure to non-conventional motion, noise, vibration, jet fumes, cabin altitudes, 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.
- 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.
- 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 or PRD check, pre-employment physical and drug/alcohol screen prior to hire.
- Full disclosure of any accidents, incidents, or prior regulatory action.
- 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.

### **How to Apply:**

Please visit our career center by clicking [www.bostonmedflight.org/careers](http://www.bostonmedflight.org/careers) to submit an application and résumé.

Or mail to:

Human Resource Manager  
Boston MedFlight  
150 Hanscom Drive  
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:6/1/2022