

PROGRAM MANAGER 1900-D-FT-DEN

POSITION: Program Manager 1900-D-FT-DEN
LOCATION: Denver, CO (DEN)
DEPARTMENT: Flight Operations
ACCOUNTABLE TO: Director of Operations

POSITION SUMMARY: Is responsible for all phases of Pilot Training and checking, as delegated by the Director of Training, to ensure the highest possible level of safety and efficiency.

AREAS OF ACCOUNTABILITY/ESSENTIAL FUNCTIONS:

- Supervise ground instructors, simulator/flight instructors, and Check Pilots for the Beech 1900-D.
- Ensure standardization of ground and simulator/flight instructors for the Beech 1900-D.
- Establish monthly working schedules for instructors and Check Pilots for the Beech 1900-D.
- Schedule all ground and simulator/flight training.
- Coordinate with maintenance planning and dispatch with regard to aircraft requirements for training purposes.
- Coordinate all ground and simulator/flight training with Crew Planning.
- Assist the Director of Training with coordination and scheduling of instructor meetings.
- Responsible for content and revisions of the Flight Standards Manual to reflect changes as dictated by the Aircraft Flight Manual, Federal Aviation Regulations, and/or company initiatives.
- Conduct ground/flight training and/or flight checks.
- Coordinate with the Director of Safety to ensure quality control of training programs and material.
- Be highly knowledgeable of the operation, and competent in the use of, the approved record keeping systems (CrewQual, spreadsheets, databases, etc).
- Serve as an operational control resource / subject matter expert (SME) for the Director of Operations and/or Chief Pilot, when requested.
- Other duties as assigned

QUALIFICATIONS/REQUIREMENTS:

Knowledge/Skill/Ability:

- Knowledge of Microsoft products including Word, Excel and Powerpoint
- Good communication skills, in both classroom and one-on-one situations
- Develop in-depth knowledge of Company policies and procedures
- Ability to work under pressure and handle multiple tasks, with continuous attention to detail, while maintaining a sense of task priorities
- Self-starter with good time-management skills, requiring minimal oversight

Education/Training/Experience:

- CFII / MEI preferred
- Hold an ATP Certificate with appropriate aircraft Type Rating, B-1990
- Hold First Class Medical certification
- Able to qualify as a line pilot at Great Lakes Aviation
- 500 hours in type preferred
- Managerial and training experience preferred
- Experience as an instructor and / or check airman preferred

Working Conditions/Physical Requirements:

- Frequent sitting, writing, typing, filing, use of standard office equipment
- Frequent writing and reading
- Working indoors and outdoors in all types of weather
- Moderate to high noise levels; use of hearing protection equipment required
- Frequent sitting, standing, walking, speaking bending, reaching, climbing stairs, kneeling/crouching, twisting, walking, pushing, and pulling
- May be exposed to chemicals

Other Requirements:

- Legally Authorized to work in the United States

Please send resume with position applying for to: glajobs@flygreatlakes.com