

Perform Air International Inc.
Section VI - Attachments
Att.64.02 - Job Description

Revision	Revision Date	Revision Change
N/I	06/30/2021	Initial Release / Re-release
1	10/31/2021	Revision to Grade Level
2	09/26/2024	Revision to <i>Qualifications</i>

Position Title: Planning Supervisor

Grade Level: 49-1011-11

Exemption Status: Exempt

Department: Planning

Division Manager: Exec. VP Operations

Department Manager: Director of Operations

Immediate Supervisor: Director of Operations

Duties, Responsibilities and Authority:

This position has the authority and responsibility to oversee the planning Clerk and the planning of work orders in coordination with Operations and Quality Control Departments to ensure all customer contracts are scheduled and met.

This position is also responsible for ensuring the organization of all components housed in the Planning cage and maintaining consumable inventory levels. This position assumes responsibility for the identification and location of special tooling and calibrated tools. This position may perform maintenance functions.

This position also works as a liaison between Operations and Administrative Support Groups. The Director of Operations may assign additional responsibilities at any time.

Qualifications:

Education: *BS, BA, AA Degree or High School completion plus one of the following experience or Training.*

Experience: *Two years within the industry or previous supervisory experience with an emphasis on scheduling.*

Training: *Two years in house employment and Documented training records of at least 50 hours.*