

## Aviation Associate Positions

### Western Michigan University

To meet specific needs, Western Michigan University (“University”) established positions designed to attract and retain aviation mechanics and certified flight trainers. The people holding such positions will be known as **aviation associates** and hold airframe and/or powerplant licenses (aviation mechanics) or be certified flight trainers.

Aviation associate positions are normally twelve-month, full-time positions. To keep aircraft in peak operating condition, aircraft and equipment mechanics perform scheduled maintenance, make repairs, and complete inspections required by the Federal Aviation Administration (FAA). They also supervise work performed by non-certified individuals. Certified flight trainers offer ground, simulation, and flight training for students and others to facilitate their achieving aircraft ratings.

Aviation associates are employees at will and as such have no property interest in the continuation of such employment. Aviation associates may be terminated without cause and without prior notice, and no reasons are required or must be stated for termination of employment.

### **Governance**

While aviation associates are eligible to attend meetings of the department(s) and the College of Aviation, they do not participate in governance at the department, college, or University level.

### **Compensation**

The amount of compensation is established at the time of appointment. The following compensation guidelines apply to certified flight trainers and follow a step-rate system based on billable instruction hours completed at the University. These positions are non-exempt.

Certified Flight Trainers	<b><u>Billable Hours Of Training</u></b>	<b><u>Trainer Rate</u></b>	<b><u>Duty Time Flat Rate</u></b>
Intern Trainer	Less than 200 hours	\$17.00/hr	\$15.00/hr
Regular Trainer	200 – 699 hours	\$23.00/hr	\$15.00/hr
Full Performance Trainer	At least 700 hours	\$29.00/hr	\$15.00/hr

A regular trainer must have acquired the instrument instructor rating on their flight instructor certificate.

Aviation mechanics are non-exempt positions governed by the guiding principles of the University's compensation program and the following hourly rates apply.

	<u>Minimum</u>	<u>Midrange</u>	<u>Maximum</u>
Aviation Mechanics	\$17.97	\$20.21 - \$24.71	\$26.95

### **Benefits**

Aviation associates will follow the same leave and absences from work policy as provided to clerical-technical staff. In addition, they will receive a Bronco Identification Card, parking permit, and health insurance. Aviation associates are not eligible for (1) life insurance, (2) disability insurance, (3) the University's retirement plan, (4) University-paid health insurance upon retirement, (5) University retiree status, or (6) payoff of sick leave upon termination of appointment. It is expected that annual leave will be used before the appointment terminates. To be benefits-eligible, a singular position must be .69 FTE or greater.

### **Appointment**

Benefits eligibility is determined upon the FTE of a singular appointment. An aviation associate position shall not exceed 1.0 FTE.

Individuals appointed as aviation associates may have had limited or no professional employment prior to the appointment. Employment shall not exceed three (3) years either in a singular appointment or by three (3) consecutive one-year appointments.

### **Working Conditions**

Aviation mechanics usually work indoors but may also work outdoors in adverse weather conditions. They often work under time pressure to maintain the availability of the equipment. Frequently, mechanics must lift or pull objects weighing more than 70 pounds. They often stand, lie, or kneel in awkward positions and occasionally must work in precarious positions.

For aviation mechanics and certified flight trainers, noise and vibration are common. Aviation associates have a tremendous responsibility to maintain safety standards, and this can cause the job to be stressful.

It is recognized that aviation associates may at times work on the weekend.

## **Aviation Mechanics**

### **Functions**

- Ensure aircraft are in peak operating condition by performing scheduled preventive maintenance and making repairs as needed
- Maintain records related to the maintenance performed on the aircraft
- Conduct inspections following a schedule based on the number of hours the aircraft has flown, calendar days since the last inspection, cycles of operation or a combination of these factors and complying with FAA standards
- Upon completing all repairs, test the equipment to ensure that it works properly
- May troubleshoot to resolve problems, gather and analyze diagnostic information, and perform direct examination of parts and equipment
- May supervise uncertified individuals who are performing repairs/maintenance

### **Knowledge/Skills**

- Possession of necessary FAA licenses (airframe mechanic or a powerplant mechanic (“A&P certificate”)) or military certification
- Maintain the A&P certificate or military certificate during the appointment period
- Demonstrated high degree of mechanical aptitude
- Demonstrated skill in computer technology and aircraft systems to enable the diagnosis of complex aircraft systems

## **Certified Flight Trainers**

### **Functions**

- Deliver high-quality ground, simulator, and flight training to students and others in order to facilitate their successful certification
- Endorse students and others as appropriate who are seeking certification or ratings
- Maintain records related to pilot training
- Other flight duties as assigned

### **Knowledge/Skills**

- Possession of the necessary certification and/or the instrument rating in the desired category and class from the FAA to provide the level of training needed
- Maintain a U.S. unrestricted Commercial Pilot Certificate or an ATP with an Airplane category rating and a Single-Engine Land class rating throughout the appointment period
- Maintain a U.S. Flight Instructor Certificate with an Airplane Single-Engine rating throughout the appointment period
- Maintain a valid FAA medical certificate throughout the appointment period
- Demonstrated level of flight time and experience

### **Conclusion**

In instances where policies and procedures are not addressed in this document, aviation mechanics and certified flight trainers are subject to those published in the Employee Handbook for non-bargaining unit employees.