

Cargo Agents (Warehouse Agents, Rammers, and Primary Forklift Operators)

Reports to: Primary – Cargo Supervisor
Secondary – Cargo Manager

Division: Everts Air Cargo

Department: Cargo
Station: ANC

Job Summary:

Cargo Agents are responsible for following all Everts Air Cargo (EAC) policies and procedures while completing daily duties involving mail induction, cargo consolidation and storage, and aircraft loading and unloading. Cargo Agents work in the warehouse, on the ramp, and in EAC aircraft throughout the year and in a wide variety of conditions. Cargo Agents transport mail to and from the post office and transfer it to other air carriers around the airport. Completion of assigned duties is accomplished by EAC's Cargo Agents while using a variety of company equipment.

Cargo Agent Essential Functions:

1. Induct Bypass, Non-Priority and Priority Mail into EAC's transportation system, including stacking, shrink-wrapping, bagging and properly storing mail.
2. Operate company equipment while working in the warehouse and at the post office, including forklifts, box trucks and pallet jacks.
3. Conduct daily inspections of forklifts, box trucks and chip containers.
4. Maintain a clean and hazard-free work environment, including emptying trash cans, and cleaning box trucks and the warehouse as needed.

Rampers Essential Functions (in addition to Cargo Agent I Functions):

1. Organize and consolidate freight and mail in preparation for loading.
2. Stage freight and mail in preparation for a flight.
3. Assist with connection and start-up of ground power units on aircraft, when needed.
4. Complete aircraft preparation duties prior to loading EAC flights.
5. Operate company equipment while working on the ramp and safely and efficiently loading EAC aircraft, including use of forklifts, belt loaders, bob-tail trucks, chain carts and dollies, and scissor lift trucks.
6. Utilize various support tools such as pipe rollers, vehicle dollies, pallet jacks, toothpicks and pry bars during completion of loading and unloading duties.
7. Perform safety-related functions such as securing cargo loads with straps and nets and the securing of cargo doors. Assist with connecting aircraft power units and placement of wheel chocks and air stairs.
8. Occasionally fly on aircraft to final destination to assist in loading and unloading.
9. Transfer mail to the post office or other air carriers as dictated by the post office personnel.
10. Maintain a clean and hazard-free work environment. Including emptying outdoor trash cans and hoppers, cleaning and organizing the ramp areas as assigned, cleaning company equipment stored outdoors, and assisting in post-load clean-up of FOD from the ramp areas and around the aircraft.

Forklift Operator I Essential Functions (Cargo Agent):

1. Operating forklift inside the warehouse (including chill and freeze units and dock-high trailers) while maintaining the highest level of attention to safety and productivity.

Forklift Operator II Essential Functions (Rampers):

1. Operating forklift on the ramp (including moving, storing and staging mail and freight and unloading flatbed trailers) while maintaining the highest level of attention to safety and productivity.

Forklift Operator III Essential Functions (Primary Forklift Operators):

1. Operating forklifts while loading and unloading aircraft (including loading oversized freight and assisting with vehicle loading) while maintaining the highest level of attention to safety and productivity.

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. 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.
5. Knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.
6. Must possess a valid driver's license.
7. Requires the ability to work in extreme weather conditions.

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 _____