



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 8422

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**PILOT**  
GRADE L

**SCOPE OF WORK:**

Work involves piloting and navigating single or multi-engine piston or turbine powered aircraft to provide aerial transportation for staff doing surveys, photography, mapping, attending meetings, etc.

**DUTIES PERFORMED:**

- Pilot aircraft to destination adhering to flight plans, state and federal regulations, and policies and procedures of agency and airports; review and calculate aircraft weight and balance, fuel on board, and performance charts.
- Plan and schedule flight routes; prepare and file flight plans, logs, and reports.
- Perform and schedule aircraft maintenance; coordinate with maintenance contractors.
- Perform daily aircraft system operational checks and routine aircraft inspections to ensure it meets air safety regulations.
- Maintain information on landing facilities, charts, maps, etc.
- Schedule contract pilots; reserve rental aircraft and ensure it is airworthy.
- Provide input to budget related to maintaining, acquiring, or leasing aircrafts.
- Maintain flight records and process billings.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a commercial pilot's certificate with an instrument rating, a current FAA Medical Certificate, 500 flight hours, and two years flight experience.

Eff. Date: 10/87

Rev: 03/00 – Word processing conversion

Rev: 08/07 – Revised duties, scope, factor evaluation, and deleted first level.

Rev: 07/12 – Conversion to Hay System