



Position: CHIEF PILOT
Redlands Airport, CA (REI)

JOB SUMMARY

The Chief Pilot is responsible for the overall leadership, supervision, and operational integrity of all flight activities within the company. This role ensures that helicopter flights are conducted safely, efficiently, and in full compliance with aviation regulations, company policies, and industry best practices. The Chief Pilot oversees pilot recruitment, onboarding, training, carding, scheduling, and performance management, while maintaining high standards of airworthiness, crew readiness, and operational discipline.

In addition to flight oversight, the Chief Pilot is accountable for maintaining accurate and up-to-date pilot records, including all vendor-required compliance documentation. This includes ensuring that certifications, qualifications, and contractual paperwork are properly tracked, submitted, and renewed in accordance with regulatory and partner requirements. The Chief Pilot serves as a key liaison between flight operations, regulatory authorities, and external vendors, promoting a culture of safety, accountability, and operational excellence across the organization.

JOB RELATIONSHIPS

- Reports to: President, General Manager
- Supervises: Pilots

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (but not limited to):

- Assist with the development, communication, and implementation of efficient operational procedures, policies, and effective growth strategies.
- Ensure that staff is properly organized, trained, and directed to fulfill its responsibilities.
- Oversee all pilots and ground personnel; Monitor all day-to-day logistics of the flight department including coordination with Utility Manager; Plan, direct, coordinate, and review High Performance Helicopters' daily flight department activities for compliance with FAR and other federal/government regulations.
- Coordinate with the scheduling team to ensure proper scheduling of aircraft and pilots, as well as tracking of flights.
- Establish and implement a comprehensive training and testing program for all pilots.
- Maintain all record keeping, including those required by High Performance Helicopters, FAR, other federal/government regulators, and pilot vendor compliance documentation. Ensure all pilot carding, certifications, and qualifications are current and properly documented to meet internal and external standards.
- Coordinate with DOM on the timely communication for mechanical repairs, as well as pre-flight inspections or "post" maintenance work on aircraft around scheduled operations.
- Support the General Manager when conducting performance evaluations for the department that provides feedback to and from the employees, as well as planning for corrective actions needed to be successful in their role.
- Support the General Manager while performing basic HR functions for the department including recruiting, interviewing, hiring, and onboarding of new pilots and counseling or discharging of personnel.
- Assist in promoting a healthy culture for the department and the pilot team that benefits employee engagement, happiness, customer loyalty, safety, integrity, and overall excellence.
- Other daily tasks assigned by the Upper Management of High Performance Helicopters.

QUALIFICATIONS

- Demonstrated experience in managing helicopter flight operations, including oversight of pilot training, scheduling, and regulatory compliance
- Proficiency in interpreting and applying FAA Part 135 and/or Part 133/137 regulations, depending on operational scope
- Experience with Safety Management Systems (SMS) and a proactive approach to risk mitigation and incident prevention
- Familiarity with vendor carding processes and maintaining pilot qualification documentation for external audits and contracts

- Ability to lead and support internal and external audits, including FAA inspections and customer compliance reviews
- Skilled in using aviation management software for flight scheduling, maintenance tracking, and pilot records management
- Commitment to fostering a safety-first culture and promoting continuous improvement across flight operations
- Experience in budget oversight, resource allocation, and cost-effective operational planning
- Ability to mentor and develop flight crews, fostering professional growth and high performance
- Strong decision-making skills under pressure, especially in dynamic or emergency flight scenarios
- Excellent organizational and time management skills with a detail-oriented mindset
- Proven ability to represent the company professionally with clients, regulatory agencies, and industry partners

SALARY/BENEFITS:

We offer a competitive salary commensurate with experience plus bonuses and the following benefits:

- Medical Insurance
- Dental Insurance
- Matching 401(k) Plan
- Recurrent Training

Salary Range: Commensurate with experience

Relocation: Negotiable

Travel: Variable

To Apply: Please include a cover letter and copy of your resume.

High Performance Helicopters
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