



Job Description Title:	Director of Training Operations & FAA Compliance
Division/Department:	Operations
Location:	Henderson, NV
Reports to:	CEO
Work Schedule:	Monday through Friday Business Hours Must be able to be flexible and work all shifts on an as-needed basis
Exemption Status:	Exempt

Summary of duties and responsibilities:

Oversight of flight training operations.

Primary duties and responsibilities:

1. Responsible for overseeing the training operations department.
2. Manages the training program and is responsible for ensuring the program meets all FAA regulations.
3. Supervises all flight instructors and training center evaluators and ensures that they are trained to LVFA standards.
4. Ensures the training department has the necessary resources to accomplish daily goals.
5. Communicates with and acts as the liaison between LVFA and FAA TCPM.
6. Maintains and updates the current list of approved evaluators and provides the necessary information to FAA CMO as required.
7. Creates and maintains all instructor and training center evaluator records in accordance with FAA regulations.
8. Creates and implements LVFA programs in accordance with FAA regulations and ensures compliance in all aspects of the training operation.

Education, prior work experience, and specialized skill and knowledge:

Must hold an ATP Pilot License, along with previous B-737 Type rating experience, have 5 years of Part 142 experience, and must meet minimum instructor requirements to serve as an instructor under Part 142. Computer knowledge in MS Word, Excel, and PC proficient. Previous training scheduling experience desired. Good communication skills, ability to prioritize and problem solve. Personable, amiable, friendly, outgoing personality, able to work under stressful conditions, and able to prioritize and organize. Must be able to read, write, speak, and understand the English language. Proven leadership skills are required.

Physical environment/working conditions:

General office environment. May have some light lifting required up to 30 lbs. May require prolonged periods of sitting or standing, bending and stooping, ability to climb stairs to reach simulators. May have prolonged phone usage. Occasional weekends and holiday work may be required. Must be willing to take calls at home after hours and on weekends.

Equipment/machinery used:

Full Flight Simulators, general office equipment, such as facsimile, copier, personal computer, laminating machine, etc.