

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att.66.04 - Job Description**

Revision	Revision Date	Revision Change
N/I	07/30/2012	Initial Release/Re-release
1	03/31/2017	Revision to Department and Immediate Supervisor title
2	01/31/2019	Revision to Grade Level and addition of Division Manager.
3	04/30/2021	Revision to Division Manager, Department Manager and Immediate Supervisor
4	10/31/2021	Revision to Grade Level & Duties, Responsibilities and Authority
5	01/31/2022	Revision to Division & Department Managers
6	07/05/2024	<i>Revision to Division Manager, Department Manager, and Immediate Supervisor</i>
7	09/26/2024	<i>Revision to Qualifications and Responsibilities section</i>

**Position Title:** Training Manager

**Grade Level:** 43-1011-14

**Exemption Status:** Exempt

**Department:** Training

**Division Manager:** Director of Training

**Department Manager:** Senior Training Manager

**Immediate Supervisor:** Training Manager

**Duties, Responsibilities and Authority:**

This position has the responsibility and authority to conduct and supervise all training and development programs for employees of Perform Air International Inc., with a focus on maintenance and the maintenance training program. The position plans and facilitates leadership development programs for employees, assists department managers / supervisors in their analysis for additional training needs, and the effectiveness of the training previously taken.

This position assumes the responsibility to develop, deliver and update comprehensive training as required by regulatory, customer or company directives. Maintains all records and reports associated with training and advises managers and employees on selecting appropriate learning / training options to meet individual and company goals.

The *Director of Training* may assign additional responsibilities of this position at any time.

This position may require travel.

**Qualifications:**

Education: *BS, BA, AA Degree or High School completion plus one of the following requirements fulfilled.*

Experience: *Two years' experience in a Training position.*

Training: *Two years in house employment plus Documented training records of at least 100 hours.*