

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Aviation Technology Coordinator

**DEPARTMENT:** CTE Rangely Division – Rangely Campus

**REPORTS TO:** Aviation Technology Program Director

**SUPERVISES:** n/a

**FLSA:**        **FACULTY** \_\_\_\_\_ **APT** 11 months        **COACH** \_\_\_\_\_

**DOCUMENT STATUS:**    **New/Date:** 5/5/18    **Revision #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TRAVEL:** n/a

**SICK LEAVE:** 9 hours per month        **PERSONAL LEAVE:** 13.75 hours per month

**COLLEGE-WIDE** \_\_\_\_\_ **CAMPUS:** X **RANGELY** \_\_\_\_\_ **CRAIG** \_\_\_\_\_

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**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.

**PRIMARY DUTIES**

1. Become familiar with the community college philosophy and the policies/procedures of CNCC.
2. Attend all meetings appropriate to the assigned position.
3. Report to appropriate staff of any issues involving students needing special academic or personal assistance.
4. Input and update all student information into My FBO (IDs, Flight Certs, medicals, written results, etc.) for all students.
5. Inputting ground training data (each student after each ground class everyday must have a completed record) for all students.
6. Inputting flight training data (each student on the completion of each flight must have a completed record) for all students.
7. Inputting data on statistics required under 141 (attendance, pass/fail ground tests and flight tests) for all students.
8. Enrollment, graduation and termination from each FAA 141 class records for all students.
9. Assist in scheduling Students FAA flight test
10. Assist in administrating FAA written tests
11. Assist in inputting daily flight schedules
12. Assist in developing aircraft maintenance schedules.
13. Assist in resupplying all required forms in pilot prep room as needed.
14. Point of contact for students and faculty when Program Director or Assistant Chief Flight Instructor are flying or teaching.
15. Other duties as assigned by the Aviation Technology Program Director or Assistant Chief Flight Instructor.

**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:

- Knowledge and understanding of computers

Preferred:

**2. Prior Related Experience:**

- My FBO online platform
- Aviation experience (airport, FAA, etc.)

**3. Licensure/Certification:**

**4. Equipment Skills:**

- Computer applications

**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						
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				

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					x	
Talking on Telephone				X		
Hearing in Person					x	
Hearing on Telephone				X		
Vision for close work					x	
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
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				
<b>Other environmental requirements:</b>						

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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.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_