



POSITION DESCRIPTION

Position Title:	Maintenance Manager and Instructor	Department:	Operations
Reports To:	Director of Operations	Supervisory:	No
Employment Type:	Full-Time	Salary:	Negotiated
Date:	December 2, 2024	Location:	Panama City, FL

Position Purpose:

As a UAS Maintenance Manager and Instructor, you will be responsible for maintaining all UAS equipment, delivering maintenance training to staff, supporting flight training operations, and managing inventory. Your role includes performing regular inspections and repairs, developing and conducting training programs, collaborating with flight teams to ensure UAS readiness, and keeping accurate inventory records. Strong technical knowledge, excellent communication skills, and experience in UAS maintenance are essential for this position.

Major Responsibilities and Duties:

- Support the Director of Operations with scheduling and logistics for USI maintenance training.
 - Coordinate and manage the logistics for training sessions, ensuring all necessary resources and personnel are available.
- Support the Director of Operations and Project Managers with ongoing contracts.
 - Assist in the management and execution of contracts, ensuring compliance with terms and timely delivery of services.
- Serve as onsite USI representative at training sites.
 - Act as the primary point of contact for USI at training locations, ensuring smooth operations and addressing any issues that arise.
- Interact with customer's personnel to achieve learning objectives and contract requirements.
 - Engage with clients to understand their needs and tailor training programs to meet their specific objectives.
- Support coursework/curriculum development.
 - Contribute to the creation and updating of training materials, ensuring they are current and effective.
- Provide support to product development, sales, and business development teams.
 - Collaborate with various teams to enhance USI products and services, providing insights from training experiences.



- Assist with managing client relationships, expectations, and enhance opportunities for growth of existing business.
- Monitor and update training frameworks to ensure they remain relevant and effective.
- Assist with the security, tracking, and maintenance of USI equipment with USI compliance software.
 - Ensure all training equipment is properly maintained, tracked, and secured using compliance software.
- Stay informed about industry regulations and advancements to ensure training programs are up-to-date.
- Remain current on USI products and services.
- Maintain site equipment.
 - Perform regular maintenance on all site equipment to ensure optimal functionality and safety.
- Monitor inventory levels, order supplies, and manage stock to ensure all necessary materials are available for training and maintenance activities
- Complete all applicable maintenance documentation.
 - Accurately document all maintenance activities, ensuring compliance with regulatory and organizational standards.
- Conduct maintenance training.
 - Provide training to students and staff on proper maintenance procedures and best practices.
- Support flight trainings.
 - Assist in the preparation and execution of flight training sessions, ensuring all equipment and personnel are ready.
- Implement aviation standards and regulations as well as best practices.
 - Ensure all training and maintenance activities adhere to the latest aviation standards, regulations, and best practices.
- Other duties as assigned.
 - Perform additional tasks as required to support the overall mission and goals of the organization.

Qualifications:

- Bachelor's degree (preferred)
- Minimum of 5 years of experience in aviation operations, technician, quality management, or related field.
- FAA Remote Pilot certification
- FAA Private Pilot (preferred)
- FAA Airframe & Powerplant (preferred)
- Working knowledge of Microsoft Office programs
- Excellent organizational skills
- Desire for excellence in all aspects of work
- Ability to manage multiple projects/time in order to accomplish the required tasks
- Self-motivated, ability to work independently with minimal supervision
- Ability to anticipate requirements and act proactively to support project requirements



Physical Requirements/Work Environment:

- Most training is provided virtually, but the instructor may need to provide on-site instruction, or training support in various locations in the Florida Panhandle.
- Travel to customer locations to provide training may be required (all travel costs reimbursed).
- Position requires work in both office and classroom environments and outdoors for flight training in different weather conditions.
- Must be able to hear well and speak clearly.

Intent and Function of Position Descriptions

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of an effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Position descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.