

Polk County Sheriff's Office Job Description
Flight Officer

December 10, 1997, Revised June 18, 2008

Position Concept:

The Flight Officer is responsible for providing assistance to the pilot in command of the Polk County Sheriff's Office aircraft during missions and assisting with pre-flight and post-flight duties as directed by the pilot. The member performs operations and public relations duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Flight Officer may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Provide Assistance to Pilot
- Maintain Equipment
- Maintain safety compliance
- Conduct passenger briefings
- Maintain cleanliness of equipment
- Conduct Pre-flight/Post-flight Inspections
- Conduct Public Presentations

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license
- State of Florida, Basic Recruit, Certificate of Compliance preferred
- Civilian volunteers accepted
- FAA Class III flight physical, or be able to obtain
- FAA pilots license/rating preferred
- FAA A&P mechanic/inspection rating preferred

Professional Experience:

- Aviation related background preferred
- Demonstrated proficiency of aviation life support equipment

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works near potentially dangerous mechanical equipment
- Must be able to tolerate loud noises and vibrations
- Works on an on-call status
- Works during inclement weather

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Required Skills and Knowledge:

Knowledge of:

- Fixed wing and rotary wing operations
- Instrument flight techniques
- PCSO policy and procedures
- Operational procedures
- Geographical area
- Navigational source materials
- Radio codes, signals, identification
- Aviation equipment
- Life support equipment

Ability to:

- Operate aviation equipment
- Operate electronic navigational equipment
- Operate aircraft communications equipment
- Operate the FLIR/SX-5 spotlight/Slass
- Read and write English
- Operate a computer
- Interpret aviation weather reports

Skills:

- Aviation communication
- Mechanical
- Navigation
- Interpersonal

Physical Requirements:

- Jump
- Climb
- Lift/Drag/Carry 50 lbs.
- Crawl
- Bend/squat
- Walk
- Run
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Sense of smell
- Height and weight within aircraft weight and balance requirements
- Swim unassisted for 15 minutes
- Ability to perform within an aircraft for extended periods of time
- Manual dexterity
- Recognize colors
- Ambulate independently
- FAA Class III flight physical

For additional information on this position refer to the Job Task Analysis.