



WESTERN GLOBAL AIRLINES, LLC

TITLE: Crew Planner	DEPARTMENT: NCC
REPORTS TO: Supervisor of Crew Resources	MAIN BASE: Estero, FL
PAYRANGE: TBA	DATE REVISED: 2018

JOB DESCRIPTION

PURPOSE OF POSITION: Responsible for the long-term planning and scheduling of flight crewmembers. Maintain the Operational flying program in an efficient, cost effective, and safe manner

- Shall positively support and promote Safety, Security and Quality as a fundamental function of the overall operation.
- Prepare, distribute, process, track and award monthly BIDs through the Bid process.
- Accomplish the monthly Bid process including the creation of Bid Lines and finalizing bid awards
- Building lines and updating schedules accordingly, reflecting travel boxes to / from position.
- Publishing crew rosters
- Keeping track of block hours and ensuring balanced block hours between crewmembers.
- Providing crew reports to the management team to include back to back bidding, block hours and deadhead time reports.
- Accomplish the annual vacation bid process.
- Approval of vacation / time off requests and the subsequent updating and documenting of schedules and schedule changes
- Cover and assist scheduling to assign all future flights outside of 72 hours.
- Communicate with Aircrew Training regarding recurrent training, proficiency checks and pay sheet issues.
- Complete customer analysis and forecasts as necessary
- Integrate LM and Tech Rep planning/schedules into the planning steps.
- Complete crew payroll analysis.
- Ensure that all open flight legs are efficiently covered within the planning horizon.
- Determine the impact of flight schedule changes on crew staffing and work with other departments to optimize coverage.
- Perform all schedule development in accordance with FAR's, labor agreements, and company policy.
- Monitor, by way of reports, the use of crewmember x days and commercial flight usage and make necessary amendments to reduce the use of both.
- Identify opportunities to lower crewing costs and improve operational reliability.
- Determine the associated costs for flight schedule changes.
- Ensure that a crewing solution is in place for all difficult destinations and advise management of any impending crewing issues.
- Performs other duties as directed.

The above responsibilities, duties, and skills are intended to describe the general requirements of the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Education and Technical Requirements

- Associates Degree (or 2-4 years part 121 operations experience)
- 1-3 years previous airline operations experience (or management); Part 121 preferred
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- Must be flexible and willing to work weekends and be on-call 24/7
- Outstanding communication and analytical skills
- Ability to understand and manage spreadsheets, databases
- Intermediate knowledge of Microsoft Office; intermediate Excel skills
- Ability to resolve conflicts and gain cooperation among competing interest groups
- Ability to interact effectively with all levels of the organization
- Must possess high initiative and strong sense of urgency
- Advanced level of Flight Dispatch and International flight planning knowledge is strongly preferred
- Previous experience with over flight and landing permissions is strongly preferred
- Detail oriented and possess the ability to prioritize duties under pressure.

THE COMPANY

Headquartered in Estero Florida, Western Global Airlines is an expanding FAA 121 certified cargo airline, operating MD-11 and 747-400 freighters throughout the world and offering exciting career opportunities. If you are a highly qualified excellent candidate looking for a fascinating, challenging, and meaningful career in the airline industry, with the added benefits of Southwest Florida's lifestyle, culture, beaches, warm weather activities, and the financial advantages of low cost living free of state income tax, we encourage you to send your resume to Human Resources at: Cynthia.apicella@westernglobal.aero or visit our website at <http://www.westernglobalairlines.com/Careers>. We offer a highly competitive compensation and benefits package along with excellent advancement and growth potential.

EQUAL OPPORTUNITY

Western Global Airlines is an Equal Opportunity Employer. It is the continuing policy of the Western Global Airlines to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, place of birth, age, disability, veteran status, gender identity or any other characteristic or status protected by applicable law, in accordance with federal, state and local laws.

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