

Cargo Supervisor

Reports to: ANC Cargo Manager
Division: Everts Air Cargo

Department: Cargo
Station: ANC

Job Summary:

Supervise the cargo department, ensuring all company standards are met and the department is operating at the maximum efficiency and profitability. This includes ensuring the safe, efficient and timely handling, documentation and transportation of cargo, mail and freight by cargo, customer service and load control agents. Effectively perform assignments and work duties to meet established deadlines and goals in a high pressure environment.

Essential Functions:

1. Direct, hire, train, discipline, coach and review cargo employees.
2. Supervise cargo employees to ensure that daily customer service, warehouse, ramp and load control activities are being performed in a safe, accurate and efficient manner.
2. Establish a safe and efficient work environment for employees and customers.
3. Assist in training cargo agents, developing cargo training guidelines and ensuring that implemented training standards are followed by all cargo employees.
3. Assure service standards are maintained or exceeded in relation to company policy.
4. Implement company policy/directives within your work group.
5. Develop and maintain excellent communication and cooperation with all Everts Air Cargo management, department personnel, stations, agent stations and primary vendors.
6. Assist other stations and customers in solving transportation and service problems.
7. Provide competent and timely response on all issues to corporate staff as required.

Additional Duties:

Safety

1. Prepare middle and frontline management to assume their critical roles in the promotion of safety in the workplace. Clearly define and hold them accountable for their responsibility in worker and operational safety and adherence to EAC's SMS Program.
2. Instruct them and facilitate their efforts in identifying and resolving localized safety concerns.
3. Create successful safety interventions and programs and encourage front line employees to participate in this process.
4. Develop and deliver appropriate safety training and instruction on specific safety techniques relevant to the job.
5. Foster and accomplish formal and informal safety coaching.
6. Use your authority and department resources to support bonified safety enhancements suggested by staff.

Security

1. Maintain employee vigilance and report all security concerns.
2. Ensure personnel/visitors conform to airport security guidelines.
 - a. Observe and report suspicious activity.
 - b. Observe and report suspicious freight.
 - c. Challenge unauthorized individuals.

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, kneel, 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. Being able to handle and work with various materials and objects are important aspects of this job.

Environmental Conditions:

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

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

Qualifications:

1. Excellent written and oral communication skills.
2. Demonstrated problem solving expertise. Ability to motivate and develop employees.
3. Requires the ability to understand, retain, and deliver information verbally and written.
4. Requires standing on hard surfaces, floors, ladders and work stands for extended periods of time.

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 _____