

Cargo Agent

Reports to: Cargo Manager
Division: Everts Air Cargo

Department: Cargo
Station: FAI

Job Summary:

Prepare freight to be loaded into aircraft for delivery and unload freight upon receipt.

Job Duties:

1. Load and unload aircraft with forklifts utilizing various support tools including pipe rollers, pallet jacks, and pry bar. Perform safety checks such as securing cargo loads with cargo straps and securing cargo doors. Assist with connecting AP unit and placement of wheel chocks and air stairs.
2. Organize consolidate freight. Stage freight and prepare pallets of Bypass mail and off-load palletized Bypass mail. Transport Priority and Non-Priority to and from the Post Office. Bring Transfer Main to the Post Office or another carrier as dictated by the postal ramp clerk.
3. Maintain all appropriate paperwork in regards to freight and bypass/non-priority mail.
4. Accompany aircraft on occasion to final destination to assist in loading and unloading.
5. Communicate effectively with loadmasters, cargo agents, maintenance, management and flight crew.
6. Conduct daily inspections of forklifts, powered conveyor system (belt loader), Ground Power units, bunny trucks and chip containers.
7. Assist Customer Service Agents during high volume freight intake periods. Complete freight receipt sheet for small orders when needed. Tag and store shipments for transportation.
8. Maintain clean work environment. Including the emptying of trash cans when full or assigned, cleaning the warehouse and ramp as assigned, cleaning out aircraft before loading, cleaning out the box and bob-tail trucks as needed, and assisting in post-load clean-up of F.O.D. around the aircraft.
9. Perform other duties as assigned to include assisting other Everts Air departments.

Additional Duties:

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.

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.

Environmental Conditions:

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

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.

License(s):

1. Valid Driver's license

Qualifications:

1. Requires the ability to understand, retain, and deliver information verbally and written.
2. Individual must be energetic, self-motivated and comfortable with frequent changes.
3. Must be able to accomplish assigned tasks independently and in a timely manner.
4. Must complete Request for Computer Access form (PS Form 1357-S) from the USPS to allow access to the SAMS Bypass mail appointment web site.

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 _____