

Aircraft Pilot
Division of Facilities and Transportation Services
Wisconsin Air Services

Position Summary

This position functions as an Aircraft Pilot for the Department of Administration, Wisconsin Air Services Section, reporting to the Wisconsin Air Services Manager (Enterprise Program Section Chief) and working under general supervision. Wisconsin Air Services passenger aircraft fleet includes a 1999 Beechcraft King Air 350 (passenger transport) and 3 2001 Pilatus PC12 aircraft (passenger transport), flying on average more than 1,000 hours annually. The Aircraft Pilot may act as Captain and/or First Officer, depending on the assignment and aircraft utilized on any given day.

The Aircraft Pilot provides safe, comfortable air transportation on a 24/7 and stand-by basis to a diverse customer base of state government entities, including state officials and officers, UW athletics, UW Organ and Tissue Donation, Wisconsin Schools for Blind and Deaf. Pilots are expected to be able to operate in all weather conditions (including snow and ice), operating in low Instrument Flight Rules (IFR) conditions on a regular basis, and maintain radio skills when talking to air traffic control.

Diversity, equity, and inclusion are core values of WI State Government. We are committed to building and sustaining an inclusive and equitable workplace environment for all employees. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Special Requirements

Possession of a current FAA Airline Transport Pilot Certificate and Commercial Pilot, indicating single and multi-engine land, with type, instrument, and commercial rating is required.

FAA Second Class medical certificate with no waivers other than for corrected vision is required.

The following endorsements are required:

- High altitude endorsement
- High performance endorsement
- Complex aircraft endorsement

The following hours in flight are required:

- 3000 Hours Total Time, Airplane
- 500 Hours Pilot in Command (PIC) time, Airplane
- 200 Hours Turbine Time, Airplane
- 100 Hours Instrument Time (Actual and Simulated)
- 100 Hours Nighttime, PIC
- 200 Hours Multi-Engine Time

Goals and Worker Activities

45% A. Pilot Wisconsin Air Services aircraft (as Captain and/or First Pilot of a two-person aircraft crew) for section operations including transport of passengers and organ/ tissue for donation.

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- A1. Transport the Governor, Legislators, State Department Chief Executives, and other state government employees, including University of Wisconsin System and other state entities as determined by the Department, throughout the United States, Canada, and Mexico.
 - A2. Pilot flights to best serve passenger needs, giving special attention to safety, adverse meteorological conditions, airport stability, fuel requirements, continuous aircraft airworthiness determinations, and passenger schedule.
 - A3. Recognize and mitigate risk effectively during flight execution. Apply sound principles of both single pilot and/or crew resource management.
 - A4. Operate in a 2-crew environment and utilize Crew Resource Management (CRM) to communicate with crew and support personnel clearly and in a timely manner during normal, abnormal, and emergency operations.
 - A5. When operating in the Captain role:
 - The Captain is responsible for emergency evacuation of all passengers.
 - The Captain is responsible to complete a weight and balance prior to every flight.
 - Utilize the aircraft's minimum equipment list (MEL) and use it in accordance with the appropriate situation.
 - A6. Complete pre-flight planning and post flight data entry.
- 30% B. Provide customer service to passengers for comfortable and enjoyable flights.**
- B1. Establish and maintain a high degree of courtesy and service to passengers, maintaining confidentiality of all discussions, which may take place in the presence of the Aircraft Pilot by the passengers.
 - B2. Provide assistance in loading and unloading passenger cargo (luggage and/or equipment) into the aircraft cargo hold.
 - B3. Complete passenger briefing prior to departure and communicate any issues with the lead passenger.
 - B4. Provide passenger assistance during flights as long as it does not affect safety of flight.
- 15% C. Maintain exemplary personal flight standards.**
- C1. Remain proficient and current in day, night, and instrument conditions commensurate with Federal Aviation Administration (FAA) and Department regulations, policies, and procedures.
 - C2. Remain proficient and current in flight regulations and emergency procedures, performance characteristics, and operating limitations of all Department aircraft.

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C3. Provide specific feedback to Aircraft Mechanics of any discrepancies requiring maintenance.

10% D. Participate in ground and flight training and safety programs.

D1. Actively participate in and lead initial qualification, continuing education, and upgrade training for all pilots.

D2. Actively participate and lead training in ground and flight safety program.

D3. Attend annual simulator training specific to the aircraft.

D4. Provide training to first officers and train on proper aircraft operations and WAS procedures.

Knowledge, Skills, and Abilities

1. Ability to fill flight assignments as required to support the flight schedule, 7 days a week, 24 hours a day.
2. Knowledge of overall goals of the Department and procedural steps involved for the aviation program.
3. Knowledge of each customer's activities and the ability to relate use of aircraft to provide an economical and efficient operation.
4. Knowledge of the capabilities and limitation of individual aircraft for safe mission accomplishment.
5. Knowledge of FAA, State, and Department regulations and policies.
6. Knowledge of safety programs, as they apply to Wisconsin Air Services.
7. Knowledge of advanced aircraft systems, including aircraft pressurization, de-ice boots, retractable landing gear, and advanced avionics such as the Garmin 1000 and EFIS 40/50.
8. Knowledge of and ability to use oxygen systems
9. Ability and knowledge to operate at high altitudes
10. Ability to operate an aircraft at speeds exceeding 200 kts (230 mph)
11. Knowledge of and ability to operate the Pratt and Whitney PT6 Turbine Engine, including: high-speed aerodynamics, advanced navigation systems, and engine performance management.
12. Ability to operate in all weather conditions, including low IFR conditions.
13. Knowledge of, ability and skill to maintain radio skills when talking to air traffic control in all weather conditions.
14. Knowledge of and ability to utilize Crew Resource Management (CRM) during normal, abnormal, and emergency operations.
15. Proficient knowledge of ForeFlight, Bart, and FltPlan.com software programs.
16. Knowledge of the minimum equipment list (MEL) for each aircraft in WAS fleet.
17. Knowledge and skill related to interpreting current and predicted weather to accomplish aviation missions.
18. Exceptional customer service skills

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19. Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment.
20. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.

Physical Requirements

- Ability to lift up to fifty (50) pounds.
- Ability to operate in confined spaces (aircraft with limited or restricted entry/ exists).