

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

AIRCRAFT PILOT II

POSITION CODE: 00956  
Effective: 7-1-09

DISTINGUISHING FEATURES OF WORK:

Under general direction, plans flights, pilots and navigates either helicopters or fixed wing aircraft capable of all weather flying providing air transportation for state personnel and materials, and for conducting aerial surveys; the Aircraft Pilot is directly responsible for the safe, efficient and professional conduct of the flight.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs flight duty as pilot or pilot-in-command of state aircraft, either helicopter or fixed wing as qualified; transports passengers, and staff conducting aerial surveys; ensures a safe and professionally conducted flight.
2. Receives instructions from supervisor or administrative officials as to destination and time of departure and arrival; determines feasibility of flight, safest and most efficient route.
3. Prepares and files flight plan including analysis of altitude, terrain, weather, range, weight and balance, cruise control data, landing areas, emergency landing areas and navigational aids.
4. 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.
5. Directs refueling, loading and distribution of baggage and passengers; ensures that baggage and cargo are properly secured and that necessary flight provisions and emergency equipment are aboard.
6. Ensures that all the 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.
7. 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, and/or 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.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## AIRCRAFT PILOT II (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience:

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

Requires a first class F.A.A. Medical Certificate and the ability to pass a Department of Transportation pilot pre-employment physical.

#### Option A - Fixed Wing:

1. Airplane Multi-Engine Land Airline Transport Pilot Certification (ATP) with no limitations.
2. Either a Commercial or Airline Transport Pilot Certificate (ATP) with single-engine land airplane rating.
3. 1200 hours as pilot-in-command.
4. 1000 hours multi-engine airplane other than centerline thrust.
5. 1500 hours total fixed wing pilot time.

#### Option B - Helicopter:

1. Rotorcraft/Helicopter Airline Transport Pilot Certificate (ATP) with no limitations.
2. 1200 hours as pilot-in-command.
3. 1000 hours of turbine helicopter time.
4. 1500 hours total rotary wing pilot time.

#### Knowledges, Skills and Abilities

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

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

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

Requires ability to handle controversial situations in a tactful and diplomatic manner.