

OCC Specialist: Flight Crew Scheduler / Flight Follower

Crew Schedulers are an integral part of the Operation Control Center (OCC) and serve as a critical component to the airline's operation. Schedulers use tools and resources to schedule pilots to lines of flight, while adhering to Federal Regulations (CFRs) and Company Policies. Schedulers will also assist in planning during Irregular Operations (IROPs).

RESPONSIBILITIES/DUTIES:

- Prepare and maintain flight crew schedules for Part 121 and Part 135 airline operations
- Verifies all schedules are accurate and posted in a timely manner
- Coordinates with Pilots, Flight Managers and Operations regarding scheduling, operational issues, and etc.
- Track pilot vacation, paid time off (PTO) and training to ensure schedule efficiency
- Verifying legality of pilot flight and duty times while scheduling flight crews
- Assists the Travel Coordinator in booking of all travel accommodations for flight crew, operations, and maintenance departments
- Coordinates and assists in scheduling of initial and recurrent pilot training
- Serves as a back up to all duties of the Travel Coordinator
- Book travel due to flight schedule changes and/or weather/emergency situations.
- To plan, release and monitor flights in accordance with applicable Federal Regulations and Mountain Air Cargo, Inc. (MAC) policies and procedures
- Work in a Team Environment with a Positive Attitude
- Projects /Other duties, as assigned

QUALIFICATIONS:

- FAA Certified Dispatcher preferred
- Airline operations experience preferred
- Strong planning and organizational skills
- Proficient with MS Word, Excel, PowerPoint and Access
- Ability to analyze complex situations, problem solve, collaborate with others and precise time management.

SUPERVISORY RESPONSIBILITY:

- N/A

TRAINING REQUIREMENTS:

- N/A

WORKING CONDITIONS AND PHYSICAL EFFORT:

Work typically performed in an office environment

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.