

Cargo Loadplanner

Reports to: Primary – Traffic & Load Control Manager
Secondary – Station Operations Manager

Division: Everts Air Cargo

Department: Cargo
Station: ANC

Job Summary:

Load Planners will select all cargo/mail for Everts Air Cargo flights. The aircraft load planner will be responsible for the weight and balance of cargo aircraft and the compatibility of hazardous material shipments on each flight. Load Planners will communicate with Flight Following and Line Facilities regarding mail and freight loads and will assemble all paperwork for final aircraft package. This position has a secondary responsibility as Loadmaster when not immediately engaged in Load Planning duties.

Essential Functions:

1. Select cargo/mail for flights based on destination, priority, date received.
2. Assemble mail/cargo documentation for aircraft flight package.
3. Perform weight/balance/shoring calculations, prepare load pull sheets.
4. Maintain documentation of cargo/mail, provide oversight of high priority/precious cargo.
5. Communicate proper flight notifications and aircraft payload information with Flight Following, Maintenance, Cargo and Line Facility Agents.
6. Perform Aircraft Scheduling duties in absence of Primary Scheduler.
7. Perform cargo customer service functions as needed.
8. Attention to detail, ability to ensure 99% accuracy in all data entry.
9. Develop load planning training program.
10. Conduct freight and mail audits as required.

Loadmaster Essential Functions:

1. Consolidate and label freight and mail for each flight. Physically locate all outbound freight using the Takeflight manifest as a reference. Consolidate freight and mail by type. Properly label freight and mail. Use efficient consolidation techniques for mixed pallets.
2. Complete accurate and detailed Load Schedules for specific aircraft and deliver all Cargo related paperwork to Load Planning within 2 hours of flight departure.
3. 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.
4. Oversee loading and unloading of aircraft. Provide leadership as the aircraft is being loaded and/or unloaded and ensure that its being completed in safe and efficient manner. Verify that the flight crew has easy access from cockpit to the rear of the aircraft following the completion of the load. Ensure that the load is properly secured and the doors and windows are all closed. Upon finishing the load, ensure post-load duties are complete.
5. 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 load operation. File all appropriate Cargo-related paperwork including Weight and Space Worksheets, Loadmaster Checklist, and a copy of the Load Schedule.

6. 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”.

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. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. 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. Knowledge of administrative and clerical procedures, work processing systems/software, managing files and records, designing forms and other office procedures and related terminology.
2. Ability to maintain confidentiality in all aspects of employment, including file and record maintenance.
3. Knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.
4. Must possess a valid driver’s license.
5. Requires the ability to work in extreme weather conditions.
6. Requires the ability to understand, retain, and deliver information verbally and written.

7. Requires standing on hard surfaces, floors, ladders, and work stands for extended periods of time.
8. Hazardous Materials Certified
9. Air Load Planning Qualified

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 _____