

CHIEF PILOT

Recommended that this position possess the Certified Aviation Manager (CAM) credential. If an aviation department manager is employed, the chief pilot should report to that person and perform such duties as the manager assigns. If only a chief pilot is employed, all the aviation department manager's duties will be performed by the chief pilot, in addition to the duties listed below.

- Remaining informed of the latest developments within the business aviation community, including the FARs, and other Federal, state, local and foreign regulations affecting operations
- Establishing and supervising the initial and recurrent training of aviation department personnel, both internally and externally with a professional training facility
- Instructing flight crews in the use of the standard operating procedures (SOP) manual
- Ensuring that revisions and amendments to the standard operating procedures are current
- Preparing and distributing periodic reports and statistics as required
- Assisting with the preparation of budgets and financial forecasts
- Reviewing the current budget implementation
- Evaluating department expenditures incurred by subordinates

If the chief pilot also is the aviation department manager (and perhaps a line captain), the chief pilot's duties could appear overwhelming. In this instance, many of the listed duties should be delegated to other aviation department members. Administrative and personnel functions should be delegated to non-aviation department corporation members.

Minimum Qualifications:

- a) Bachelor's degree or business equivalent
- b) ATP
- c) Type rating for specific aircraft
- d) 5,000 Hours total time
- e) 500 hours similar type
- f) Current first-class medical
- g) At least 3 years experience within the past 6 years as PIC