



To qualify for this position you must have the experience as defined in 14 CFR Part 119.67.

The Chief Pilot directly supervises flight crewmembers and is responsible for flight related activities. She/he reports directly to the DO. Duties of the office may be delegated as deemed necessary by the CP.

Specific duties include:

- Supervise scheduling and dispatching of all company aircraft and crewmembers when delegated.
- Directing all flight crew training activities and being knowledgeable of each pilot's training status.
- Training Program.
- Advising the DO on matters pertaining to flight operations.
- Planning and maintaining a flight crew standardization program, i.e. preparing and maintaining pilot records, training records, flight & duty records.
- Maintaining current aircraft checklists, current flight kits, current publications, current avionics software, and current load manifest software for each aircraft.
- Ensuring that flight crew physical, training, and recency of experience are current.
- Providing timely information for each crewmember pertaining to routes, NOTAMS, airports, and company policy.
- In the absence or as delegated by the DO, the CP will exercise operational control over all SeaPort Airlines, Inc. pilots and aircraft for all scheduled, charter and training flights.
- Conducts personnel interviews of flight crew personnel. Supervises hiring and discharging of flight crew personnel.
- Ensures that each aircraft has adequate materials for the crew to determine the current weight and balance condition before flight. She/he will also insure that the crew complies with the load manifesting requirements.
- Performs hiring, performance review, discipline and discharging of flight department personnel.
- Accomplish assignments of senior management.

Interested applicants should send their resume and cover letter to Rob@seaportair.com.

