



DISPATCHER

POSITION: Dispatcher
LOCATION: Cheyenne, WY (CYS)
DEPARTMENT: Flight Operations
ACCOUNTABLE TO: Chief Dispatcher

POSITION SUMMARY: Dispatch and/or flight release all flights operated by Great Lakes Aviation.

AREAS OF ACCOUNTABILITY/ESSENTIAL FUNCTIONS:

- Assists in development and implementation of standard operating procedures
- Works assigned shifts as required to maintain the service of the Company
- Acts as "on call" dispatcher during assigned periods
- Monitors the progress of each flight
- Remains constantly aware of the location and status of all company aircraft
- Issues necessary information for the safety of the flight.
- Cancels or re-dispatches a flight if, in the opinion of the Dispatcher of Pilot-in-Command, the flight cannot operate or continue to operate safely as planned and released
- Delays and adds flights, amend routing and realign crewmembers as necessary to ensure optimum coverage of and adherence to the published flight schedule
- Monitors the weather along flight routes and at all destinations and alternate airports
- Prepares Dispatch Releases in accordance with applicable Federal Aviation Regulations and Company Policy
- Makes timely Flight Following inputs
- Monitors the Company Air to Ground communications
- Assures "OUT", "OFF", "ON" and "IN" times have been entered into the computer system, or other appropriate hard copy format
- Disseminates information pertaining to icing, potentially hazardous meteorological conditions, and irregularities in ground or navigational facilities
- Maintains dispatcher duty log in accordance with section 9.2.0
- Ensures supplemental information has been entered for each delay and cancellation
- Assures all radio communication with flights is recorded in the radio communication log
- Controls dispatch workload, maintaining highest degree of safety; notifying management and the safety department of potentially hazardous dispatch workload issues
- Ensures work/shift schedule as published and revised, complies with (121.465) prior to the beginning of every shift
- Performs all other duties as assigned

QUALIFICATIONS/REQUIREMENTS:

Knowledge/Skill/Ability:

- Strong knowledge of FAR's, NTSB, HMR, and Company Manuals as they apply to aircraft dispatch and crew scheduling policies and procedures
- Ability to handle multiple tasks and maintain an organized workflow
- Demonstrated ability to read, write, speak and understand English
- Computer proficiency; including use of basic 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
- Ability to communicate professionally in both oral and written form and clearly relay spoken information via phone and/or radio
- Ability to travel as needed

Education/Training/Experience:

- High School Diploma or Equivalent
- Must possess a valid FAA Aircraft Dispatcher's certificate
- 1+ year(s) previous airline experience preferred
- 1+ year(s) previous dispatcher 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 23 years of age
- Legally authorize to work in the U.S
- Some travel required
- Various work schedules to include weekends, evenings, and holidays

I have read and understand this job description and certify that I have the ability to perform the essential functions of this position with or without reasonable accommodation.

 Applicant/Employee Printed Name

 Applicant/Employee Signature

 Date