

Ramp Services Lead

Reports to: Primary-Ramp Services Supervisor
Secondary-Station Manager

Department: Ground Support Services
Station: ANC

Division: Everts Air Cargo

Job Summary:

The Ramp Lead will direct, coordinate, and provide a variety of aircraft services including but not limited to marshaling, deicing, towing, and other ground support activities to affect the safe and efficient ramp movement of arriving and departing aircraft.

Essential Functions:

1. Responsible for maintaining the safety, security of the ramp at all times.
2. Complies with all safety requirements and airline policies, related to the safe operation near or around aircraft.
3. Observe safe ground-handling procedures and maintenance of ground service equipment, including the performance of maintenance checks.
4. Conduct marshaling, towing, power cart operation and door opening, preheating (including engine covers) and deicing of aircraft within a confined ramp area.
5. Responsible for maintaining a clean and organized ramp to include snow removal, FOD pickup and sweeping of the ramp.
6. Support cargo operations by operating vehicles and ground equipment in a congested area. This may include the loading and offloading of aircraft, repositioning equipment, and transporting of cargo to other locations.
7. Constantly communicate with cargo, maintenance, flight crew personnel and flight control.
8. Perform cargo agent duties to include loading and unloading of cargo from the aircraft, transporting of cargo between aircraft; performing cargo ramp transfers; the receiving, delivering, and physical handling of freight, mail and company material, the completion of forms and messages related to and necessary for the performance of the designated locations of the functions described.
9. Assist with the maintenance repair, servicing, and cleaning of powered and unpowered equipment.
10. Other duties as assigned by Ramp Services Supervisor and the Station Manager.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

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. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. 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.
3. 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.

Qualifications:

1. Must be able to read, write, fluently speak, and understand the English language.
2. Exceptional verbal and interpersonal communication skills are required. Radio communication experience in a professional environment and knowledge of airport regulations is preferred.
3. Ability to understand and react to verbal commands and safety warnings, with or without the assistance of sight or visual aids.
4. Must be able to work outside in the airport environment where extreme outdoor conditions may be encountered.
5. Must be able to become qualified to operate all aircraft ground support vehicles and equipment.
6. The ideal candidate is detail oriented, able to work efficiently under time constraints, reliable, energetic, enthusiastic and brings a positive attitude to work each day.
7. Able to work with minimal supervision, while maintaining focus in a congested environment with multiple distractions.
8. Must be able to work a flexible work schedule which may include night, weekend, and holiday working hour and overtime assigned when the operation dictates.
9. Knowledge of administrative and clerical procedures, work processing systems/software, managing files and records, designing forms and other office procedures and related terminology.
10. Ability to maintain confidentiality in all aspects of employment, including file and record maintenance.
11. Knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.
12. Must possess a valid driver’s license.

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.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____