

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS03621690
POSITION NO: 240770
POSITION TITLE: Aircraft Pilot

DATE POSTED: 09/02/21
CLOSING DATE: Open Until Filled

DEPARTMENT NAME / WORKSITE: Division of General Services/Navajo Air Transportation - Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BR68A-F</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>DOE****</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>DOE****</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Air Transportation Director, performs pre-flight preparation, inspects aircraft, maintains flight logs, operates aircraft to and from destinations within the United States as scheduled in all types of weather conditions, conducts all flights according to the Federal Aviation Regulations and other pertinent rules and regulations, assists in loading and unloading baggage(s), assists passengers at departure/arrival at airports, ensures all transported freight is secure, prepares aircraft for next flight, responsible in refueling aircraft, ensures upkeep of the aircraft's interior, assist in moving aircraft in/out of hanger utilizing aircraft tug, and assists with routine office and airport operations. Evaluates and analyzes meteorological data and any Notice to Airman to ensure safety of all flights. Conducts pre-assessments of aircraft to ensure safety, reviews flight routes, considerate of passengers safety at all times, prepares/reviews/files flight plans and schedules according to Federal Aviation Administration (FAA) and/or local government regulations, notating maintenance issues and ensures maintenance is addressed, and prepares required reports. Assists with routine maintenance of airport grounds and equipment, assist in scheduling flights, and other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A high school diploma/GED and graduation from an accredited training program in Aviation; and three (3) years of paid experience as a pilot in single and multi-engine aircraft operation, 4,000 hours of pilot-in-command time and 2,000 hours of multi-engine pilot-in-command time;

OR

• An Associate's degree in Aviation; and two (2) years of paid experience as a pilot in single and multi-engine aircraft operation, 4,000 hours of pilot-in-command time and 2,000 hours of multi-engine pilot-in-command time.

Special Requirements:

- Possess a valid FAA Commercial Pilot License with Single and Multi-engine and Instrument Rating OR an Airline Transport Pilot License with Multi-engine Rating.
- Possess a current FAA Class II Medical Certificate.
- Pass FAA mandated physical examination.
- Possess a current Instrument Competency Endorsement, Federal Communications Commission (FCC) Radio Permit (restricted).
- Possess a valid state driver's license.
- A favorable background investigation.
- Obtain Tribal Vehicle Permit and obtain FMIS / 6B Certification within 90 days of hire date.
- Pass yearly re-certification flight training conducted by Sim-Com. Additional licenses or certification maybe needed.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledgeable of the Federal Aviation Administration, Environmental Protection Agency, federal, state, and Navajo Nation charter plane flight rules and regulations pertinent to aircraft operations and maintenance. Knowledge of instruments, aircraft components, operations, and maintenance requirements. Knowledge of flight scheduling and pilot limitations according to FAA regulations. Knowledge of occupational safety and health regulations, practices, and procedures. Knowledge of instrument and visual flying methods and analysis/interpretation of technical meteorological maps. Skilled in safely piloting assigned aircraft, conveying flight information to Air Traffic Control facilities, and adhering to radio/data link procedures. Adapting to changing schedule and high-pressure situations. Proficient in Microsoft Office Software, and other computer applications. Skill in verbal and written communications, following complex oral and written instructions. Ability to maintain and establish effective working relationships with others in a professional manner; Maintain effective and unbiased working relationships with supervisors and employees. Ability to communicate effectively in the Navajo Language would be referred.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.