

## **Flight Operations Training Manager**

Reports to: Director of Operations

Division: Everts Air Cargo

Department: Operations

Station: FAI

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### **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, 135, company policies, procedures, and standards.

### **Essential Functions:**

1. Constant development and improvement of the training products and media.
2. Proactive response to student evaluations.
3. Procure, design, and administer training programs for flight crew and operations personnel in accordance with all applicable FAR's, FAA and industry standards to ensure safety and proficiency.
4. Research and develop training curriculum and provide instruction as needed.
5. 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.
6. Maintains currency of policies, procedures, instructions, and information as necessary for the flight operations training program according to company manuals and regulatory compliance.
7. Plan, schedule, and organize training events including coordination of instructors, facilities, materials, and information. Coordinate and communicate training event requirements with appropriate managers.
8. Conduct and participate in audits as required by company policies and procedures.
9. Act as a liaison with outside agencies for the planning, scheduling, and organization of training events.
10. Maintain accurate and complete records for all training events.
11. Monitor evaluate and record training activities and program effectiveness.
12. Create and maintain Operations Training Specialist desk top procedures.
13. Maintain an organized training facility.
14. 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.
15. Incorporate additions or modifications to training modules in response to any identified discrepancies generated by IEP, FAA, FSAC, etc.
16. Maintain liaison with the FAA on matters pertaining to training.
17. 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.
18. Ensures class completion of all flight operations training events.
19. Serve in any position for which an FAA license is held.
20. All other duties and tasks assigned.

### **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.

Administrative

- 1. Build an organizational culture in which passion for continuous improvement is innate.
- 2. Ensure adherence to procedures that promote the health and welfare of all employees.
- 3. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

**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.

**License(s):**

- 1. Valid Driver's license
- 2. Pilots License

**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 and 135 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.

*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 \_\_\_\_\_

