

## Maintenance Training Development Coordinator

Reports to: Training Manager

Department: Maintenance

Division: Everts Air Cargo

Station: FAI

---

### Job Summary:

Coordination, implementation and development of the Maintenance and Inspection departments training programs in compliance with 14CFR Part 121, 135 and company policies

### Essential Functions:

1. Develop maintenance and inspection training courseware using the (ADDIE) instructional design process.
2. Develop instructor led courses for maintenance and inspection personnel.
3. Develop computer based training (CBT) modules for maintenance and inspection personnel.
4. Develop aircraft general familiarization (Gen Fam) courses for maintenance and inspection personnel.
5. Assist in the creation and implementation of the Education Training Plan (ETP) for maintenance and inspection personnel.
6. Evaluate the ETP's effectiveness and incorporate changes as required.
7. Collaborate with the training department team to develop and review proposed project efforts to determine scope, key milestones, and completion time frames.
8. Maintain training records of maintenance and inspection personnel.
9. Plan, schedule and organize training events including the coordination of instructors, facilities, materials and information. Coordinate and communicate training event requirements with appropriate managers.
10. Procure, design and administer training programs for mechanics, inspectors, and other maintenance and inspection personnel in accordance with all applicable FAR's, FAA and industry standards to ensure safety and proficiency.
11. Research and develop training curriculum and provide instruction as needed.
12. Assist the Training Manager in establishing and modifying maintenance and inspections department training policies, procedures, instructions and information as necessary to ensure FAA compliance.
13. Incorporate additions or modifications to training modules in response to any identified discrepancies generated by CAS, IEP, FAA, and DOD.

### Additional Responsibilities:

#### Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

#### Security

1. Maintain employee vigilance and report all security concerns.
2. Be observant of anybody acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

### Qualifications:

1. Shall hold a minimum of a High School Diploma

2. Strong educational background and experience in managing and developing programs, and providing instructions.
3. Experience conducting learning needs analysis and developing solutions based on analysis feedback.
4. Experience in industrial design theory (ADDIE process).
5. Must have previous experience as an aviation maintenance instructor.
6. Must have aviation maintenance experience.
7. Experience in developing and implementing training curricula and courseware.
8. Advanced knowledge of Microsoft PowerPoint, Word, and Excel.
9. Proven knowledge of leading teams and successfully meeting project deadlines.
10. Organizational and record keeping with attention to detail.
11. Ability to communicate through verbal and written means with individuals, small groups, and in front of large audiences at all levels of the organization.
12. Able to collaborate with team as well as work independently without supervision.

**License(s):**

1. Valid Driver's license
2. Airframe and/or Power Plant License

**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. Physical ability to sit for extended periods of time.
3. Requires the ability to be sedentary for extended periods of time.
4. 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.

*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.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_