

**Title:** Chief Pilot-SO-AU (Non Sworn Temporary)

**Class Code:** 4020

**PG:** \*

**Date:** 09/08

**Status:** Non-Civil Service

**Position Reports to:** Designated Supervisor

**Department:** Police Department

**GENERAL DESCRIPTION OF CLASS:**

(Chief Pilot) An incumbent in this classification operates department aircraft in support of all other departments and as needed by other city departments and agencies. This includes, but is not limited to, patrol flights, photo missions, vehicle and person pursuits, missing person searches, etc. Is responsible for the training in aviation safety regarding law enforced ongoing operations

**ESSENTIAL FUNCTIONS:**

1. Checks the flight operations and notices log for changes and notices; reads, initials, and complies with the changes and notices.
2. Ensures that all aircraft in service receives a complete pre-flight inspection as delineated by the Federal Aviation Administration or a manufacturer's approved check list at the beginning of their respective shift.
3. Document any discrepancies (on the daily flight log) observed during the pre-flight inspection and ensures that noted discrepancies are reported as soon as possible to the Aviation Unit Supervisor.
4. Ensures that available aircraft are left in fueled and serviced condition at shift change.
5. Prior to the mission, checks aircraft to ensure the fitness and safe operation of the aircraft in flight.
6. Checks weather and environmental conditions to determine that conditions permit safe flight operation.
7. Is responsible for decisions concerning flight safety.
8. Ensures that flight log entries are accurately completed immediately following a mission including any discrepancies, mechanical malfunctions or damage observed.
9. Conducts a post flight inspection and documents on the daily flight log any discrepancies, mechanical malfunctions or damage observed.
10. Ensures that any discrepancies, mechanical malfunctions or damage detected during flight or the post flight inspection are reported as soon as possible to the Aviation Unit Supervisor.
11. Ensures that any detected damage to the Police Department aircraft is documented on a City Injury report and forwarded to the CO/ISB via the chain of command.
12. Maintains the assigned work station, police issued equipment, police vehicle, and police aircraft in a clean, orderly and functional manner.
13. Reviews daily flight logs and checks mechanical discrepancies listed.
14. Ensures that all Federal Aviation Administration rules and regulations governing the operation of the aircraft are complied with.
15. Completes and maintains all needed waiver applications in accordance with the rules and regulations of the Federal Aviation Administration.
16. Submits all requisitions for the repair or purchase of aviation related equipment thru the chain of command.
17. Oversees the work completed by aviation mechanics on the police department aircraft during the annual inspection. Ensures that all of the Federal Aviation Administration rules and regulations related to the annual inspection of the Police aircraft are complied with.
18. Oversees all major repairs and overhauls on aircraft throughout the calendar year.
19. Is the liaison between the Lakeland Police Department and the Federal Aviation Administration related to the Police Department and the Federal Aviation Administration in all non-incident and non-accident matters related to the Police Department aircraft, ie. tail number acquisitions, 337 form modifications, altitude waivers, and aviation unit operations manual updates.

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20. Responsible for training Police Department Pilots, ensures that training documentation is kept current
21. Conducts special check rides required of the Police Department pilots as specified in the Aviation Unit Operations manual, sections VII and VIII or designates a Police Department Pilot to complete these check rides.

**ADDITIONAL RESPONSIBILITIES:**

1. Testifies in court and before attorneys in depositions.
2. Develops professional working relationships with representatives of other law enforcement and criminal justice agencies.
3. Remains updated on law and policy changes.
4. Advises civilians of life threatening situations, when applicable.
5. Is on a call out status at all times.
6. May be required to perform the duties of the flight observer.
7. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough understanding of all equipment associated with the aircraft operations, including radio gear, special equipment, etc.
2. Thorough knowledge of the aircraft operations, its limitations and the pilot's limitations.
3. Knowledge of the City's geography, streets, landmarks, etc., from the air
4. Knowledge of police tactics and practices to be of value in pursuits, hostage situations, traffic problems, etc.
5. Thorough knowledge of FAA rules and regulations.
6. Thorough knowledge of meteorology and its effects on aviation and how to obtain up-to-the-minute information on weather conditions.
7. Ability to communicate via the radio.
8. Knowledge of audio visual equipment.
9. Ability to communicate with the general public and members/appointees of the agency for the purpose of providing guidance, giving technical direction and/or explaining or interpreting policy.
10. Knowledge of departmental policies, rules and regulations.
11. Knowledge of principles, practices and equipment used in police work.
12. Knowledge of federal, state and local laws and ordinances, rules of evidence and laws regarding search and seizure.
13. Ability to develop and maintain effective working relationships with the general public, other public agencies, the media, City officials and between bureaus, divisions and units of the Police Department.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires active work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to working outside in extreme weather conditions.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception. Must meet FAA flight physical requirements.

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**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Must possess a current Certified Flight Instructor Certificate issued by the FAA.
2. Pilots must possess a minimum of an FAA Commercial pilot's license in the category class and type aircraft to which assigned as a crew member. Pilots must have 750 hours total time experience. The 750 hours total time must include 250 hours of time in category and class along with 25 hours make and model in insured aircraft.
3. Must possess a current FAA Medical certificate of at least a second class.
4. Must possess a valid State of Florida driver's license.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.