

Maintenance Training Manager

Reports to: Director of Maintenance
Division: Everts Air Cargo

Department: Maintenance
Station: FAI

Job Summary:

Directly responsible for ensuring all aspects of departmental training are following 14 CFR Part 121. Will possess a strong educational background with emphasis in aerospace training and extensive experience in managing training and development programs. Will have thorough knowledge of all FAA training related regulations and industry standards in order to procure, design and administer EAC's required training programs.

Essential Functions:

1. 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 Maintenance and Inspection Training Programs (excluding Required Inspection Item (RII) training) and the EAC Maintenance and Inspection training manual.
2. Assures companywide compliance with FAA & DOT training requirements for hazardous materials.
3. Conduct and assure compliance with OSHA required training related to industrial safety and lift equipment.
4. Monitor and conduct maintenance training classes to assure FAA & DOD compliance with engine run and taxi (classroom), inspector, RII, Security, airworthiness release and RVSM.
5. Monitor and conduct training related to requirements stated in the EAC Maintenance and Inspection Training Manual. This includes initial and recurrent training in these areas:
 - a. Aircraft deice/anti-ice
 - b. Oxygen Service
 - c. Ground heaters
 - d. Inspector & RII
 - e. Engine Run-up & Taxi
 - f. Airworthiness Release
 - g. RVSM maintenance and awareness
 - h. Aircraft towing
 - i. Aircraft marshalling
6. Issues a monthly report of certifications to all departments at EAC, EAA and EAF. The report shows current qualified employees and recurrent training due dates.
7. Participates in annual maintenance training at faasafety.gov.
8. Maintain a list of ASAP passwords and logins for maintenance personnel. Facilitate ASAP filings as needed.
9. Attend CAS meetings and incorporates identified discrepancies into maintenance training sessions and modules.
10. Provides oversight of the aircraft deice program outstations.
11. Arranges for the delivery of outsourced maintenance training.
12. Assists the Director of Maintenance to establish and modify Maintenance Department training policies, procedures, instructions, and information as necessary to ensure FAA compliance.
13. Assists the Chief Inspector to establish, manage and modify Inspection Department training policies, procedures, instructions, and information as necessary to ensure FAA compliance.
14. 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.
15. Maintain up to date changes of policies, procedures, instructions, and information as necessary into the training programs according to company manuals and FAA compliance.
16. Incorporate all changes in maintenance and inspection policies and procedures into the training program as necessary to ensure FAA compliance.
17. Maintains training records for all maintenance, inspection, cargo, GSE and outstation personnel.
18. Research and develop training curriculum and provide instruction as needed.

19. Assures the accuracy of the training database (ABRA) maintained by the maintenance training department. The database records classroom training for maintenance, inspection, cargo, ground support, administrative, parts and outstation personnel.
20. Incorporate additions or modifications to training modules in response to any identified discrepancies generated by CAS, IEP, FAA, DOD, etc.
21. Act as a liaison with outside agencies for the planning, scheduling, and organization of training events.
22. Plan, schedule and organize training events including the coordination of instructors, facilities, materials, and information. Coordinate and communicate training event requirements with appropriate managers.
23. Conduct and participate in audits as required by company policies and procedures.
24. Audits on an annual basis the Human Resources Department's verification of Maintenance Certificate Requirements for all certified Maintenance/Inspection Department Personnel.
25. Plan, direct, supervise, and coordinate work activities of the Maintenance Training Specialist.
26. Assist in operations training as needed.
27. Conducts security training as needed.
28. All other duties and tasks as 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. Airframe and/or Power Plant License

Qualifications:

1. The Maintenance Training Manager should hold a current and valid Airman Certificate with Airframe and Power plant rating.
2. And shall have a background in FAR Part 121 or 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.

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 _____