



VACANCY ANNOUNCEMENT

Open Date: 3/24/2017

Close Date: Until Filled

***Applications accepted until the position is filled**

SCENIC TOUR/COMMERCIAL PILOT

Status: Part-time, hourly Commercial Pilot Pool

Reports to: Chief Instructor

Tour Pilots are an important part of our team here at New Orleans Aerial Tours & Flight Training LLC, NOAT&FT. NOAT&FT welcomes tour pilots with a vision of incredible adventure, outstanding communication skills, and superior customer service. NOAT&FT seeks enthusiastic pilots who can adapt to a variety of situations and who have the ability to work effectively with a variety of people, colleagues, staff and others in a climate that promotes cultural diversity and multicultural understanding. NOAT&FT also seeks pilots who are eager to share their love of flying with others and will help to grow the business.

The person hired for this (part-time) position serves in a role and is responsible for conducting aerial tours, photo flights, etc.

PRINCIPLE DUTIES AND RESPONSIBILITIES

I. TOUR OPERATIONS

- ◆ Perform those commercial pilot duties authorized by the Federal Aviation Administration in accordance with the 14 CFR Part 91 operations.
- ◆ Ensure the safety of each flight and passengers.
- ◆ Provide professional, courteous, informed service to each client. Know them by name and make them feel welcomed.
- ◆ Provide a unique and exhilarating adventure for each client, a memorable experience they will never forget.
- ◆ Attend administrative, standardization, in-service training, and staff development meetings as assigned.
- ◆ Other duties as assigned.

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE:

- ◆ Associates/Bachelor's degree from an accredited institution in Aviation, Management, Education or related field preferred.
- ◆ Hold a current FAA Commercial pilot license Single & Multi Engine Land
- ◆ Night and Instrument current
- ◆ At least 400 hours total time preferred



- ◆ Proven ability to work with a team in a fast paced environment.
- ◆ Current 1st or 2nd Class Medical.

PREFERRED SKILLS AND TRAITS:

- ◆ Contagious excitement and enthusiasm fro aviation
- ◆ Adapting to a variety of situations
- ◆ Working and communicating effectively with colleagues, staff, administrators, and others of various cultural and socio-economic backgrounds. Team Attitude
- ◆ Safety-first attitude
- ◆ Punctuality
- ◆ Professional appearance
- ◆ Familiar with smart phone photo application

PHYSICAL WORK ENVIRONMENT

Physically and mentally demanding work environment with a high degree of confidentiality. Knowledge and use of computers for weather briefs, email correspondence, and other information is important. During a typical shift the commercial pilot may rotate between conducting aerial tours. Each pilot will be assigned one 24-hour period off but the pilot must be flexible when necessary to meet customer demands. Weekends from Friday evenings through Sunday afternoons are extremely busy times. All pilots must be available for weekend shifts and certain holidays. All staff meetings are mandatory. , NOAT&FT does not guarantee the number of flight hours expected to work.

DRUG AWARENESS POLICY

To maintain a safe environment for everyone, NOAT&FT has a no-tolerance policy for substance abuse. An Commercial Pilot must be in top mental and physical condition when reporting to work. NOAT&FT may conduct periodic testing for illegal drugs without notice and does require a pre-employment drug test.

PHYSICAL DEMANDS

Must hold a current FAA Class I, or Class II Medical Certificate.

PRODUCTIVITY AND PERFORMANCE

Perform flight hours each one-week pay period.
Maintain a positive customer service rapport

SUPERVISION RECEIVED

Minimal.

TERM OF EMPLOYMENT/PAY/SALARY

This is a part-time assignment paid hourly by flight time. Pilot Hourly Flight Pay is based New Orleans Aerial Tours & Flight Training, LLC's part-time hourly flight pay Schedule and dependent on pilot experience and qualifications.



CONDITIONS OF EMPLOYMENT

- ◆ If a pilot assignment is offered, an employment and confidentiality agreement exists.
- ◆ In compliance with the Immigration and Nationality Act, proof of authorization to work in the United States will be required at the time of hire.
- ◆ Other conditions that may apply will be detailed upon offer of employment
- ◆ The listing of the job duties/responsibilities is not necessarily inclusive for this position.
- ◆ Omissions of specific statements do not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

I certify that I have read this job description and acknowledge the duties and responsibilities assigned to me as an employee of NOAT&FT.

Date _____

Employee Name (please print) _____

Employee Signature _____

APPLICATION PROCEDURE

To be considered for this position, please submit the following:

- **NOAT&FT Application**
- **Current Resume**
- **Unofficial Transcripts** documenting highest degree
- **Federal and State Reporting Form** (*optional but requested*)

Application deadline is **open till filled**. Review of applications will begin immediately and continue until a qualified pool is established. Incomplete applications will not be considered. Application materials will not be returned. Mail or deliver application to:

Office of Human Resources & Employee Relations
New Orleans Aerial Tours & Flight Training LLC
5701 Walter Beech Street
New Orleans, LA 70126

SELECTION PROCEDURE

Completed application materials will be forwarded to the NOAT&FT screening committee for review. Interviews may be conducted immediately after review of application materials or at some later date. The most competitive candidates will be interviewed by NOAT&FT Administration and staff and requested to complete a mock lesson. Offers of employment will come directly from the NOAT&FT Administration.