

Hazardous Materials Specialist

Reports to: Cargo Manager
Division: Everts Air Cargo

Department: Cargo
Station: ANC

Job Summary:

Hazardous Materials Specialists are individuals whose main focus is the verification of accuracy and completion of all hazardous materials-related paperwork prior loading these corresponding shipments on the aircraft. Hazardous Materials Specialist are also responsible for training line employees who have function specific duties concerning hazardous materials both in mainline stations and hubs.

Hazardous Materials Specialist Essential Functions:

1. Conduct and document Hazardous Materials Audits for all hazardous materials shipments offered for transportation aboard EAC's aircraft.
2. Maintain required records for Shipper's Declarations and Pilot Notifications in the 365-day file.
3. Assist Leadership Staff in the evaluation of EAC's current hazardous materials acceptance and transportation procedures to ensure on-going compliance with federal and international regulations.
4. Conduct and document initial, recurrent and refresher hazardous materials training for all required EAC employees.
5. Conduct and document initial and recurrent hazardous materials training for all required EAC agent station employees.
6. Provide leadership and guidance for company employees who are reporting and mitigation of hazardous materials spills.
7. Help educate the shipping public regarding specific hazardous materials regulations and the periodic changes to them.
8. Continue to revise Hazardous Materials Counter Guides to include more extensive and accurate examples of hazardous materials shipping papers, marking, packaging and labeling requirements.
9. Research special permits to ensure proper application to EAC's transportation system.

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.

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.

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 _____