

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.

OCC Supervisor

POSITION PURPOSE:

To serve as Supervisor of the Operations Control Center (OCC) 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 driving Standard Operating Procedures (SOP's), Irregular Operations (IROPS) and ensuring that the best service is provided to the customer by effectively planning and communicating.

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
- Supervises Flight Followers (FF's) and *Crew Scheduling (CS) along with other OCC Supervisors
- Trained in Flight Following, Crew Scheduling and Travel procedures
- Serve as the leader during Irregular Operations (IROPS) to ensure the most efficient coordination, communication and execution of disruption plans occur until the operation is returned to normal
- Coordinate with the Director, OCC (DOCC), Chief Pilot (CP), Director of Operations (DO), Director of Maintenance (DOM) and Maintenance Control (MOC) during irregular operations
- Report and communicate directly with the customer to ensure all operational changes or updates are coordinated
- Assists in preparing and submitting deviation reports for the customer
- Review flight schedules to ensure proper assignment of aircraft and crews
- Monitor crew member flight and duty times to ensure legality per Federal Regulations
- Maintains shift schedules for FF's and CS's to meet the demands of the operation
- *Responsible for the maintaining of Flight Follower training program and records to ensure FF's remain current and qualified, in accordance with company training requirements
- 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
- Other duties, as assigned

QUALIFICATIONS:

- 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:

- Flight Followers
- Crew Scheduling

TRAINING REQUIREMENTS:

- Remain current and qualified as a Flight Follower/Dispatcher
- Air Transport Supervisor (ATS)
- Air Transport Ground Instructor (ATGI)
- 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.

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