

## **GSAS JOB DESCRIPTION**

**JOB TITLE: Captain – AIR TAXI (703).    DATE: September 19, 2022**

**JOB LEVEL: Captain**

**COMPANY / DEPARTMENT: GOOD SPIRIT AIR SERVICE**

**REPORTS TO: CHIEF PILOT AIR TAXI (703)**

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### **POSITION SUMMARY:**

Under direct supervision of the Chief Pilot Air Taxi (703) this position is responsible for the safe and efficient operation of company aircraft by meeting the requirements of the standard operating procedures, company operations manual, Canadian Air Regulations (CARS) and approved company objectives and performance standards.

### **RESPONSIBILITIES:**

1. Pilot company aircraft as assigned with full responsibility for safety of passengers, cargo and efficiencies of operation.
2. Ensure all pre-flight and post flight activities are completed;
  - Check weather, all applicable NOTAMS, fuel and oil requirements.
  - Calculate aircraft weight and balance for takeoff and landing.
  - Complete an operational flight plan or flight itinerary and leave a copy at the point of departure,
  - Complete an aircraft pre-flight inspection and determine that required equipment and documentation are available and serviceable.
  - Proper handling, loading and securing of cargo, especially dangerous goods.
  - Brief passengers in accordance with company operations manual.
  - Complete aircraft security after flight (plugs, ties, chocks, tents, commissary) etc. as required.
  - All documentation is completed (log book, operational flight log, expenses, fuel slips) etc.
  - Advise Maintenance of any defects.
3. Ensure all necessary services and arrangements are available for the comfort and convenience of passengers.
4. Coordinate all changes to flight itinerary and pilot schedule with dispatch,
5. When away from base, authorize and oversee servicing, ground handling and security of aircraft.
6. Maintain in good standing all required medicals, licenses, pilot proficiency checks, manuals and records as outlined in the company operations manual, company procedures, and Transport Canada regulations.
7. Advises Chief Pilot of any matter that could either positively or negatively affect the operation of the company.
8. Participate in various non-flying duties as required including maintenance of publications, aircraft commissary and winter gear, company training courses and pilot meetings.
9. All personnel are encouraged to be on the alert for hazards on the job. All personnel are responsible for the prompt and diligent reporting of all observed or suspected hazards,

As a demonstrated interest in the safety of all employees and the general public, and as a condition of employment, each member of this organization agrees to report all errors, irregularities, incident and accidents honestly and without fear of reprisal.

### **REQUIREMENTS:**

#### **Education:**

- High School diploma.

- Commercial Pilot License or Airline Transport Pilot License.
- Multi-engine endorsement and multi-engine IFR rating.

**Experience:**

- 1500 hrs total time
- 500 hrs PIC
- 500 hrs multi-engine

**Skills:**

- Proven flying proficiency.
- Decision making ability.
- Teamwork, communication, interpersonal skills.

**SUPERVISORY RESPONSIBILITIES:**

- Able to supervise a flight crew and passengers.

**EQUIPMENT TO BE USED:**

- Various CAR 703 and corporate aircraft. (BE20 / BE30)

**TYPICAL PHYSICAL DEMANDS:**

- Long periods of sitting.
- Loading of cargo and baggage.
- Fueling of aircraft.

**TYPICAL MENTAL DEMANDS:**

- Basic mathematic calculations.
- Able to maintain situational awareness in a quick moving, fluid environment.

**WORKING CONDITIONS:**

- Variety of temperature extremes.
- Work in a team environment.
- Air Charter on Call requirements