



## HIGHWAY PATROL FLIGHT INSTRUCTOR JOB FAMILY

### CAREER PATH

#### **Flight Instructor**

An employee is accountable for developing, coordinating, implementing, and instructing training courses and programs designed to prepare law enforcement officers for operation of fixed-wing and/or rotary-wing aircraft, assist agency pilots with maintaining or developing their proficiency level, and to formulate and implement training program plans, policies, and procedures. Work includes, but is not limited to, providing ground and flight instruction to agency pilots, coordinating flight schedules, develop and conduct performance assessments and maintain associated training records, develop and implement plans, policies, and standard operating procedures for aviation training programs within the agency. Plans and conducts all weather transportation flights and general utility flights as pilot-in-command or second-in-command and/or serves as pilot-in-command or second-in-command, for maintenance and mission equipment check flights, maintenance and mission relay flights, reposition flights and/or passenger flights, which may contain secured ammunition and/or firearms. An employee in this position will evaluate long term training needs and make recommendations to the Division Director, and take action to ensure agency aviation continuity of operations in pilot staffing. Work is performed under general administrative direction.

#### **Knowledge, Skills, and Abilities**

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of aviation rules and regulations, as well as the laws, principles, and practices as they are related to implementation within the agency.

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Comprehensive knowledge of and the ability to demonstrate successful operation and use of designated aircraft equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of principles and practices of supervisory and management techniques in the performance of duties.



## **HIGHWAY PATROL FLIGHT INSTRUCTOR JOB FAMILY**

### **CAREER PATH**

Comprehensive knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Comprehensive knowledge of federal and state aviation rules and regulations relating to being a pilot and instructor pilot.

Comprehensive knowledge of aircraft radio communication with air traffic control, as well as in pre-flight operations including weather data analysis, flight preparation, and route selection.

Comprehensive knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people.

Ability to accommodate and work a nonstandard schedule, as assigned, with frequent schedule changes, be available for callouts, to include being on-call during off-duty hours, and report for duty on short notice.

Ability to demonstrate successful performance in the development and training and mentoring of agency pilots, to include presenting.

Ability to demonstrate successful performance in researching, gathering, correlating, and analyzing facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to operate assigned Patrol aircraft in the performance of duties in accordance with FAA regulations, the aircraft flight manual, and agency policies, procedures, and standards.

Ability to sit in one position and work long hours without taking a break.



## HIGHWAY PATROL FLIGHT INSTRUCTOR JOB FAMILY

### CAREER PATH

Ability to lift, move, and/or carry 50 pounds.

Ability to demonstrate successful performance in comprehensive analysis and problem solving in implementing courses of action as conditions dictate.

Ability to position self and equipment necessary to utilize and inspect aircraft equipment in the course of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High School Diploma or equivalent and possess valid Federal Aviation Administration (FAA) fixed wing and/or rotorcraft commercial pilot certificate, certified flight instructor certificate (CFI), certified flight instructor instrument certificate (CFII), and multi-engine instructor certificate (MEI).

1,200 hours flight time is required, with 500 of those hours as a flight instructor, and 250 hours of the 500 flight instructor hours being in fixed-wing instruction.

Must be a United States Citizen, a permanent resident, or a legal resident of a country participating in the Visa Waiver Program (VWP).

### **Necessary Special Requirements**

- ❖ Must be at least twenty-one years of age at the time of employment.



## HIGHWAY PATROL FLIGHT INSTRUCTOR JOB FAMILY

### CAREER PATH

- ❖ Must possess or obtain and maintain a valid driver's license.
- ❖ Must be able to obtain and maintain a valid Federal Aviation Administration commercial pilot certificate. The specific pilot certificate will be determined by the division director, depending on the needs of the division.
- ❖ Must be able to obtain and maintain a second-class medical certificate.
- ❖ In accordance with FAA aircraft weight and balance restrictions, an Aircraft Division pilot's body weight shall not exceed 260 pounds.
- ❖ Must be able to successfully complete Water Egress Training, which requires the ability to swim.
- ❖ Must submit to periodic random drug testing.
- ❖ Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

**Pay grade:** --

**FLSA Status:** Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 07/01/2025

**Reviewed:** 07/01/2025

**Revised:** --