

Flight Operations Training Manager

Reports to: Director of Operations

Department: Operations

Division: Everts Air Cargo

Station: FAI

Job Summary:

The Flight Operations Training Manager is directly responsible to the Director of Operations and has the authority of ensuring all aspects of departmental training are following 14 CFR Part 121. He will possess a strong educational background with emphasis in aerospace training and extensive experience in managing training and develop programs. He/she will have a thorough knowledge of all FAA training related regulations and industry standards in order to coordinate, implement, design, and administer EAC's required flight operations training programs. Coordination, implementation, and development of the Operations Department training program in compliance with 14CFR Part 121, company policies, procedures, and standards. Manages the day-to-day functions and staff supporting TOL's simulator program and business objectives. This position must implement the technical services, logistical support system, and SQMS processes that meet regulatory requirements and establishes availability standards that are responsive to customer requirements.

Essential Functions:

1. Procure, develop, design, and administer training programs and media for flight crew and operations personnel in accordance with all applicable FAR's, FAA and industry standards to ensure safety and proficiency.
2. Research and develop training curriculum and provide instruction as needed.
3. Assist the Director of Operations and Chief Pilot in establishing and modifying Operations Department training policies, procedures, instructions, and information necessary to ensure FAA compliance.
4. Maintains currency of policies, procedures, instructions, and information as necessary for the flight operations training program according to company manuals and regulatory compliance.
5. Plan, schedule, and organize training events including coordination of instructors, facilities, materials, and information. Coordinate and communicate training event requirements with appropriate managers.
6. Conduct and participate in audits as required by company policies and procedures.
7. Act as a liaison with outside agencies for the planning, scheduling, and organization of training events.
8. Maintain accurate and complete records for all training events.
9. Monitor evaluate and record training activities and program effectiveness.
10. Has the responsibility for the quality of and has the authority to establish and modify policies, procedures, instructions, and information for the Everts Air Cargo Flight Operations Training Program and the EAC Flight Operations Training Manual.
11. Incorporate additions or modifications to training modules in response to any identified discrepancies generated by IEP, FAA, FSAC, etc.
12. Maintain liaison with the FAA on matters pertaining to training.
13. Reviews company manual revisions, per the revision procedures in Chapter 1 of the General Operations Manual and ensures the content of manuals under his authority remains consistent with other manuals.
14. Ensures class completion of all flight operations training events.
15. Build an organizational culture in which passion for continuous improvement is innate.
16. Ensure adherence to procedures that promote the health and welfare of all employees.
17. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.
18. Liaison with FAA National Simulator Program Manager as the Simulator Management Representative.
19. Responsible for the workforce planning and development of well-qualified personnel in assigned managerial and technical positions within the engineering, logistics, and maintenance support organization of the simulator. Assist with recruiting and hiring processes.
20. Assumes responsibility in completing all tasks and issues until resolution; be creative and dynamic in addressing challenges and provide positive influence and motivation for the team.
21. Directs the simulator maintenance team in proper establishment of priorities to quickly resolve simulator specific discrepancies.
22. Implements processes and ensures records of all simulator engineering and maintenance activities are maintained.
23. Ensures adequate logistics support including spares, component repair, special test equipment and tools, expendable supplies and furnishings are available to support engineering and maintenance activities.
24. Establish clean and effective means of communication within technical services and other functional areas of Everts Air Cargo.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company’s Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. 3 or more years of experience in Aviation training.
2. Strong educational background and experience in managing and developing programs and providing instruction with an emphasis on aerospace education.
3. Through knowledge of all FAA training related regulations for 14CFR Part 121 with an understanding of aviation safety standards and safe operating practices.
4. Experience with computer skills including MS Outlook, Excel, and PowerPoint.
5. Organizational and record keeping skills with an attention to detail.
6. Experience working in a team environment.
7. Effective communication skills.

License(s):

1. Valid Driver’s license
2. Pilots Certificate or Ground Instructor Certificate

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____