

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Aviation Technology Coordinator/Assistant Airport Manager

DEPARTMENT: Instruction / CTE Rangely Division – Rangely Campus

REPORTS TO: Director of the Aviation Technology Program

SUPERVISES: N/A

FLSA: FACULTY _____ APT X COACH _____

DOCUMENT STATUS: New/Date: 8/23/2021 Revision # 1 Date: 9/21/2021

TRAVEL: N/A

SICK LEAVE: 10 hours per month **ANNUAL LEAVE:** 15 hours per month

COLLEGE-WIDE _____ **CAMPUS:** X **RANGELY** _____ **CRAIG** _____

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

Works with, and answers to, the Aviation Technology Program Director to ensure CNCC complies with all FAA regulations regarding Part 141 operations and all data entry related to Part 141 compliance for CNCC. Extensive use in and operation of My FBO as well as other computer programs to fulfil Part 141 requirement. Individual will also work directly with the Airport Manager to ensure that the airport is compliant with FAA standards and requirements.

PRIMARY DUTIES:

- Become familiar with the community college philosophy and the policies/procedures of CNCC.
- Attend all meetings appropriate to the assigned position.
- Primary point of contact for all current and prospective students.
- Report to appropriate staff of any issues involving students needing special academic or personal assistance.
- Input and update all student information into My FBO (IDs, Flight Certs, medicals, written results, etc.) for all students.
- Inputting ground training data (each student after each ground class everyday must have a completed record) for all students.
- Inputting flight training data (each student on the completion of each flight must have a completed record) for all students.

- Inputting data on statistics required under 141 (attendance, pass/fail ground tests and flight tests) for all students.
- Enrollment, graduation and termination from each FAA 141 class records for all students.
- Manage student flight time requests and input in system as needed.
- Assist in inputting daily flight schedules.
- Assist Program Director with student recruitment.
- Assist Program Director with student advising.
- Assist in scheduling and administering students FAA flight and written tests.
- Assist in developing aircraft maintenance schedules.
- Assist in resupplying all required forms in pilot prep room as needed.
- Manage program purchasing documents, ordering receipts, and invoice payment for the FBO and maintenance division.
- Point of contact for students and faculty when Program Director or Assistant Chief Flight Instructor are flying or teaching.
- Assist Airport Manager with basic duties of Rangely airport.
- Serve as Acting Airport Manager in airport manager absence.
- Other duties as assigned by the Aviation Technology Program Director or CTE Dean.

MINIMUM/ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. Education and Training:

Minimum or Required:

- Associates degree

Preferred:

- Aviation experience

2. Prior Related Experience:

- Knowledge and understanding of computers
- Experience working in an office setting
- Customer service training/experience
- Ability to multi-task
- Excellent organizational and communication skills

3. Licensure/Certification:

- Valid driver license

4. Equipment Skills:

- Computer applications

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Review of applications will begin immediately.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	
Stationary Standing			X			
Walking		X				
Ability to be Mobile		X				
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)			x			
Twisting (knees/waist/neck)			x			
Turn/Pivot			X			
Climbing		x				
Balancing		X				
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.					x	
11 - 20 lbs.					x	
21 - 35 lbs.				X		
36 - 50 lbs.			x			
51 - 75 lbs.			x			
76 - 100 lbs.		x				
Lifting/Carrying						
1 - 10 lbs.					x	
11 - 20 lbs.					x	
21 - 35 lbs.				x		
36 - 50 lbs.			x			
51 - 75 lbs.			x			
76 - 100 lbs.		x				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					x	
Talking on Telephone				X		
Hearing in Person					x	
Hearing on Telephone				X		
Vision for close work					x	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)		X				
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			x			
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____