



CJ3 Pilot SIC

POSITION:	Pilot (SIC)
LOCATION:	Duluth, MN
DEPARTMENT:	Flight Operations
AIRCRAFT:	CJ3
REPORTS TO:	Chief Pilot

PRIMARY RESPONSIBILITIES

The primary responsibility of this position is to provide pilot services to DB Aviation for the benefit of the aircraft's owner(s) and other customers. Reporting directly to the Duluth location's Pilot PIC in carrying out day to day duties, this position performs their duties ensuring that the aircraft and its staff meet and maintain the requirements of DB Aviation's Part 135 certificate, DB Aviation's General Operations Manual (which includes the GMM) and that all operations are performed in concurrence with Federal regulations. All pilots will be responsible for assuring that they meet all requirements and that they follow the policies of DB Aviation's "Company Procedures and Policies Manual" at all times.

Duties include, but are not limited to the following:

- Maintains good working relationships with co-workers and Illinois Flight Operation and Charter scheduling personnel.
- Responsible for maintaining availability.
- Assists in performing, coordinating or designating flight and record keeping activities.
- Ensures aircraft is ready and stocked prior to all trips.
- Performs job exercising responsible expense control including, but not limited to, road fuel, all travel and other operating expenses.
- Performs job guided by standardized and coordinated procedures used by all crewmembers to meet DB Aviation, Inc. standards.
- Completes required testing, flight and line checks, and currency requirements as well as responsible for tracking of duty/rest time compliance.
- Maintains and ensures that record keeping is complete, accurate and timely. Submits pilot duty logs when due.
- Consistently performs all crew duties and activities to meet Part 135 requirements.
- Holds self accountable to perform their duties consistent with DB Aviation's Presidential Service standards, guided by our Core Values of Integrity, Customers, Initiative, Continuous Improvement, Dignity and Respect and Having Fun.

MINIMUM REQUIREMENTS

- Current commercial pilot certificate with multiengine and instrument ratings
- ATP certificate with appropriate ratings (desired but not required)
- Current first class medical certificate
- 1,250 hours total time
 - ✓ 500 hours in multi-engine aircraft
 - ✓ 50 hours in turbojet aircraft
 - ✓ 15 hours in type of aircraft being flown or similar, preferred.
 - ✓ Meet the requirements of FAR 135.243
- Solid, accident free work history
- Excellent problem-solving and judgment capabilities.
- Must have a high energy level, a sense of urgency and the demonstrated ability to deliver superior customer service.
- Must have proper command of the English language, possessing excellent written and verbal communication.
- Willingness to learn and adapt to new responsibilities.

The successful candidate will consistently strive for excellence in the delivery of our services and function as a contributing member of the team to enhance the quality of our services.

Applicants may apply in confidence to: DB Aviation, Inc., Attn: HR Dept., 3550 N. McAree Rd, Waukegan, IL 60087. Private Fax: (847)336-6584, email: employment@dbaviation.com. **No phone calls, please.** Only qualified applicants need apply. To learn more about DB Aviation, Inc. please visit us on our web-site at www.dbaviation.com.