

## **Monroe County Sheriff's Office**

### **CLASS TITLE: PILOT**

Pay Range: 14  
Exempt: Yes

This class involves complex technical expertise operating advanced multi/engine aircraft and helicopters in support of the Sheriff's Office activities, inter-facilities, and trauma transport operations. The scope of responsibility includes: transporting the agency's personnel and other government officials, natural disaster support and conducting environmental surveys. As Pilot-in-command, position is responsible for operating, inspecting and verifying crewmember/aircraft records, safety and airworthiness throughout all phases of aviation operations. Additionally, maintains current pilot licensing and qualifications in accordance with FAA 135 and MCSO standards. Coordinates daily maintenance and aviation activities. As an exempt employee, is subject to immediate duty recall based on MCSO mission requirements. Work is performed under the general direction of the Director of Aviation or the Chief Pilot.

### **QUALIFICATIONS REQUIRED:**

FAA Commercial Pilot rating. Must have obtained a minimum of 3,000 total flight time, 1500 in helicopter, 500 multi engine helicopters, and 1000 hours of Pilot-in-Command time. Night vision goggle experience preferred. Bachelors Degree or four years of college equivalence in a field related to aviation or a mechanical discipline. Current US Passport. Current FAA Class II or Class I.

### **JOB COMPLEXITY:**

Position requires sound decision making while rapidly digesting input from numerous sources simultaneously. Pilot may be required to fly in low ambient light environments at low altitude levels, in poor weather, over vast bodies of water. Required to support Trauma and inter-facilities operations, and transportation of critical ill patients. Varying duty cycles based on personnel requirements.

### **CONSEQUENCE OF ACTIONS:**

This position enhances the overall mission of the Monroe County Sheriff's Office.

### **ASSETS:**

Responsible for the equipment utilized in the aviation division.

### **WORK CONTROLS:**

Position requires problem solving techniques and independent decision-making. Work is performed under the general direction of the Director of Aviation or the Chief Pilot.

- 20% Administrative
- 20% Flight
- 15% Flight Training/Safety, flight skills/management
- 45% Miscellaneous

### **PERSONAL CONTACTS:**

Contacts are generally with MCSO employees, and may have contacts with the general public or other clients.

### **SAFETY OF OTHERS:**

Position requires responsibility for the safety of others during the course of a flight missions.

### **PHYSICAL EFFORT:**

Occasionally, the work may involve strenuous physical effort.

- Light (up to 15 pounds) to heavy (50 pounds and over) lifting and carrying.
- Reaching, pulling, pushing, climbing, walking, standing, kneeling, bending, and stooping.
- Depth perception, distinguish colors.
- Acceptable eyesight (with or without correction).
- Acceptable hearing.
- Physically climb atop the aircraft for inspections.
- Able to swim and undergo water egress training.

### **HAZARDS:**

Occasionally the work may be performed in a challenging environment due to the weather.

- Fly in challenging weather conditions.
- Fly in demanding and stressful conditions.
- Fly in low ambient light environments at low altitude levels, in poor weather, over vast bodies of water.

### **WORK ENVIRONMENT:**

Generally, work is performed in a typical office setting.

- Work inside in an office environment.
- Work is performed in various aviation aircrafts.
- Work outside in various weather conditions with: noise, fumes, gases, smoke/flames or other odors.
- Travel outside of the State of Florida or the United States.

### **SUPERVISORY AUTHORITY:**

Work does not involve any supervisory responsibilities.

### **PERSONNEL SUPERVISED:**

Work does not entail any supervision of MCSO personnel. Work entail supervision of Monroe County Fire Rescue personnel.

### **ESSENTIAL JOB FUNCTIONS:**

Operates Agency aircraft.

Operates Agency aircraft to transport MCSO personnel and government officials,

Operates Agency aircraft for maintenance and testing purposes.

Produces monthly reports documenting operations and activities.

Logs and compiles statistical data for monthly reports and related studies.

Assists in monitoring aircraft maintenance performed by Agency contractors.

Assists in tracking inventory related to aircraft operations.  
Serves as pilot and co-pilot as required.

Produces a variety of reports including mandated FAA documentation.

Ensures that passengers and crew abide by applicable FAA and industry safety rules and regulations during flight.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the operation and maintenance of twin engine aircraft and helicopters.

Thorough knowledge of the federal and state laws, rules and regulations that govern the operation of aircraft and related equipment.

Considerable knowledge of federal, state and local laws, rules, regulations and industry codes and standards that govern air transport operations.

Knowledge of the policies, procedures for 61, - 91, 135 and guidelines applicable to aircraft operations.

Ability to use manuals, specifications and technical documentation associated with the work.

Ability to keep accurate and complete records and produces clear, concise reports.

Ability to analyze technical information and make decisions rapidly in the event of emergency.

Report writing skills required.

**SPECIAL REQUIREMENTS:**

FAA Commercial Pilot Certificate with appropriate category and class ratings and instrument rating.

Must be in good physical condition upon appointment and maintain good physical condition throughout term of employment.

Must speak English fluently and have FAA English proficient on Pilot Certificate.

**EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability