

City of Fort Worth, Texas Job Description

Classification Title	Chief Helicopter Pilot		
Job Code:	MG1131	Job Family:	Management
Pay Grade	612	Date Reviewed:	07/03/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for providing safe and efficient air transportation services in support of various Police Department functions, including traffic patrol and enforcement, pursuit of criminals, aerial search, location and spotlighting of crime scenes or various other law enforcement activities. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes schedules and methods for providing helicopter piloting services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
5. Recommends and assists in the implementation of goals and objectives. Implements approved policies and procedures.
6. Performs the more technical and complex tasks of the work unit, including purchasing fuel, various helicopter parts and supplies.

7. Operates and maneuvers helicopter for assigned police functions in a safe and effective manner; and performs aerial searches to locate and spot light crime scenes, as required.
8. Performs pre and post flight inspections of helicopters and auxiliary equipment; ensures proper maintenance and repair of helicopters; and assists in needed repairs, as necessary.
9. Schedules and conducts flight training operations; monitors pilot progress; and determines when pilots are able to fly independently.
10. Participates in the preparation and administration of the aerial surveillance program budget; submits budget recommendations; and monitors expenditures.
11. Prepares analytical and statistical reports on operations and activities.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
14. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of an aerial law enforcement program.
 - Methods and techniques of helicopter flying and maneuvering.
 - Methods and techniques of helicopter flight inspections.
 - Modern and complex principles and practices of helicopter maintenance and repair.
 - Safety precautions and procedures related to the operation of a helicopter.
 - Operational characteristics of a helicopter and its auxiliary equipment.
 - Principles of supervision, training and performance evaluation.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Operating helicopters.
 - Time management and organization.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, organize and review the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Oversee the provision of aerial surveillance duties in support of various law enforcement functions.
 - Operate and maneuver helicopter for assigned police functions.
 - Ensure proper maintenance and repair of helicopters.
 - Perform flight inspections and ensure proper operation of helicopter.

- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

HS Diploma/GED supplemented by specialized training in helicopter piloting or a related field and four years of helicopter flight experience, including one year of administrative or lead supervisory responsibility. (4000 hours flight time, 1000 hours in type, 1000 hours turbine time)

OTHER REQUIREMENTS

Possession of an appropriate, valid FAA Commercial Pilot's License with Rotorcraft-Helicopter rating.

Possession of an appropriate, valid FAA 2nd Class Medical Certificate.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment, incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.