

OMNIFLIGHT

Position Description

TITLE: Aviation Base Manager

REPORTS TO: Manager – Regional

SUMMARY:

The Aviation Base Manager is a member of the Omniflight management team and is the on site management representative of the President/Chief Executive Officer. Base Managers are responsible for the day-to-day operations of the base and is the leader of the customer service team.

JOB DUTIES:

- Ensure participation in the Omniflight Safety Program policies and procedures by all base personnel.
- Directly supervise base personnel in their day-to-day performance.
- Represent Omniflight to the customer.
- Ensure compliance with the Federal Aviation Regulations and Omniflight Policies and procedures.
- Maintain team member duty schedules.
- Regularly communicate with the Regional Manager, Director of Operations, and support resources.
- Customer Relations Functions:
 - Attend requested customer meetings.
 - Assist with customer promotional activities.
 - Assist in negotiating contract renewals with the Regional Manager and President / Chief Executive Officer.
 - Maintain an in-depth knowledge of the tenets of each contract appropriate to the area of responsibility.
 - Assist in developing aircraft specifications for existing contracts and contract renewal with the Regional Manager and President / Chief Executive Office.
 - Assist the customer by providing any requested reports or program performance data.
- Resource Management Functions:
 - Ensure all company property and equipment is properly marked and inventoried.
 - Responsible for the Base Imprest Fund.
 - Ensure the upkeep and operation of Base Facilities.
 - Ensure the Company Base Library is maintained.

- With the Regional Manager, develop an annual capital and operating budget for the base operations.
 - With the Regional Manager, review and comment on the annual aircraft maintenance planner / budget.
 - Responsible for base operations expenditures.
 - Responsible for program out of service time, aircraft down time and the use of the back up aircraft at the program.
- Compliance and Safety Functions:
 - Encourage safety of operations at the Program level by carrying out a safety program in coordination with the Director of Safety.
 - Conduct monthly safety meetings and forward the minutes to the Director of Safety.
 - Ensure all operations are conducted in accordance with applicable Federal Aviation Regulations.
 - Develop a Hot Loading/Unloading Plan and train all personnel who may be performing the activity (rotor wing). Develop a “Refueling with Patients Aboard” plan and train all personnel who maybe performing this activity (fixed wing).
 - Ensure the initial a recurrent training according to the appropriate manual to the appropriate personnel.
- Records and Administrative Functions:
 - The Base Manger is responsible for the upkeep, maintenance and distribution of various records and reports. Responsible for keeping all records and reports, and keeping files maintained in an accurate and timely manner.
- Ensure the aircraft is kept clean both inside and out.

QUALIFICATIONS:

- Meet contract requirements.
- Have management experience or equivalent.
- Have air medical contract experience
- College degree preferred.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities requiring lifting, carrying, pushing or pulling of burdens, up to 50 kilograms on a frequent basis
- Ability to conduct activities requiring climbing, stooping, kneeling/bending and reaching on a limited basis
- Must possess and maintain extremely keen sense of touch, smell and hearing.
- Must possess and maintain extremely keen sense of sight including the ability to see clearly for long distances, close proximity, and distinguish colors.
- Must have the ability to equalize pressure in both ears.

WORKING CONDITIONS:

- Indoor and outdoor, flight line and hangar locations in variable inclement weather

ENVIRONMENTAL CONDITIONS:

- Work will be performed in, on, or near operational aircraft.
- Exposure to aircraft noise, fumes, gases, odors, dust particles, and mechanical hazards.
- Frequent exposure to extremes of heat and cold in all weather conditions.
- Significant vibration during take-off and landing of aircraft.
- Works in extremes of height and motion.
- Frequent exposure to blood and body fluids.
- Subject to long, irregular hours, overtime and some call-back may be required.
- Subject to varying and unpredictable situations, including the possibility of injury, permanent disability, and death.

AVIATION BASE MANAGER

ACKNOWLEDGMENT:

This is to acknowledge that I, _____, have received a copy of my job description. I understand that I am responsible for adhering to all performance standards related to this position. I realize that pay increases, promotions, demotions, and disciplinary action are directly related to my performance in my position.

Incumbent

Date