



8426 FM 2004, Santa Fe, Texas 77510

www.Westwindhelicopters.com (409) 925-7300

Flight Follower

Flight Follower Job Summary:

The Flight Follower is directly responsible for the input of company flight plans and tracking of flights in a professional manner in accordance with the General Operations Manual, Operations Specifications, and company SOP manuals

Essential Duties and Responsibilities:

- Flight Follow FAA Part 135 flights
- Answer client calls and emails daily
- May be asked to provide timely updates to clients regarding delays
- Identify, monitor, evaluate, and disseminate weather, METARS, TAFS, and TFRs (Temporary Flight Restrictions) to Operations and crewmember(s)
- Flight follows company aircraft Record all flight times into the Flight Schedule
- Notify and update crewmember(s) of daily assignments and revisions
- Monitor crewmember(s) duty and ensure it does not exceed 14 hours for daily assignments
- Distribute the flight schedule daily to crewmember(s), maintenance, and Management
- Distribute materials and information on off-site landings to crewmember(s) prior to flights
- Responsible for knowing and initiating actions to support the GOM (General Operations Manual) and FARs
- Understand and implement the procedures of an Emergency Response Plan
- Record and disseminate any information which could adversely affect any flight
- When a higher than expected workload is encountered due to weather, delays, mechanical irregularities or other disruptions, flight followers will assist other members of the team with communications, coordination and other duties in order to make situation more manageable



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Requirements:

Must be 18 years of age

Must have a High school diploma, GED

Ability to proficiently read, write and speak English

Excellent communication skills

Able to remain calm and efficient under pressure

Competent in handling difficult situations

Advanced computer skills

Must pass all pre-employment testing to include drug testing

Must be able and flexible to work variables shifts including overtime, weekends and holidays

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee is frequently required to use a computer terminal, telephone.

Skills/Attributes:

Must be proficient with Microsoft Suite, Word, Excel, PDF, and others software programs as needed.

Demonstrates considerable independence in planning time

Ability to plan and identify resources to accomplish projects/tasks.

Has broad understanding of how administrative assignments contribute to organizational effectiveness.

Education and Professional Experience

Be familiar with the applicable parts of the Federal Aviation Administration 14 CFR 135, and 49 CFR's 40 and 171-180.

Dispatcher/ Flight Follower experience preferred.