



<i>Job Description Title:</i>	Check Airman
<i>Division/Department:</i>	ABI Flight Operations Department
<i>Location:</i>	Kissimmee
<i>Reports to:</i>	Manager of Flight Standards
<i>Work Schedule:</i>	8:00 a.m. to 5:00 p.m. Typically Monday through Friday Must be able to be flexible for weekends and overtime on an as needed basis.
<i>Exemption Status:</i>	Exempt

Summary of duties and responsibilities:

The Check Airman position is a customer service oriented position. This position is responsible for evaluating students in accordance with Pan Am Career Pilot Academy training course outlines, FAA Airman Certification Standards and Practical Test Standards, and general operations procedures. The individual performs many duties:

Primary duties and responsibilities:

- Ensuring operational safety and conformance to company, local, and FAA regulations and policies
- Conducting Part 141 stage checks for approved courses in accordance with the current approved training course outline (TCO)
- Provide detailed debriefings to instructors, team leaders, managers or other employees involved in the students' training
- Provide guidance to instructors regarding improvements to students' training
- Maintain the quality (pass rate) of flight training at or above 80% through consistent and comprehensive evaluation
- See that each assigned student is re-scheduled if a training delay occurs
- Maintain accurate Talon records regarding evaluations
- Conduct student training record audits
- Maintain the flight training standards as outlined by both FAA and Pan Am International Flight Academy
- Ensure that the policies and procedures of the General Operations Manual are maintained
- Assists the Manager of Flight Standards in developing training standards for training procedures and aircraft maneuvers
- Assists the Manager of Flight Standards in the continuous development and improvement of the pilot training programs
- Submits required reports as directed
- Works with the Manager of Flight Standards concerning issues related to pilot job performance issues.
- Additional duties as assigned by the Manager of Flight Standards

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

Pan Am will provide a thorough training program to ensure that all employees meet and exceed the highest levels of safety and customer service. Prospective applicants simply need a strong sense of safety and customer service to apply. As a minimum requirement, each applicant must possess the following:

- The ability to work in a time-sensitive, team-oriented environment
- Prior part 141 experience
- CFIA & CFII – MEI Preferred
- A minimum of 200 hours dual given instruction preferred
- Current flight review, IFR current, and current 141.79
- Ability to pass Check Airman Training and Initial Check Airman Evaluation

Physical environment/working conditions:

- Frequent exposure to aircraft, simulators and equipment
- May require prolonged periods of sitting or standing and computer use

Equipment/machinery used:

- General office equipment, simulators, aircraft
- Must be able to use Apple iPad and JetPubs app

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed