

Cargo Load Planner

Reports to: Line Facility Manager

Department: Cargo

Division: Everts Air Cargo

Station: ANC

Job Summary:

Load Planners will select all cargo/mail for Everts Air Cargo flights. The aircraft load planner will be responsible for the weight and balance of cargo aircraft and the compatibility of hazardous material shipments on each flight. Load Planners will communicate with Flight Following and Line Facilities regarding mail and freight loads and will assemble all paperwork for final aircraft package.

Essential Functions:

1. Select cargo/mail for flights based on destination, priority, date received.
2. Assemble mail/cargo documentation for aircraft flight package.
3. Perform weight/balance/shoring calculations, prepare load pull sheets
4. Maintain documentation of cargo/mail, provide oversight of high priority/precious cargo
5. Communicate proper flight notifications and aircraft payload information with Flight Following, Maintenance, Cargo and Line Facility Agents.
6. Perform Aircraft Scheduling duties in absence of Primary Scheduler
7. Perform cargo customer service functions as needed.
8. Attention to detail, ability to ensure 99% accuracy in all data entry.

Additional Responsibilities:

Safety:

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.
6. Adhere to Department appearance policy to include the requirement to personally provide and consistently wear outdoor clothing appropriate for weather conditions, and industrial footwear, with slip resistant soles and safety toe protection which is suitable for extreme weather conditions where applicable.

Security:

1. Maintain employee vigilance and report all security concerns.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

Will be required to work overtime as needed to include weekends and nights.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
2. Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, bend, stretch, stand, knee, walk and extend legs.
3. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Environmental Conditions:

1. Requires the ability to work in extreme weather conditions.

License(s):

1. Valid Driver's license

Qualifications:

1. Requires the ability to understand, retain, and deliver information verbally and written.
2. Requires standing on hard surfaces, floors, ladders, and work stands for extended periods of time.
3. Hazardous Materials Certified
4. Air Load Planning Qualified

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____