

Flight Dispatcher

Reports To: Manager of Integrated Operations Control Center

Direct Reports: None

1. POSITION SUMMARY:

The Flight Dispatcher is responsible for promoting flight safety and network efficiency by developing, and filing flight plans for WMA scheduled and non-scheduled flight operations globally. The Flight Dispatcher is responsible for maintaining compliance with all applicable federal regulations, company policies and procedures. The Flight Dispatcher plays a key role in providing a safe travel experience for our Customers.

2. JOB RESPONSIBILITIES:

- A. Review & analyzing all available meteorological conditions, Notices to Airmen (NOTAMs), field conditions, and Air Traffic Control directives for the route of flight. Maintaining situational awareness of changing conditions
- B. Maintain flight watch and following of flights and aircraft under their control
- C. Generating the Dispatch Release for transmittal to the flight crew. Including, but not limited to:
 - 1) Providing an efficient route of flight, considering items such as turbulence, navigational limitations, Tech/Ops limitations, and adverse meteorological conditions
 - 2) Calculating the fuel required for a safe completion of the flight, considering items such as the winds aloft, air traffic, airfield abnormalities, and forecast weather conditions, and alternate considerations, if required or desired
- D. Share joint Operational Control with the Pilot in Command by providing all available current information that may affect the safety of the flight to include, but not limited to:
 - 1) Providing updates to airport, weather, and traffic conditions along the route of flight
 - 2) Recommending changes to the routing, altitude, alternate while en route
 - 3) Delaying and/or cancelling flights if conditions exist that threaten the safety of the aircraft, crew, and our customers
- E. Ensure that any flight under their control can comply with all applicable FAA regulations and company policies at all times
- F. Ensure that flight data is accurate
- G. Assessing operational complications and providing solutions in a timely manner for the benefit our Crews and Customers

3. QUALIFICATIONS:

- A. Required:
 - 1. Must have legal authorization to work in the United States and travel in/out of the USA without restriction
 - 2. Speak and write fluent English



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3. Be at least 23 years of age
 4. Possess a valid FAA issued aircraft dispatcher certificate
 5. Possess a High School Diploma or equivalent
 6. Have experience using Microsoft Office tools and software
 7. Be able to lift and carry up to 20 lbs. of office material
 8. Be able to work under pressure
 9. Able to multi-task with multiple tasks that have to be managed in a time critical environment
 10. Have strong communication and problem-solving skills
 11. Have a proven record of reliability and excellent attendance
 12. Present a neat, professional, well-groomed image
 13. Be able to sit for extended periods of time
 14. Possess a positive attitude and understand that we are all one team
 15. Be able to work weekends, holidays, and overnight shifts and stay on position until relieved
- B. Preferred:
1. Bachelor's degree in aviation or a combination of education and experience in airline operations
 2. Previous experience as an aircraft dispatcher in FAR 121 operation
 3. Qualifications as a pilot, aircraft mechanic or air traffic controller highly desirable