

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

Position Code 1. AIRCPILEA07R

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Aeronautics
4. Civil Service Position Code Description AIRCRAFT PILOT-E	10. Division
5. Working Title (What the agency calls the position) Pilot	11. Section Transport and Safety
6. Name and Position Code Description of Direct Supervisor GALUSHA, COLT O; AVIATION MANAGER-3	12. Unit Air Transport
7. Name and Position Code Description of Second Level Supervisor SOPER, MICHAEL R; AVIATION MANAGER-4	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing Rd. Lansing / 7:30-4:30 may vary
14. General Summary of Function/Purpose of Position	
<p>This position performs professional piloting of state-owned aircraft for the transportation of the Governor, legislature, judiciary, state agencies and approved passengers. Includes the requirement to fly single-engine piston and/or light twin-engine un-pressurized aircraft with 5 or less passenger seating, or as pilot-in-command, or co-pilot on the pressurized turbine powered aircraft and high-performance turbo-prop aircraft, in all weather conditions while maintaining passenger safety, confidence and comfort. This position engages in preparation and presentation of aviation safety related topics to targeted groups.</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 single-engine piston and/or light twin-engine un-pressurized aircraft with 5 or less passenger seating or co-pilot of multi-engine fixed wing aircraft of the department's fleet.

Individual tasks related to the duty:

- Conducts safe, professional flights in accordance with FAA regulations, state and local regulations, and standard operating procedures (SOP's).
- Communicates with scheduler and passengers to ensure preparedness and minimize delays to operations.
- Transports state officials, legislature, and other persons, 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 the airworthiness of aircraft without mechanic assistance.
- Performs passenger briefings in accordance with FAA regulations and SOP's.
- Performs flight planning, including aircraft performance and limitations; evaluating current and forecasted weather, Notice to Air Missions (NOTAMS), and Temporary Flight Restriction (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.
- Reports equipment malfunctions to appropriate personnel.
- Assists in coordinating flight plans to prevent schedule conflicts.

Duty 2

General Summary:

Percentage: 30

Participates in preparation and presentation of aviation safety topics to targeted groups.

Individual tasks related to the duty:

- Prepares and presents aviation related safety topics using presentation software (PowerPoint) to targeted public groups.
- Participates, as assigned, in various aviation workshops and/or conferences.
- Performs aircraft registrations and airspace review duties.
- Makes recommendations on improved methods of aircraft utilization and equipment upgrades.
- Provides some training to lower-level pilots.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- 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. Makes decisions for aircraft fuel loads, flight route, and aircraft weight distribution.

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 of 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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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 performs professional piloting of state-owned aircraft for the transportation of the Governor, legislature, judiciary, state agencies and approved passengers. Includes the requirement to fly single-engine piston and/or light twin-engine un-pressurized aircraft with 5 or less passenger seating, or as pilot-in-command, or co-pilot on the pressurized turbine powered aircraft and high-performance turbo-prop aircraft, in all weather conditions while maintaining passenger safety, confidence and comfort. This position engages in preparation and presentation of aviation safety related topics to targeted groups.

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 agency and university personnel. Performs professional piloting of state-owned aircraft for the transportation of the Governor, legislature, judiciary, state agencies and approved passengers. To use high caliber professional judgement to assure safe, efficient and dependable flight operations in all types of weather and aircraft.

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 E12

Two years of experience piloting single and/or multi-engine fixed wing aircraft or helicopters and completion of 750 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.

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

Possession of a valid driver's license is preferred.

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

The following are desirable:

- FAA flight instructor ratings 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

2/3/2026

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