

## **AIRCRAFT SCHEDULER**

**SUMMARY:** Plans and schedules available aircraft in support of the U. S. Army Aviation School's aircraft requirements by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Reviews aircraft requirements and availability, production, and maintenance conditions, and selects assignment of aircraft for flight.
2. Coordinates with flight and Company departments to ensure that specific requirements are known, and that aircraft are scheduled in accordance with policies or procedures.
3. Determines priority of need for aircraft, and coordinates with appropriate departments / personnel for assignment of priority for work.
4. Prepares schedules and distributes to flight departments and other agencies according to job assignment.
5. Inputs required data in automated computer systems in accordance with government publications and Company procedures as required by functional assignment.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Prepares and maintains office files.
2. Performs routine office duties such as answering telephones, sorting mail, receiving visitors, ordering office supplies, etc.
3. Prepares and types records, reports, and correspondence in the performance of functional assignments, assuring correct spelling, format, punctuation, etc.

### **EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent – General Educational Development (GED) certificate plus two (2) years' experience in a lower rated classification in the same line of progression. Specialist technical or other formal training may be substituted in part for the experience requirement.
2. Must demonstrate ability to accurately keyboard at thirty (30) words per minute on a computer.

### **OTHER REQUIREMENTS:**

1. Must have a thorough knowledge of technical publications, policies, or procedures pertaining to aircraft maintenance operations, and must be able to read and interpret them for own use.
2. Must be able to maintain composure and perform duties satisfactorily during short periods of peak activity.
3. Must possess effective verbal and written communication skills.
4. Must demonstrate skills in administrative and clerical duties to include filing, preparing aircraft scheduling memos, performing mathematical calculations pertaining to this classification, and maintaining suspense systems, logs, and other records.