

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Aviation Maintenance Technology Instructor

DEPARTMENT: Aviation Technology

REPORTS TO: Division Chair-CTE Rangely

SUPERVISES: work study students

FLSA: FACULTY X APT _____ COACH _____

DOCUMENT STATUS: New/Date: _____ Revision # 6/13/17 Date:

TRAVEL:

SICK LEAVE: 10 hours per month ANNUAL LEAVE: 16 hours per academic year

COLLEGE-WIDE _____ CAMPUS: X RANGELY _____ CRAIG _____

GENERAL SUMMARY

Teach a fulltime teaching load in the Aviation Maintenance Technology program. Assist in student recruitment and program enhancement. Develop course syllabi and select course materials. Maintain office hours, attend planning and advisory committee meetings and departmental meetings, advise program director on class schedule, advise and mentor students in program.

PRIMARY DUTIES

1. Become familiar with the community college philosophy and the policies/procedures of CNCC.
2. Assist Program Director with recruitment of new students.
3. Maintain currency in discipline.
4. Understand the student group being served and work toward improving student skills.
5. Meet all scheduled classes and be fully prepared for each class meeting.
6. Evaluate student work in a thorough and equitable manner.
7. Keep accurate records and maintain up-to-date files on course policies/syllabi/grades.
8. Schedule, post, and meet five (5) office hours each week.
9. Attend all meetings appropriate to the assigned position.
10. Assist in registration, orientation, testing and advising when requested to do so.
11. Participate in the annual commencement and honors ceremonies.
12. Refer students needing special academic or personal assistance to appropriate personnel.
13. Ensure program quality and integrity.
14. Perform other duties as assigned by the AMT Program Director and/or the Dean of Instruction, Rangely.

ESSENTIAL QUALIFICATIONS

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

1. Education and Training:

- FAA Mechanic Certification with Airframe and Powerplant Ratings
- Minimum three years work experience in aviation industry

2. Prior Related Experience:

- Ability to teach powerplant, airframe, and associated systems courses.
- Demonstrated competencies in aircraft maintenance.
- Knowledgeable with aviation maintenance industry, practices, standards and safety protocols
- Ability to lift up to 50 pounds.

3. Licensure/Certification:

- FAA Mechanic Certification with Airframe and Powerplant Ratings

4. Equipment Skills:

- Computer
- AD research software program
- Various equipment to do with field of study
- Current LMS
- Microsoft Office Suite

5. Other Qualifications:

PREFERRED QUALIFICATIONS

1. Education and Training:

- Inspector Authorization
- Five or more years experience in aviation industry
- Secondary or Post-secondary teaching experience
- Designated Mechanic Examiner

2. Prior Related Experience:

- Ability to teach powerplant, airframe, and associated systems courses.
- Demonstrated competencies in aircraft maintenance.
- Knowledgeable with aviation maintenance industry, practices, standards and safety protocols
- Ability to lift up to 50 pounds.

3. Licensure/Certification:

- FAA Mechanic Certification with Airframe and Powerplant Ratings

4. Equipment Skills:

- Computer
- AD research software program
- Various equipment to do with field of study
- Current LMS
- Microsoft Office Suite

5. Other Qualifications:

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(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				X		
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				X		
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					X	Sense of smell
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: _____