

## **POLICE FLIGHT INSTRUCTOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Flight Instructor is primarily responsible for developing and administering all Police pilot and Tactical Flight Officer (TFO) training within the Air Support Unit. Primary instructor duties include: developing, maintaining, and updating training programs, lesson plans, and procedures; training Police Officers as TFOs and pilots in a classroom setting regarding basic rotary-wing and fixed-wing aircraft operations and flight techniques; instructing pilot trainees in Federal Aviation Administration (FAA) practical test standards in Department aircraft for attainment of various pilot certifications; training Police Officers to become effective TFOs to effectively use equipment and techniques to support patrol and specialty units; completing and retaining training records in accordance with FAA requirements; and completing quarterly proficiency checks and FAA required Flight Reviews for authorized pilots. Duties also include: inspecting, monitoring, and evaluating work-related conditions and aircraft to determine compliance with FAA and Department-prescribed operating, safety, and other standards and regulations; reviewing and implementing directives from FAA and manufacturer publications as related to aircraft compliance with Airworthiness Directives, Advisory Circulars, and Manufacturer Bulletins; ensuring adequate staffing in accordance with maximum pilot flying hours and mandatory resting time; resolving operational and other work-related problems related to aircraft operations; and maintaining current navigational aids. This class may also work on special projects as assigned by the Aviation Unit Administrator which may include but not be limited to: grant research; aircraft and parts research; and consultation with Department management on the budget for the recommendation of new equipment and identification of alternate funding sources.

This class also serves as a line pilot and TFO for rotary-wing and/or fixed-wing aircraft. Line pilots are primarily responsible for providing airborne surveillance in traffic or criminal enforcement operations as well as limited search and rescue. Additional pilot duties include: transporting Police Officers for regional assignments; conducting pre- and post-flight inspections of aircraft; maintaining aircraft flight time records; assisting with maintaining the aircraft hangar area; performing minor aircraft maintenance; and attending public events to educate citizens about the purpose, mission, and procedure in which the Air Support Unit functions within the City and the Police Department. This class also acts as a maintenance test pilot and is responsible for completing FAA required test flights for airworthiness and final maintenance checks on aircraft returning to service following maintenance. While serving as a TFO, employees in this class act as the primary tactical decision maker and commanding representative of the aircraft while it is over a scene and throughout the mission. TFO duties include: maneuvering surveillance cameras and recording pursuits; monitoring maps and Global Positioning System (GPS) data; operating searchlights and thermal imaging cameras; instructing pilots where to optimally position the aircraft; and supporting patrol and communicating with ground officers regarding suspect or vehicle locations, direction of travel, and other critical operational commands. This position is responsible for performing related duties as required.

**Distinguishing Features:** A Police Flight Instructor is assigned to the Police Department Air Support Unit and receives supervision from the Aviation Unit Administrator. The duties and responsibilities of this class are governed by FAA rules and regulations. An incumbent must be able to perform the duties of a commissioned peace officer enforcing the laws of the State of Arizona. The work requires considerable initiative and independent judgment in the flight operation of both rotary-wing and fixed-wing aircraft and the training of others in aircraft operation and flight techniques.

This class is distinguished from Police Officers assigned as pilots within the unit by the instructor duties and certifications required. Work is subject to on-call and weekend assignments. This class is FLSA nonexempt.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Minimum of three years of law enforcement experience as a peace officer. Minimum of 1500 hours of rotary-wing aircraft flight time.

**Special Requirements.** Must possess the following credentials by hire or promotion date: valid Arizona Class D Driver's License; FAA Second Class Medical Certificate; FAA Commercial Pilot License; and FAA Certified Flight Instructor License for rotary-wing aircraft. Must obtain an FAA Certified Flight Instructor License for fixed-wing aircraft within two years of hire or promotion. Must possess current Arizona Peace Officer Standards and Training Board (AZPOST) certification by hire or promotion date (or attain AZPOST certification within one year of hire date if current peace officer certification is from another state). Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Candidates given a conditional job offer will be required to pass a pre-employment medical physical, psychological test battery, and drug screening.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures. This class is subject to Department of Transportation (DOT) FAA drug and alcohol testing as outlined in 14 CFR Part 120.

**Preferred/Desirable Qualifications.** Completion of a degree or coursework in aviation or a related field is preferred. Possession of an FAA Certified Flight Instructor License for fixed-wing aircraft is desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, management, vendors, contractors, and public officials in order to explain the duties and responsibilities of the Air Support Unit program. Instructs unit members on assignment as observers/pilot trainees in a classroom setting regarding basic rotary-wing and fixed-wing aircraft operations and flight techniques and tactical observation. Prepares written documents such as: daily flight operations, reports, log sheets, and police reports with clearly organized thoughts using proper sentence construction, punctuation, and grammar in order to be used for preparing court cases.

**Manual/Physical:** Reviews the work proficiency of others to ensure compliance with standard operating procedures, Federal Aviation Regulations (FARs), FAA Practical Test Standards, and the standards/guidelines outlined in the Mesa Police Department's Air Support Operations manuals. Inspects, monitors, and evaluates work-related conditions and police aircraft to determine compliance with prescribed operating, safety, and other standards, regulations, and guidelines including federal aviation regulations and departmental procedures. Distinguishes colors to be in compliance with FARs. Detects smoke within the aircraft cockpit and hazardous materials such as aircraft fluid leaks. Detects warning devices when working around moving equipment or other warning signs while operating aircraft, including but not limited to: backup warning devices, sirens, and calls for help. Maintains the ability to perform all duties of a Police Officer, including making forceful arrests and firing a weapon. Operates rotary-wing and fixed-wing aircraft requiring a Commercial Pilot License to instruct student pilots. Operates Police vehicles requiring a standard Arizona Class D Driver's License. Operates aircraft tow equipment to move aircraft in and out of the hangar area. Uses common hand tools such as a: hammer, saw, screwdriver or other tools to make minor repairs on aircraft equipment and facilities. Operates a variety of standard office equipment such as a personal computer and calculator to compile reports and log sheets and provide statistics. Prepares and updates maps, schedules, and graphs in order to prepare flight lessons, presentations, and keep reference material up to date. Moves aircraft and supplies from one place to another using tow equipment and handcarts. Cleans work area and equipment within the hangar. Works with cleaning fluids and aviation fuel using normal, routine, protective equipment to clean and refuel aircraft. Works at elevated levels up to a maximum of 23,000 feet while performing police aircraft patrol missions. Works in a variety of weather conditions while performing training and patrol functions and in small cramped areas while performing flight duties.

**Mental:** Plans, organizes, and directs the activities of flight training. Resolves operational and other work-related problems related specifically to aircraft operations. Performs mathematical calculations associated with aircraft operation as directed by FARs. Comprehends and makes inferences from written materials such as FAA publications, notices, and departmental operations orders to safely perform flight operations and develop flight lessons, safety procedures, and budget recommendations. Evaluates the flight performance of trainees. Understands and interprets visual aids such as maps and navigational charts to perform flight operations. Interprets schematic drawings, layouts, and other visual aids such as aeronautical charts and diagrams. Prioritizes own work and prioritizes and assigns the work of Police pilots. Develops Air Support Unit policies and procedures and short and long-term objectives. Conducts research and/or analyzes data related to flight training and safety. Assists in preparing the Unit's budget through analysis of flight hours and equipment cost analysis.

**Knowledge/Skills/Abilities:**

Knowledge of:

FAA visual flight regulations;  
rotary-wing and fixed-wing aircraft;  
aircraft operation and related subjects including navigation, weather, communications, and instrumentation; and  
the principles, practices, and techniques of flight training.

Skill in:

operation of rotary-wing and fixed-wing aircraft under adverse weather conditions over mountainous terrain;

law enforcement procedures; and

two-way radio communication.

Ability to:

teach, monitor, and evaluation officers being trained to operate Police aircraft;

pilot aircraft safely to destinations;

cope with the psychological and physiological pressures of hazardous flight operations;

function as a peace officer; and

establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and the requirements of the job change.

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CS5020.DOCX

EEO-PSW

JOB FCTN- PUB

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE: POSA1

IND-7720

SWORN-Y

Non-DOT Random-N

DOT-Y

INCREMENTS 175-237