

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. AIRCPILAA01R
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## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Aeronautics
<b>4. Civil Service Position Code Description</b> AIRCRAFT PILOT-A	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Pilot	<b>11. Section</b> Transport & Safety
<b>6. Name and Position Code Description of Direct Supervisor</b> GALUSHA, COLT O; AVIATION MANAGER-3	<b>12. Unit</b> Air Transport
<b>7. Name and Position Code Description of Second Level Supervisor</b> SOPER, MICHAEL R; AVIATION MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b> 2700 Port Lansing Rd, Lansing, MI 48906 / M-F, 7:30am-4:30pm (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position functions as the recognized resource pilot in command of sophisticated, state-owned aircraft for the transportation of the Governor, legislature, judiciary, state agencies, and approved passengers. Responsible for piloting the most sophisticated aircraft including pressurized, turbine powered, cabin class aircraft.</p> <p>This position operates aircraft in all weather conditions within the limitations of the aircraft while maintaining passenger safety, confidence and comfort. Assists in flight operation manual updates. Assists with in-house pilot training and currency, as well as maintenance coordination. Participates in development and presentation of aviation safety seminars, conferences and/or meetings. Assists as qualified and assigned to other Office programs or projects.</p> <p>This position is considered safety sensitive in accordance with Federal Aviation Administration (FAA) and Department of Transportation (DOT) regulations.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 60**

Functions as Pilot-in-Command of multi-engine and single-engine aircraft of the department's fleet including the more sophisticated pressurized turbine powered aircraft. The primary responsibility of this position is to pilot or co-pilot aircraft when needed to transport state of Michigan employees to various destinations.

**Individual tasks related to the duty:**

- Performs preflight planning to meet all FAA regulations, Aero Flight Operation Manual standards and best practices including but not limited to choice of flight routes, fuel requirements, aircraft airworthiness, pilot limitations, aircraft limitations, weather, airport conditions, aircraft weight & balance, passenger comfort and meeting passenger schedules.
- Communicates with scheduler and passengers to ensure preparedness and minimize delays to operations.
- Transports the Governor, legislature, judiciary and other state agencies and personnel, materials and equipment by air on state business.
- Verifies airworthiness of all aircraft systems during pre and post flight inspections. This responsibility is particularly critical when the aircraft is away from home base because the pilot must make all service arrangements and determine adequacy of flight for all systems without mechanic assistance.
- Performs thorough briefing of passengers in accordance with FAA regulations.
- Performs flight planning, including aircraft performance and limitations; evaluating current and forecasted weather, Notices to Air Missions (NOTAMS), and Temporary Flight Restrictions (TFR's) to make go/no go decision. Planning includes ability to select routes and altitudes for safest most efficient, and most comfortable flight.
- Performs preflight and postflight preparations to ensure safe and efficient movement of passengers and cargo. Communicates by radio with airport control towers, aircraft rescue and firefighting units, and others as needed.
- Maintains records of activities including flight logs, operating expenses and maintenance.

**Duty 2**

**General Summary:**

**Percentage: 20**

Conducts aviation related education safety programs and other aeronautical programs managed by the Office as assigned including but not limited to one or more of the following individual tasks.

**Individual tasks related to the duty:**

- Prepares and presents aviation safety topics to targeted groups.
- Participates, as assigned, in various aviation workshops and/or conferences
- Performs Unmanned Aerial Systems (UAS) operations and education.

**Duty 3**

**General Summary:**

**Percentage: 15**

Supports Office Aviation Safety related functions.

**Individual tasks related to the duty:**

- Supports data collection efforts for Aeronautics Programs including, but not limited to, MDOT's Tall Structure Program, Airport and Flight School Inspections, heliports and helipads, and Commercial Air Service programs in Michigan.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Tasks assigned to support Office of Aeronautics programs.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Accepting ultimate and sole responsibility for all decisions regarding initiating, making changes in, or cancelling any flight.

**17. Describe the types of decisions that require the supervisor's review.**

When a question arises in reference to general or departmental policy.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Pilots must maintain at least a second-class FAA medical certificate and flight proficiency flight checks every six months. This position requires moving equipment and heavy luggage or other materials into and out of state aircraft in a variety of weather conditions. This position may also be in an environment where aviation fuels, oils, and de-icing fluids are present. Position does require availability outside normal working hours based on operational needs.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**23. What are the essential functions of this position?**

This position functions as the recognized resource pilot in command of sophisticated, state-owned aircraft for the transportation of the Governor, legislature, judiciary, state agencies, and approved passengers. Responsible for piloting the most sophisticated aircraft including pressurized, turbine powered, cabin class aircraft.

This position operates aircraft in all weather conditions within the limitations of the aircraft while maintaining passenger safety, confidence and comfort. Assists in flight operation manual updates. Assists with in-house pilot training and currency, as well as maintenance coordination. Participates in development and presentation of aviation safety seminars, conferences and/or meetings. Assists as qualified and assigned to other Office programs or projects.

This position is considered safety sensitive in accordance with Federal Aviation Administration (FAA) and Department of Transportation (DOT) regulations.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

**25. What is the function of the work area and how does this position fit into that function?**

To provide efficient air transportation to authorized Executive Office, legislative, judicial, and other state agencies and university personnel. To act as pilot-in-command of sophisticated and complex state-owned aircraft used in transportation of state officials. To use high caliber professional judgement to assure safe, efficient and dependable flight operations in all types of weather and aircraft. Added TDP statement in CLR section.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Aircraft Pilot 13**

Three years of experience piloting single and/or multi-engine fixed wing aircraft or helicopters and completion of 1,000 hours flying time, not less than 200 hours of which must have been gained within the last two years.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Skills:

- Pilots need at least one season of summer or thunderstorm flight experience as well as a full season of winter or cold weather operation with extensive icing conditions peculiar to the Great Lakes area.
- Experience or capability to communicate in public forums desirable.

Ability to:

- Interact in professional manner with passengers of all levels.
- Maintain confidentiality of flight schedules and sensitive passenger information.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a current commercial pilot's certificate with instrument and multi-engine ratings and a valid first- or second-class FAA medical certification are required at the time of hire into the position and must maintain throughout employment in the position.

This position is a Test-Designated Position. The employee is subject to random drug and alcohol testing while employed in this position.

Possession of a valid driver's license is preferred.

The following are desirable:

- FAA flight instructor certification
- FAA flight instructor instrument certification
- FAA multi-engine instructor (MEI) certification

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

LOGAN BRISTOL

2/5/2026

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

Date