
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Chief Pilot
POLICY NUMBER: 6030

6030.1 Nature of Work

6030.1.1 This position serves as the primary pilot for Butte County Mosquito and Vector Control District flight operations, Aviation Wing, and for support duties as assigned by the District's management. This position serves as an administrative extension of the District Manager and has supervisory responsibilities in matters concerning Air Operations. The Chief Pilot may be called upon to develop directives to Air Operations pilots and ground crews and to give authoritative advice and direction in accordance with his/her interpretation of the position of the District Manager on specific issues concerning the Aviation Wing. Successful performance requires an in depth understanding of the philosophy of the District Manager and Assistant Manager on a broad range of matters, to apply said knowledge to a wide range of problem solving, and while using best judgment to defer appropriate matters to the District Manager or Assistant Manager for personal attention.

6030.1.2 In the case where a Pilot II and/or Pilot I is not employed with the District, the Chief Pilot must cover the illustrative tasks of the Pilot II and/or Pilot I.

6030.2 Illustrative Tasks

6030.2.1 Is responsible to develop, improve, and maintain all manuals, quizzes, oral and written tests pertinent to Air Operations to include, but not limited to: Loader Truck Operations (LTO) Manual, Pilot Operations Manual, Aircraft Maintenance and Inspection Records, Engine and Propeller Maintenance records, Air Worthiness Directive compliance records, Weight and Balance documents and Type Certificate Data Sheets for each aircraft, written test guide to pass Department of Pesticide Regulation's Apprentice and Journeyman Tests, LTO written and oral tests, and Pilot Operations written and oral tests.

6030.2.2 Is tasked with the development and maintenance of all pertinent forms and documents necessary for the safe and efficient operation of the Aviation Wing to include but not limited to: Loader Truck Safety Equipment, Loader Truck Safety Inspections, Tank Farm Fuel Records, Load Sheet, pesticide tally sheets, Daily Airplane Record, Organic Spray System Clean-Out, aircraft calibration, aircraft inspection check list, hourly operation cost, and to report annual acres.

6030.2.3 Responsible for the development of an annual Air Ops budget consisting of estimates of known or anticipated maintenance costs, any aircraft or equipment repairs, and/or improvements.

6030.2.4 Responsible for the restocking hardware and aircraft consumables.

6030.2.5 Responsible for Air Ops personnel training and testing.

6030.2.6 Supervise and/or perform aircraft maintenance, aircraft washing, and hangar cleaning.

- 6030.2.7** Performs aircraft preflight procedures in accordance with the District owned aircraft owners manual's recommendations.
- 6030.2.8** Oversees and when necessary assists with aircraft loading (liquid and granule).
- 6030.2.9** Proficient with field operations including directing LTO (loader truck operator), satellite airstrip operations, forklift operations, aircraft repositioning and towing operations.
- 6030.2.10** Schedule, supervise, and/or perform daytime mission planning, load sheets, and records.
- 6030.2.11** Is tasked with night operations mission planning, mapping development, aircraft guidance system programming, and post mission report development.
- 6030.2.12** Is expected to schedule and conduct flight missions as directed by workload, scheduling, and pilot proficiency considerations necessary to maintain an efficient and safe operation.
- 6030.2.13** Ensures that all pilots comply with aircraft flight following procedures.
- 6030.2.14** Is expected to supervise and/or perform routine inspections and preventative maintenance of all District aircraft, aircraft spray equipment, hangar, aircraft spray equipment calibration and characterization. Oversees Loader Truck inspections.
- 6030.2.15** Must maintain a safe and clean work environment.
- 6030.2.16** Performs related work and other assigned tasks/assignments as directed by management in a timely and efficient manner.
- 6030.2.17** Must be able to safely operate District forklifts, vehicles, power equipment, and aircraft.
- 6030.2.18** Attend assigned training sessions, reads District manuals and keeps informed of policies and procedures; reads technical literature related to aircraft repair and maintenance and mosquito control tools and implements.
- 6030.2.19** Properly disposes of or properly stores in marked containers, all hazardous materials, waste chemicals and engine lubricants/fluids.
- 6030.2.20** Assists in training District personnel on proper operation, safety precautions, and care of District aircraft and other specialized equipment; brings safety related issues to the attention of the District Manager, Assistant Manager, Regional Supervisor, or any member of the District's Safety Committee and recommends corrective actions.
- 6030.2.21** Comprehension and understanding of BCMVCD Air Ops Ground Support Personnel Training Manual.
- 6030.2.22** Fulfills Pilot Registration with the Butte, Glenn, and Sutter County Agriculture Commissioners offices (and others if applicable) annually.

6030.3 Secondary Illustrative Tasks

- 6030.3.1** Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field

surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6030.4 Knowledge, Abilities, and Skills

6030.4.1 Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6030.4.2 Knowledge of chemical application equipment.

6030.4.3 Know the sections of California laws (Food and Agricultural Code) and regulations, (California Code of Regulations, Title 3) and federal aviation regulations (FAR) found in the Code of Federal Regulations, Title 14 (14 CFR) that deal with agricultural aircraft operations and aerial pesticide applications.

6030.4.3.1 Understand the requirements for DPR's aerial applicator license/certificate.

6030.4.3.2 Understand the regulations covering aerial application including restrictions relating to hazardous materials.

6030.4.3.3 Understand label and state restrictions relating to flying height of applications.

6030.4.3.4 Be aware of congested areas and restrictions and understand differences between 14CFR part 91 and part 137.

6030.4.4 Must be proficient in the use of Hemisphere Sat Loc Air Track, AgNav, and FlightMaster Guidance systems, or other equivalent systems and programming software. Must be proficient in communication equipment and requirements.

6030.4.5 Knowledge of Grumman Ag Cat Owners Manual, aircraft and power-plant normal and emergency operations.

6030.4.6 Knowledge of the proper use and safety of hand and power tools.

6030.4.7 Knowledge of pesticide safety and handling and pesticide application calibration techniques.

6030.4.7.1 Be familiar with restrictions regarding aerial applications, such as sensitive areas, buffer zones, and California restricted materials and identify where to get information on local restrictions relating to aerial applications.

6030.4.7.2 Interpret label instructions that provide information on aerial uses of pesticides and identify how to interpret labels that have no reference to aerial uses.

6030.4.8 Knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and disposal/storage of hazardous material.

6030.4.9 Should have a basic knowledge of industry standard publications to include but not limited to, Laws and Regulations Study Guide, The Safe and Effective Use of Pesticides, Professional Standards for Agricultural Aviation-Standards and Best Management Practices, California Restricted Materials Requirements List, Aerial Application Apply Pesticides Correctly A Guide For Commercial Applicators, Guidelines For Physicians.

6030.5 Working Conditions

6030.5.1 The Chief Pilot may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Chief Pilot must be willing to occasionally work non-standard work schedules including evenings, weekends and holidays.

6030.6 General Requirements

6030.6.1 The Chief Pilot must possess and maintain a current appropriate medical certificate issued by the Federal Aviation Administration (FAA).

6030.6.2 The Chief Pilot must possess and maintain a valid Journeyman Pest Control Aircraft Pilot certificate issued by the Director of the California Department of Pesticide Regulation and a valid commercial pilot's certificate.

6050.6.3 The Chief Pilot must possess a Commercial Pilot Single and Multiengine Land and Instrument Airplane ratings.

6030.6.4 The Chief Pilot must have at least 3000 hours of total flight time, 1500 hours of conventional geared aircraft experience, 800 hours experience in Ag Cat piston engine aircraft, 250 hours experience in Ag Cat turbine engine aircraft, 160 hours of night time and 60 hours of actual or simulated instrument time is required.

6030.6.5 The Chief Pilot must be able to fly and apply various liquid and granular materials with precision. Must be proficient in applying mosquito adulticides using ultra low volume (ULV) spray equipment during day and night operations.

6030.6.6 Possess or qualify and immediately obtain and retain a valid California Driver's License, and have and maintain a safe driving record.

6030.6.7 Ability to meet any requirement of experience and/or education to obtain any licenses or certifications required by law or regulation, and to retain such license or certification.

6030.6.8 Possess good personal presentation and poise.

6030.6.9 The ability to read and interpret maps and to do other work, as assigned, as the program and operation of the District requires.

6030.6.10 No outside employment is allowed, if in the District Manager's judgment it will conflict with the District Program or reduce a person's ability to satisfactorily perform required duties.

6030.7 Physical Requirements

6030.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

6030.7.2 Body Movements: Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove parts and equipment during normal daily activity. Must have full range of motion for activities that may include use of hands, legs and feet. Must have the ability and range of flexibility to reach over the head, reach below the knees, and to bend over or squat down.

6030.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to provide the physical effort required to perform the essential functions of the job which includes having mental alertness to be able to diagnose mechanical problems and the physical ability to make repairs. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

6030.7.4 Frequently: Activity or condition existing 1/3 to 2/3rds of the time. Lifting and moving parts, equipment and other objects weighing up to 50lbs. Standing for extended periods of time while performing vehicle and equipment repairs, performing other shop duties and other assigned tasks.

6030.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Climb ladders, repair minor plumbing and electrical problems, extricate bogged or broken down vehicles which can involve digging, kneeling and crawling.

6030.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive and safely perform the essential functions of the job under the conditions listed above.

6030.8 Incident/Accident History

6030.8.1 The Chief Pilot history should be free of any incidents or accidents within three (3) previous years. The definition of an incident or accident is found in the Code of Federal regulations Title 49 Section 830.2. This requirement may be waived subject to the review and approval of the District Manager.

6030.9 Post Offer Requirements

6030.9.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6030.10 Other Information

6030.10.1 Anyone employed as Chief Pilot at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6030.10.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.