



## CLASS SPECIFICATION

Class Code: 60002220  
Date Established: 01/2000  
Last Reviewed: 10/2023  
Last Revised: 10/2023  
Last Title Change: 10/2023  
FLSA: exempt  
Probation: 12 months

### PILOT

#### **DEFINITION**

Under general direction, pilots Sheriff's Office helicopter to support various law enforcement operations throughout Washoe County, the state of Nevada, and the western United States; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Graduation from high school or G.E.D. and 1500 hours of Pilot In Command (PIC) time in turbine engine helicopters, which includes at least 500 hours of mountain flying experience above 5,000 feet, and 200 hours Night Vision Goggles (NVG) experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

A valid helicopter commercial and instrument pilot certificate is required at the time of application.

A valid Class II medical certificate or military flight physical is required at the time of appointment and must be maintained for continued employment.

Instrument Rating certification through the Federal Aviation Administration (FAA) is required at the time of appointment and must be maintained for continued employment.

Obtain fire carding within one year of appointment and maintained thereafter for continued employment.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Pilot helicopters to assist patrol, search, and rescue operations; provide surveillance and respond to emergency situations.

Perform pre-flight and post-flight inspections of aircraft pursuant to the Federal Aviation Administration (FAA) regulations to determine the airworthiness of the aircraft including visual inspections of the aircraft's systems, flight controls, engine, rotor systems, and other components; secure aircraft after completion of each flight.

Develop flight plan; check, and monitor weather conditions; calculate load and fuel requirements; perform routine pilot inspections before and after flights and schedule required maintenance.

Assist and support maintenance personnel as necessary; assist in keeping the aircraft clean and help maintain the appearance.

Coordinate necessary maintenance needs and budget requirements; maintain inventory of commonly and currently needed components required for the repair and maintenance of aircraft.

Prepare for inspections, audits, and other compliance related events; gathering necessary records, videos or documents and complete any associated documentation.

Coordinate training and events; track crew flight hours; coordinate flight crew schedules.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Washoe County and Sheriff's Office operations, policies, and procedures.

Washoe County geography and climatic conditions that affect aircraft operations.

Applicable inspection, audit, and compliance requirements.

### **Ability to:**

Recognize conditions hazardous to aircraft operations.

Assist with routine aircraft maintenance and repair on Sheriff's Office or City of Reno aircraft.

Coordinate a variety of tasks including training hours, schedules, and events.

Develop effective, collaborative partnerships with internal and external stakeholders.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

FAA rules, regulations, and operating procedures governing flight operations and aircraft maintenance including air traffic control rules and procedures.

Flight theory as applicable to single-engine and rotary wing aircraft.

Design, components, system, and performance limitations and maintenance requirements of the aircraft utilized by the Sheriff's Office.

Principles of loading and weight distribution and the effect on aircraft operation.

### **Ability to:**

Exercise good judgment in all flying conditions.

Prepare and maintain required logs and reports.

Inspect and evaluate aircraft and equipment for airworthiness.

Effectively monitor and respond to radio communications from multiple sources including air traffic control.

Develop flight plans and schedule flying routes.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Pilots may be required to be available after hours, weekends and holidays for call outs.

Pilots must be able to respond within 60 minutes from receiving a call.

All applicants must be willing to submit a set of fingerprints, complete and submit a personal history statement, pass background investigation; and pass a Computerized Voice Stress Analysis (CVSA) examination.

May be required to use protective devices such as bullet-resistant vests.

Must be able to tolerate exposure to cold, heat and other environmental conditions and perform their job duties in inclement weather or hazardous conditions.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*