



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

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

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

#### **JOB SUMMARY:**

The Fixed Wing Second-in-Command position (SIC) is responsible for the safe and efficient conduct of a flight assignment. The SIC processes flight assignments received from Boston MedFlight's (BMF) Communications Center and works with the Pilot-in-Command (PIC) to determine 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 PIC 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 SIC position:

- Serves as safety oversight and backup pilot to the PIC.
- 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 Management System (SMS) manual, training manual and all other BMF 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.
- As directed by the PIC, 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 rotorcraft flight manual.
- Ensures cargo is properly secured and emergency equipment are 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 BMF Communications Center of the service status of the aircraft
- Ensures proper completion of flight logs, records and maintenance forms.
- Completes paperwork as required by the GOM and BMF.
- Participates in debriefings on all flights
- Attends monthly staff safety meetings when not on shift, required crew rest or leave time.
- Report 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.

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- Notifies the Director of Operations or designee whenever the potential exists to violate any rule due to being dispatched on a flight.
- Notifies the Director of Operations or designee whenever a personal medical deficiency exists that would affect the safety of flight.
- Maintains proficiency as Second-in-Command and proficiency in IFR operations.
- Other duties as assigned by the Director of Aviation Operations and/or the Chief Pilot.
- As operations permit and with the PICs concurrence, 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, 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 company.
- Demonstrates and promotes effective interpersonal skills
- Promotes the safety culture of Boston MedFlight and places safety as a top priority.
- 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:**

- Commercial airplane license certificate with IFR rating
- 1,500 fixed wing flight hours with a minimum 1000 hours Pilot in Command time, 500 hours cross country 100 hours Night Flight time, and 50 hours multi-engine.
- 100 hours instrument flight time including 50 hours of actual instrument flight experience.
- ATP license required or obtained within 1 year of employment
- FAA Class I Physical Medical Certificate
- Preferred EMS experience
- Preferred turbofan or turboprop experience.

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

- Ability to operate aircraft while exposed 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.
- 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:**

- A FBI background and CORI checks will be performed prior to employment.
- PRIA records check or PRD check, pre-employment physical and drug 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 [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)

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