

Director of Crew Scheduling

Job Description:

In addition to developing, assigning, and communicating a schedule for all flights, the director will provide leadership for the crew scheduling department. The Director of Crew Scheduling is directly responsible for employees in charge of managing flight crews during daily functions, as well as compliance with FAR and company policies.

Essential Responsibilities:

- The Director of Crew Scheduling oversees the daily scheduling requirements of all crew members.
- Ensures adequate crew coverage of all positions.
- Manages hotels and travel.
- Responds accordingly to crew member unavailability.
- Manages Crew Trip Trades.
- Ensures crew members assigned to flights are both current and qualified and meet all Federal Aviation Regulation duty time limitations.
- Monitors flights during the day to ensure duty time limitations are not exceeded.
- Provides long range forecasts of all crew member needs.
- Provides long range forecasts for the staffing of all crew member positions.
- Takes an active role in promoting positive attitudes toward culture, core values, compliance, and safety within the operations.
- Accomplish additional duties as assigned by the Vice President of Operations.

Job Requirements:

- Bachelor's in business, management, or related field.
- 5+ years of management experience in an airline operations environment.
- Demonstrable increasing leadership responsibility in an airline operation environment.
- Have an in-depth knowledge and understanding of FAA duty and Flight Limitations and scheduling, crew legality tracking and flight flowing processes.
- Strong Computer Skills.