



Seminole County Sheriff's Office

PILOT

Class Spec Code: 1095

Established Date: 05/19/2015

Last Revised Date: 11/18/2022

Effective: 11/18/2022

Salary Range

\$27.95 - \$41.93 Hourly

Bargaining Unit

N/A

EEO

EEO4-Protective
Service Workers -
Sworn

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

PHYS

Classified Service

Yes

General Description

Technical and supervisory work responsible for the overall management and supervision of the day to day operations for the Aviation Unit.

Typical Duties

ILLUSTRATIVE DUTIES: The duties listed below are in addition to the duties assigned under the associated job description. The omission of specific work statements does not necessarily exclude them from being performed by the position and is for illustrative purposes only.

REFERENCE **DEPUTY SHERIFF** VIA [JOB DESCRIPTIONS](#)

Ensures Aircraft Commanders exercise final responsibility and authority for the safety of aircraft, personnel and equipment during flight operations.

Ensures Aircraft Commanders maintain current awareness of, and comply with, all pertinent agency requirements, FAA regulations and other regulatory data bearing on the performance of their duties.

Ensures Aircraft Commanders maintain currency in departmental aircraft in accordance with FAA regulations. Ensures Aircraft Commanders maintain currency in specialized equipment such as Night Vision Goggles.

Ensures any reported issues with safety deficiencies, damage to aircraft or suspicious conditions are resolved in a timely manner.

Oversees aircrew work including refueling duty aircraft following each flight, conducting post flight inspection and completing all patrol flight logs, aircraft flight logs, records and required reports, maintenance of the aircraft's cosmetic appearance and routine maintenance of Unit Operations Facility.

Maintains record keeping procedures to record and track crewmember flight, duty time and training.

Assures compliance by Aviation Unit personnel regarding appearance and fitness for duty.

Establishes and maintains communications and an effective working relationship with outside agency and internal agency personnel.

Supervises all contract vendors, accounts and services to ensure compliance with purchasing and accounting procedures as well as timely, uninterrupted services.

Oversees and coordinates aircraft maintenance with the unit's Aviation Mechanic and contract aircraft maintenance.

Provides technical assistance to subordinates in the performance of their duties. May be required to perform the duties of subordinate personnel in their absence.

Assigns duties to personnel and reviews their work through personal observation; receives, reviews, and approves reports and distributes it to proper recipients.

Receives and resolves complaints against subordinate Sheriff's Office personnel, or if unresolved, forward complaints through the chain of command.

Initiates and effectively recommends, performance evaluations, disciplinary and/or commendatory actions for assigned personnel. Conducts supervisory inquiries as assigned.

Coordinates training and employee's schedules as required. Assist personnel with career development. Serves as a liaison to various committees as assigned.

Performs other duties as assigned or as may be necessary in the efficient and

effective performance of the position functions.

Minimum Qualifications

- REFERENCE **DEPUTY SHERIFF** VIA [JOB DESCRIPTIONS](#)
- Must possess a current Commercial FAA Pilot Certificate with Flight Instructor and Rotorcraft-Helicopter privileges
- Must maintain a current class II medical certificate, per FAR Part 67

Knowledge, Skills, Abilities & Other

REFERENCE **DEPUTY SHERIFF** VIA [JOB DESCRIPTIONS](#)

Extensive knowledge of aircraft operation and maintenance requirements.

The Chief Pilot must also be able to perform all duties of a Deputy Sheriff. The Chief Pilot may spend up to 50% of their work time performing the same duties of an assigned Deputy Sheriff.

WORKING CONDITIONS

he work environment is in an office atmosphere, aircraft hanger, and aircraft cockpit. Incumbent must be able to maintain FAA health certificate standards.