

JOB DESCRIPTION

Position Title: Flight Instructor
Division: Flight Operations
Reports to: Assistant Chief Instructor
Status: Non-Exempt

Nature of Work: Certified Flight Instructors are responsible for delivering quality, professional flight instruction in a CFR 141 environment using a detailed training syllabus. Teaching responsibilities consist of flight-related courses such as private, instrument, commercial and multi-engine, CFI/CFII ground schools and aviation safety. The flight instructor determines the student's proficiency and reports back to the Assistant Chief.

Key Roles & Responsibilities:

- Maintains safety as a top priority; actively creates and promotes a safety culture aligned with the recommendations for Safety Management Systems
- Manages, supervises and observes Course Managers to ensure compliance with Federal Regulations and company policies and procedures
- Sets performance expectations, regularly monitors progress and conducts performance reviews of assigned personnel in a timely manner
- Works with the Director of Standards to ensure that all certified flight instructors are properly trained and qualified for necessary operations and that all training records are compliant and current
- Coordinates with the Federal Aviation Administrator's Flight Standards District Office on any matters affecting program certification and regulatory compliance
- Maintains pilot school documentation and academic records in accordance with Federal Aviation Administration and FIT Aviation policy and directives
- Works with the Director of Standards to create and update training materials and programs as required
- Ensures that each student accomplishes the required stage checks and end-of-course tests in accordance with the school's approved training course
- Certifies each student's training record, graduation certificate, stage check and end-of-course test reports, and make recommendations for course completion
- Performs stage checks, end-of-course tests, and flight instructor proficiency checks to ensure compliance with all applicable regulations, customer contracts, and internal company policies and procedures
- Adheres to all professional and company Codes of Conduct
- Undertakes regular inspections of the areas of operation to ensure agreed standards of service, safety and cleanliness are maintained
- Conducts interviews and make hiring recommendations for flight personnel to support the organization's business needs



F.I.T. Aviation, LLC

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- Schedules and leads monthly Certified Flight Instructor staff meetings to reinforce company operating procedures, review and discuss past, current and future operations and to discuss lessons learned from any incidents, accidents or other occurrences.
- Attends leadership and management meetings as scheduled;
- Maintain professional registrations, licenses or qualifications which are essential to the position held; and
- Assumes any additional responsibilities as delegated by the Executive Director

Essential Qualifications:

- Bachelor's degree in Aviation or similar field plus a minimum of three years of prior management and supervisory work experience
- Previous leadership or supervisory experience in a Part 141 operation is preferred
- Familiarity with EASA regulations, operations and requirements preferred
- Must meet the Chief Instructor Qualifications as defined in **14 CFR 141.35**
- Must possess a working knowledge and understanding of Federal Aviation Regulations, approved/accepted manuals, company procedures and operations specifications
- Must have the people skills necessary to be a credible and effective technical leader
- Demonstrates adherence to all professional and company Codes of Conduct
- Must be a team player with excellent crew resource management skills and demonstrated ability to collaborate with other departments and organizations
- Must possess excellent verbal and written communication skills
- Must provide excellent customer service (internal and external) and teach subordinates the same
- Exhibits the highest ethical standards of conduct in the workplace
- Demonstrates good judgment and decision-making skills
- Ability to approach problems and decisions analytically
- Demonstrates knowledge of the best practices of the industry
- Ability to manage multiple priorities, projects and tasks
- Ability to work with minimal supervision and strong initiative skills
- Must be computer literate (prior ETA experience preferred)

F.I.T. Aviation, LLC is a Drug-Free Workplace and Equal Employment Opportunity Employer

