



CREW SCHEDULER-FT CYS

POSITION: Crew Scheduler-FT CYS
LOCATION: Cheyenne, Wyoming
DEPARTMENT: Flight Operations
ACCOUNTABLE TO: Manager of Crew Scheduling

POSTION SUMMARY: Responsible for maintaining daily scheduling of flight crews; handles changes to schedule based on operational need and crew availability.

AREAS OF ACCOUNTABILITY/ESSENTIAL FUNCTIONS:

- Maintains monthly crewmember schedules
- Assigns reserve crewmembers as required
- Ensures that all crewmembers' schedules are maintained within FAA requirements and company policy
- Makes hotel accommodations for RON crews
- Assists the flight department in establishing crewmember staffing
- Ensures compliance with applicable shift checklists
- Tracks duty times to ensure regulatory requirements are met
- Communicates schedule changes to affected parties in a timely manner
- Coordinates with Dispatch and Crewmembers in times of irregular operations to resolve problems
- Performs other duties as assigned

QUALIFICATIONS/REQUIREMENTS:

Knowledge/Skill/Ability:

- Ability to handle multiple tasks and maintain an organized workflow
- Demonstrated ability to read, write, speak and understand English
- Computer proficiency; including use of Microsoft Office programs
- Ability to maintain a high degree of confidentiality
- Ability to work independently as well as collaboratively with team members
- Ability to work under pressure and meet regular deadlines and problem-solve
- Ability to communicate professionally in both oral and written form and clearly relay spoken information via phone and/or radio

Education/Training/Experience:

- High School Diploma or Equivalent
- 1+ year(s) previous airline experience preferred

Working Conditions/Physical Requirements:

- Frequent sitting, writing, typing, filing, use of standard office equipment.
- Occasional standing, reaching, climbing stairs, kneeling/crouching, lifting up to 25lbs without assistance
- Office environment; quiet to moderate noise level

Other Requirements:

- Minimum 18 years of age
- Legally authorize to work in the U.S
- Some travel may be required
- Varying work schedules to include weekends, evenings, and holidays

PLEASE SEND RESUME TO TPACHECO@FLYGREATLAKES.COM AND
GLAJOBS@FLYGREATLAKES.COM