

Crew Scheduler Job Description

- Monitor and uphold compliance with federal laws and contractual compliance of flight crew member schedules for a day-to-day operations
- Work together with other System Operations Control (SOC) personnel, Flight Operations and Inflight management to ensure a safe, efficient, and cost-efficient operation
- Responsible for communicating federal regulations, CBA compliance, reassignments, and accommodations to crew members
- Apply federal regulations, contract rules, and crewmember qualifications, and established company policy and procedure in assigning uncovered flying
- Process flight crew member requests including leave of absence coding and required training events, as well as confirm availability for the monthly crew schedule
- Employ several and varied software systems to complete assigned tasks.