

TMC JETS FIRST OFFICER

Job Description

Flight Department Philosophy

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Safety
Efficiency
Service

Cultural Values:

- **Safety:** The foundation of our profession.
- **Golden Rule:** Treat others as you would like to be treated.
- **Integrity:** Adherence to moral and ethical principles.
- **Servant Leadership:** Serving the best interests of the company by leading.
- **Team Mindset:** The success of each flight is dependent upon the contribution of everyone on the team.
- **Professionalism:** Expertly plying your trade, down to the smallest detail.
- **Passion:** "People don't buy what you do; they buy why you do it." Simon Sinek

CORE COMPETENCIES

This is a professional pilot position that requires a high level of knowledge and experience in safely operating multi-engine turbine aircraft, as well as internal and external customer service.

- Continually demonstrate knowledge and proficiency in the practical application of Federal Aviation Regulations (FAR), company policies and procedures, Crew Resource Management (CRM), and the systems, limitations, and operational procedures for their assigned aircraft.
- Understand social etiquette and formal service concepts such as being anticipatory; friendly not familiar; privacy and confidentiality; invisible and available.
- High moral character and possess behavioral qualities such as leadership; sound judgment and decision making; attention to detail; flexibility and creativity; teamwork; and perseverance.

DUTIES & RESPONSIBILITIES

- Responsible for safely, legally, and efficiently operating each flight assignment.
- Ensure all aspects of flight planning including weather, navigation, facilities, aircraft airworthiness, aircraft performance, security, and customer requests are conducted in accordance with FAA Regulations, Operations Bulletins, and Company Policies and Procedures.
- Ensure crew performance in accordance with Crew Resource Management principles.
- Conduct Pre-flight, Cockpit, and Post-flight checklists and inspections per Company Policies and Procedures.
- Ensure aircraft is stocked, organized, cleaned, and prepared.
- Load/unload passenger baggage.
- Provide excellent customer service to passengers.
- Perform other duties as assigned.

QUALIFICATIONS

- Education:
High School Diploma or equivalent (GED). A Bachelor's Degree from an accredited four-year college or university is preferred.
- Certification:
 - Commercial Certificate with Multi-Engine and Instrument Ratings (ATP Preferred)
 - First Class Medical
- Documentation:
 - Driver's License
 - RROP (Radio Operator Permit)
 - Valid Passport
 - Applicant must show proof of eligibility to legally work in the U.S.

- **Background Information and Required Checks:**
In addition to the list of required checks, below, the pilot applicant must have no accidents, incidents, investigations, violations, or DUI/DWI within the previous 5 years.
 - ARG/US
 - Wyvern
 - TSA
 - PRIA
 - Drug Screening
- Must be able to complete training program, demonstrating proficiency with job requirements.
- Ability to bend and/or squat frequently and load/unload luggage into/from aircraft, up to fifty pounds in weight.

EXPERIENCE

Minimum Flight Times for Eligibility:

- Total Flight Time: **1500 hours**
- Total PIC Time: **500 hours**
- Total Multi-Engine Time: **250 hours**
- Instrument (Actual and Simulated): **75 hours**

Preferred Minimums:

- Total Flight Time: **3000 hours**
- Total PIC Time: **1500 hours**
- Total Multi-Engine Time: **1000 hours**
- Instrument (Actual and Simulated): **150 hours**

PAY SCHEDULE

- **First Year FO Base Earnings:** \$55,000.00 (*based on an 8/6 schedule, working 208 days at \$264.42/day*)
- **Per Diem:** \$55.00 (Domestic); \$75.00 (International)
- **Annual Rate Increases** are based on years of service per pay scale.

CREWMEMBER DOMICILES

- Crewmembers are home-based and must reside within the 48 contiguous United States. Pilots are required to submit two airport domiciles for airline travel. Ideally, each domicile shall have at least three daily flights into and out of the airport and will be within one hour of the pilot's home. TMC will consider such things as cost and availability when determining which domicile to use.

WORK SCHEDULE

- TMC Pilots may choose their schedule 15/13 or 8/6 and will bid annually for available rotations, A or B.
 - 15 days on an assigned rotation followed by 13 days off.
 - 8 days on an assigned rotation followed by 6 days off.