



FLIGHT OPERATIONS TRAINING MANAGER

Department: Training

Reports To: Director of Training

Basic Function: The Flight Operations Training Manager provides development and support for all aircrew training events.

A. Qualifications

1. Experience in or familiarity with 14 CFR Parts 121 and 135 operations.
2. Familiarity with the types of aircraft operated by *PenAir*.

B. Authority

1. Schedule all ground and flight training including transportation and accommodation logistics.
2. Maintain the appearance and functionality of all training facilities and equipment to ensure the best possible environment for both instructors and students.
3. Recommend content changes to the ground and flight training programs and manuals to reflect operational changes and/or new training initiatives.
4. Coordinate with maintenance planning and dispatch with regard to aircraft requirements for training purposes.

C. Responsibility

1. Development of lesson plans to supplement the flight operations training manual.
2. Maintaining training records for all initial, recurrent, upgrade, and transition ground and flight training and any training required for instruction and checking positions.
3. Supervision and scheduling of flight and/or ground instructors.
4. Coordinating with maintenance planning and dispatch with regard to aircraft requirements for training purposes.
5. Acting as an instructor/check airman as appropriate.
6. Ensuring the standardization, proficiency, and professionalism of ground/flight instructors.
7. Oversee curriculum for Flight Crew and Flight Attendant training
8. Schedule Initial New-Hire and Recurrent classes
9. Schedule pool, fire drills, A/C for emergency evacuation drills, first aid, self defense
10. Coordinate with SAAB Program Manager for SIM scheduling
11. Coordinate with Travel department for all travel arrangements
12. Order materials, posters, cartridges, sanitary shields, etc.
13. Coordinate with Tech Pubs to receive and return training manuals
14. Maintain training equipment – rafts, CPT's, life jackets, PBE's, fire extinguishers, fuselage training device.

Send your resume:

- Phone: (907) 771-2500
- Fax: (907) 771-2661
- Email: hr@penair.com pilotresume@penair.com

PenAir is and equal opportunity employer.