

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most asset, then MAC is the place for you.

**Position Purpose:**

This position assists the Chief Pilot with their day-to-day duties and responsibilities. This position will also assist in the coordination of the Mountain Air Cargo pilots and aircraft within the Flight Operations department.

**Responsibilities/Duties:**

- Supervises pilots to ensure compliance with Company policy, FAA, aircraft and operating procedures.
- Observes crew procedures at assigned aircraft locations, including ramp checks of aircraft and crewmembers to ensure proper flight kit and revisions, performing safety audits when requested.
- Ensures flight crewmembers and the Manager of OCC have necessary information to operate safely and according to regulations and prescribed limitations.
- Coordinates with flight schedulers in preparation of pilot schedules (Domestic and International) to ensure current and qualified flight crews are available at each location for each flight.
- Reviews schedules for most efficient use of flight crew and to assist in coordinating travel requirements.
- Ensures schedules are transmitted to crewmembers and Flight Following Department on a timely basis.
- Works directly with the Maintenance Department and Scheduling to assure aircraft movements and crews are coordinated for maintenance needs.
- Acts as departmental manager on duty in a rotating on-call schedule as needed up to and including 24 hours a day, 7 days a week to assist with operational need.
- Makes operational control decisions as necessary to ensure safe operation and be available to provide support as needed to answer questions or prevent delay or cancellation.
- Assists in the management of the electronic weight and balance program.
- Reviews deviation reports with flight following personnel and reports findings to the Chief Pilot.
- Reviews flight crewmembers flight and duty records for accuracy.
- Reviews and approves weekly expense reports.
- Reviews and approves weekly pilot payroll.
- Participates in pilot recruitment, interview and hiring process.
- Assists with pilot annual salary reviews, executes pilot incentive program and processes HR personnel forms.
- Performs other duties as assigned by the Chief Pilot.
- Coordinates with the training and scheduling departments to ensure initial and recurrent training is completed as required.
- Reviews pilot training materials as required and provides recommendations to the training department.
- Represents Flight Department at company meetings.
- Participates in ERC committee meetings.
- Assumes duties and responsibilities of the Chief Pilot in their absence.
- Ensures positive communications with flight crewmembers, Flight Following department and other Company personnel.

- Assists Chief Pilot with manual rewrites as necessary.
- Writes bulletins and memos to communicate effectively with crewmembers.
- Adheres to company policy and procedures.
- Attends and participates in company and FAA meetings as a Flight Department Representative when requested by the Chief Pilot.
- Performs other duties as assigned by the Chief Pilot.

**Education and Experience:**

- An Associate's degree with an aviation related, or business administration major is required. An equivalent combination of relevant education and training management work experience may be substituted.
- Familiar with standard concepts, practices, and procedures within the Federal Regulations and airline industry.

**Knowledge, Skills and Abilities Required:**

- Ability to read and interpret documents such as technical data, safety rules/regulations, operating and maintenance instructions, and procedure manuals.
- Ability to write management reports and correspondence.
- Ability to develop and proof operational materials.
- Ability to speak effectively in interpersonal situations and before groups of employees.
- Strong planning and organizational skills.
- Proficient with MS Word, Excel, PowerPoint, and Access.

**Training Requirements:**

- Able to qualify as a line Captain in any of the aircraft that Mountain Air Cargo operates
- Stay up to date on current industry events, regulatory developments, and relevant information to the aviation field.

**Working Conditions and Physical Effort:**

- Work typically performed in an office environment. However, sometimes work involves moderate exposure to unusual elements such as extreme temperatures, dirt, or dust, etc.
- Light physical effort - Requires handling of average-weight objects up to 10 pounds or some standing or walking. Exposed to any number of elements but with none present to the extent of being disagreeable.
- May work at different locations as needs require.
- Ability to travel to offsite locations (Up to 50%).

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.