

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most valuable asset, then MAC is the place for you.

Supervisor of Travel/Crew Scheduling

POSITION PURPOSE:

To serve as Supervisor of Travel & Crew Scheduling is to ensure the OCC serves its primary mission of managing the airlines operations to the highest degree of safety and efficiency. This includes the responsibility of scheduling pilots and traveling the companies over one hundred crew members and staff.

RESPONSIBILITIES/DUTIES:

- Must be highly knowledgeable in applicable Federal Aviation Regulations (FAR), International Civil Aviation Organization (ICAO), European Aviation Safety Agency (EASA), Company Manuals, and all related policies and procedures
- Establishes policies and procedures that ensure an efficient and effective OCC
- Crew Scheduling & Travel Department
- Trained in Flight Following, Crew Scheduling and Travel procedures
- Serve as the leader for travel and scheduling during weather event calls such as hurricanes, winter weather, etc.
- Coordinate with the Manager, OCC for any pilot irregularities or scheduling issues
- Report and communicate directly with the customer to ensure all operational changes or updates are coordinated regarding the flight schedule
- Review flight schedules to ensure proper assignment of aircraft and crews
- Monitor crew member flight and duty times to ensure legality per Federal Regulations
- Responsible for providing oversight of Crew Scheduling and Travel to ensure the operation is fully staffed and crew members are provided with accommodations per company policies
- Prepare and conduct individual quarterly meetings and annual reviews for department personnel
- Participate and/or lead operational meetings, as required
- 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 current and future schedules
- 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
- Posts pilot notes for daily schedules and schedule changes
- Maintains historical archive of schedules
- Assists the Travel Coordinator in booking of all travel accommodations for flight crew, operations, and maintenance departments
- Assists with input and approval of pilot travel into the expense report system, as needed
- Coordinates and assists in scheduling of initial and recurrent pilot training
- Serves as a back up to all duties of the Travel Coordinator
- Other duties, as assigned

QUALIFICATIONS:

- Bachelor's Degree or equivalent work experience
- Valid FAA Part 121 Aircraft Dispatcher Certificate
- Ability to pass a 10-year criminal history and background check
- Able to pass a DOT Drug Screen and be enrolled in the company Drug and Alcohol Testing Program
- Previous Air Transport Supervisor (ATS) or Air Transport Ground Instructor (ATGI) experience preferred
- Excellent written and oral communication
- Time management skills, organization, and the ability to prioritize tasks.

SPECIAL POSITION REQUIREMENTS:

- Some travel required.

SUPERVISORY RESPONSIBILITY:

- Travel Logistics
- Crew Scheduling
- OCC Specialists

TRAINING REQUIREMENTS:

- Crew Scheduling policies and procedures
- Travel policies and procedures

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work typically performed in an office environment.
- Certain duties may involve moderate exposure to airport and aircraft operations.

We offer a comprehensive benefits package.