

Flight Simulator Coordinator (Range H91/JTC H14) – Non Exempt

GENERAL SUMMARY:

Responsibilities include coordination and implementation of flight simulator training.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Five years of airline experience in Flight Operations in the administrative, operational and training areas. Bachelor's degree in aviation or related field. Must be able to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. Transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

Revised: 01/2017 - emm

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