

FLIGHT FOLLOWER

Reports to: Primary – Flight Following Supervisor
Secondary – Assistant Director of Operations

Department: Flight Following
Station: FAI

Division: Everts Air Cargo

Job Summary:

Under general supervision, performs activities associated with scheduling and dispatching 14 CFR Part 121 flights. Monitor other company assets for Everts Air Cargo and Everts Air Fuel. Everts Air Cargo operates in Alaska, the Contiguous United States, Canada, and Central/South America/Caribbean in cargo and passenger operations.

Essential Functions:

Ensure safety of flight while performing the following duties:

1. Exercise operational control authority in conjunction with the Pilot in Command (PIC) for the safe and efficient operation of flights in accordance with FAA regulations and company policy.
2. Must have a complete understanding of the company procedures, limitations, and directives applicable to the rules of 14 CFR Part 121 and company Operation Specifications.
3. Review, analyze and monitor present and forecast weather conditions, including but not limited to NOTAMs, PIREPs, TFRs and runway conditions.
4. Produce computerized flight plans using MS Excel and Navblue Flight Planning for all company aircraft (C-46, DC-6, DC-9, MD-82/83, B-727, and B-757)
5. Communicate using telephone, cell phone, email, company radio networks, ARINC, and other means.
6. Monitor the progress of each flight and immediately report any overdue aircraft.
7. Provide the PIC with all applicable information for the safe conduct of flight.
8. Capable of determining the maintenance status and capability of company aircraft, which includes:
 - a. Weight and Balance procedures as described in that chapter of the Aircraft Operating Manual
 - b. Runway analysis review as contained in that section of the Airport Analysis Manual
 - c. Aircraft performance information as described in that chapter of the Aircraft Operating Manual
9. Respond to interruptions in service with recommendations and notifications as appropriate.
10. Monitor and ensure flight crewmembers are scheduled in accordance with flight and duty time regulations, including provisions of 14 CFR Part 117 and 121.
11. Responsible for crewmember selection, scheduling, and notification.
12. Assist with flight crewmember travel and hotel arrangements after normal business hours and in the absence of the Travel Department.
13. Responsible for accurate reporting of crewmember flight times to payroll.
14. Initiate emergency response procedures as required by the company Emergency Response Plan.
15. Provide excellent customer service at all times.
16. Manage and coordinate the execution of the daily schedule. Control the process and personnel to manage real-time operational decisions. Airline Operations Control (AOC)
17. Other duties as assigned.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies, and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

- Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
- Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
- Physical ability to sit for extended periods of time.
- Requires the ability to be sedentary for extended periods of time.
- Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Preferred Experience:

- Associate degree or higher in aviation related field.
- Pilot certificate with instrument rating or air traffic control background.

Qualifications:

- High School Diploma or GED
- Position requires 40 hours of classroom training with successful completion of ground school.
- Requires strong oral and written communication skills and excellent telephone etiquette.
- FAA Aircraft Dispatcher certificate or ATP.
- Previous experience (one year or more) with large aircraft dispatch, including use of computerized flight planning software.
- Must be computer savvy; be proficient in MS Word, Excel, Email, PowerPoint, etc.
- Passionate attention to detail.
- Have strong organizational, analytical, and problem-solving skills. Requires a great deal of coordination among many departments.
- Must be flexible, willing to work various hours including holidays, nights, weekends, and overtime. Everts Air Cargo operates 24/7, 365 days a year.
- Must be able to multitask effectively in a busy, fast-paced environment.
- Must be diplomatic, exhibit objectivity and openness to others' views, gives and welcomes feedback, demonstrates accuracy and thoroughness.
- Function in a high stress environment and work well under pressure.
- Strong math background and perform mathematical computations using decimals and hours and minutes and converting from one to the other.
- Have a good grasp of Alaska geography. Know or be able to learn ICAO airport identifiers.
- Be a self-starter with initiative.

This job description in no way states or implies that these are the only duties to be performed by this employee. The individual will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____