AUBURN
Human Resources

Aircraft Dispatcher I

Job Description

JOB INFORMATION

Job Code	EG14A
Job Description Title	Aircraft Dispatcher I
Pay Grade	TR05
Range Minimum	$29,670
33rd %	$33,140
Range Midpoint	$34,870
67th %	$36,600
Range Maximum	$40,060
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/23/2021

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Flight Operations

JOB SUMMARY

Facilitates the dispatching of aircraft and flight training devices used by Auburn University Flight School, including the reporting and tracking of aircraft maintenance events and invoicing for training activities.

RESPONSIBILITIES

- Dispatches laboratory training flights in accordance with the published daily schedule in coordination with flight laboratory instructors and leadership.
- Assigns resources necessary to support flight training lessons.
- Ensures accurate aircraft status is displayed in the computer-based management system.
- Assists with student records management and other record-keeping and data collection tasks.
- Assists in tracking inventory of training materials and supplies.
- Assists in filling student orders for training materials.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	0 years of	experience in flight operations coordination and scheduling, or experience in operations involving equipment, facilities, or personnel coordination and scheduling.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of standard office functions.	
Communicates with other is limited to exchange of routine information.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.