

ALASKA SEAPLANES

Job title	Dispatch / Flight Follower
Reports to	Director of Flight Control

Job Summary

Alaska Seaplanes is dedicated to providing the highest standard of safety and customer service in Southeast Alaska. Alaska Seaplanes Dispatcher is responsible for communications and monitoring of flights.

Essential Duties and Responsibilities

- Aircraft and flight crew scheduling
- Aircraft flight following
- Monitor pilot flight and duty time records to ensure times are not exceeded
- Monitor pilot status board to ensure pilots are qualified prior to flight assignment
- Monitor aircraft hobbs times to ensure inspection and component times are not exceeded
- Assist the pilot in command prior to flight with information including: weather, notams, risk assessments, weight and balance, etc.
- Understand and have received training on the Alaska Seaplanes Operational Specifications, General Operations Manual and Operational Control policies and procedures
- Understand and comply with the emergency response plan
- Present a professional and positive image of Alaska Seaplanes
- Comply with all safety procedures and airline policies
- Fare quotations
- Other duties as assigned

Qualifications

- Preferred aviation background
- Ability to secure and evaluate weather
- Ability to schedule aircraft and evaluate factors affecting scheduling
- Ability to interpret operational circumstances
- Ability to use all required company forms
- Must be able to communicate clearly, effectively and timely
- Practical use of computers and the ability to use radios
- Work a flexible work schedule, including nights and weekends
- Must be 18 years of age
- Must be a United States Citizen or provide proof of right to work in the U.S.
- Must be able to obtain a Juneau Airport Badge
- Be punctual and dependable
- Able to fluently read, write, and speak English

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Working conditions

Working conditions include long periods of sitting, occasional standing and walking.

Physical requirements

Physical demands that are essential to the job include sitting, walking, bending and lifting up to 50 pounds.

Direct reports

None.

I have received the job description for Dispatcher as set forth by Alaska Seaplanes. I have no physical limitations that would hinder me from performing the essential job duties of Dispatcher as described. I understand the essential job functions, duties and responsibilities described that are required of me in this position.

Name _____ Sign _____ Date _____

Can you perform the essential job duties, including physical requirements? Yes or No (circle)