

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AIRCRAFT PILOT I

POSITION CODE: 00955
Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Under direction, plans flights and regularly pilots and navigates single-engine fixed wing aircraft capable of all weather flying, carrying out a wide variety of missions such as photography, conservation, law enforcement, census flights, aerial surveys, and utility transportation of state personnel and cargo. This position is directly responsible for the safe, efficient and professional conduct of these flights. May occasionally serve as "Second Officer" under the direct supervision of a "Captain" in larger multi-engine aircraft.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs flight duties as pilot-in-command of state single engine utility aircraft; may incidentally serve as second officer for larger, multi-engine executive aircraft on an occasional basis.
2. Receives mission and instructions from supervisor or official and determines feasibility of flight.
3. Completes all flight planning for a safe and professional flight including preparing and filing a flight plan, analysis of flight profile, weather, range, weight and balance, cruise control data, landing areas, navigation, and other operational considerations applying to the flight.
4. Prepares for aerial photography survey flights by reviewing flight maps for the determination of check points, magnetic headings, flight height, photographic scale, required overlap, permissible flying speed and necessary photo quality for the intended purpose.
5. Makes thorough preflight and postflight inspections of aircraft; checks power plant, fuselage and control surfaces for mechanical and structural soundness and checks proper operation of communications and navigational equipment to ensure proper airworthiness of aircraft.
6. Direct refueling, loading and distribution of baggage and passengers; ensures that baggage and cargo is properly secured and that necessary flight provisions and emergency equipment are aboard.
7. Ensures that all aircraft discrepancies and flight times are documented and reported to maintenance in a timely manner in accordance with prescribed procedures; prepares and maintains various records and reports such as flight plans, log books, and maintenance records.

AIRCRAFT PILOT I (Continued)

8. Performs special assignments when required such as an appointment to an active internal or external committee. Such assignments may include, but are not limited to, aerial photography layout for airport/heliport directories, flight training, aircraft maintenance, flight operations, flight safety, aircraft publications. These special assignments may require analysis in areas with regard to flight operation, in order to make an independent evaluation and prepare written report with recommendations.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience:

Requires knowledge, skill and mental development equivalent to completion of two years of college.

Requires a first class F.A.A. Medical Certificate and the ability to pass a Department of Transportation's pilot preemployment physical.

1. Commercial single-engine and multi-engine land rating
2. Instrument rating airplane
3. 500 hours total fixed wing pilot time
4. 300 hours as pilot-in-command
5. 100 hours in multi-engine fixed wing aircraft

Knowledges, Skills and Abilities:

Requires ability to exercise sound judgment under all flying conditions and to detect satisfactory and unsatisfactory flight progress.

Requires skill and ability in flight planning, air navigation, meteorology and map reading.

Requires ability to establish and maintain sound working relationships with state officials, other employees and the general public.