

Cargo Loadmaster

Reports to: Cargo Manager
Division: Everts Air Cargo

Department: Cargo
Station: FAI

Job Summary:

Oversee the loading and unloading of aircraft and document all freight and mail for flights.

Essential Functions:

1. Document freight and mail on each flight. Enter outbound airway bills into the FPA Manifest. Enter all outbound mail information into the computerized Daily Mail Log. Ensure that corresponding numbers for the FPA Manifest and Daily Mail Log match those on the Weight and Space Worksheet.
2. Consolidate and label freight and mail for each flight. Physically locate all outbound freight using the FPA Manifest and Daily Mail Log as reference. Consolidate freight and mail by type. Properly label freight and mail. Use efficient consolidation techniques for mixed pallets.
3. Complete flight paperwork prior to loading. Separate outbound airway bills and place them in the appropriate destination folders. Create an airway bill for outbound mail and enter it into FPA Manifest. Complete load manifest and pilot notification.
4. Ensure proper aircraft preparation. Ensure that a Cargo Agent has cleaned out the aircraft and prepared the straps or net for load commencement. Ensure that all freight and mail is staged by aircraft. Ensure that the aircraft has the complete inventory of load assisting equipment.
5. Oversee loading/unloading of aircraft. Provide leadership as the aircraft is being loaded/unloaded and ensure that it is being completed in a safe and efficient manner. Verify that the flight crew has easy access from the cockpit to the rear of the aircraft following the completion of the load. Ensure that the load is properly secure and the doors and windows are all closed. Upon completion of the load, ensure that the ramp area surrounding the aircraft is free of F.O.D.
6. Communicate with other departments and management. Communicate with the Maintenance Department regarding aircraft readiness and positioning. Communicate with the Flight Crew regarding any special load considerations or daily loading/unloading requirements. Communicate with management regarding safety or security concerns, load discrepancies, or interdepartmental problems that may have arisen during the loading operation. Complete loadmaster checklist. Complete documentation for USPS.
7. Act as Ground Security Coordinator. Observe and report suspicious activity and/or freight. Physically inspect the different compartments of the aircraft (i.e. bellies, top deck, etc) to ensure that the plane is "secured." Challenge unauthorized individuals. GSC Person-to-Person "Handoff."
8. 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.
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.

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:

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 _____