

Maintenance Training Specialist

Reports to: Training Manager
Division: Everts Air Cargo

Department: Maintenance
Station: FAI

Job Summary:

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

Essential Functions:

1. 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.
2. Maintain up to date changes of policies, procedures, instructions and information as necessary into the training programs according to company manuals and FAA compliance.
3. Incorporate all changes in maintenance and inspection policies and procedures into the training program as necessary to ensure FAA compliance.
4. Research and develop training curriculum and provide instruction as needed.
5. Assist the Vice President of Maintenance, Director of Maintenance and Chief Inspector in establishing and modifying maintenance and inspections departments training policies, procedures, instructions and information as necessary to ensure FAA compliance.
6. Maintain accurate and complete maintenance training records and enter into the computer tracking system (ABRA).
7. Incorporate additions or modifications to training modules in response to any identified discrepancies generated by CAS, IEP, FAA, DOD ext.
8. Act as a liaison with outside agencies for the planning, scheduling and organization of training events.
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. Conduct and participate in audits as required by company policies and procedures.
11. Audits on an annual basis the Human Resources Department's verification of Maintenance Certificate Requirements for all certified Maintenance/Inspection Department Personnel.
12. Create and maintain the maintenance training specialist desk top procedures.
13. All other duties and tasks as assigned.

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. The Maintenance Training Specialist shall hold a current and valid Airman Certificate with Airframe and Power plant rating.
2. And shall have a background in FAR Part 121 and 135 aircraft maintenance and inspection, with an understanding of aviation safety and safe operations practice.
3. He/she will be familiar with the Everts Air Cargo maintenance policies and procedures and applicable Federal Regulations.
4. Strong Educational background and experience in managing and developing programs and providing instruction.
5. Experience with computer skills including: MS Outlook, Word, Excel and PowerPoint.
6. Organizational and record keeping with an attention to detail.
7. Effective communication skills.

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 _____