

## **Hazardous Materials Specialist**

Reports to: Warehouse Customer Service Lead

Department: Cargo

Division: Everts Air Cargo

Station: ANC

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### **Job Summary:**

Hazardous Materials Specialists are responsible for the verification of accurate and complete hazardous materials paperwork prior to shipments being loaded on the aircraft and for training employees who have function specific duties concerning hazardous materials (both at Line Stations and Line Facilities). This position has a secondary responsibility as a Warehouse Customer Service Agent when not immediately engaged in hazardous material duties.

### **Hazardous Materials Specialist Essential Functions:**

1. Conduct and document Hazardous Materials Audits for all hazardous materials shipments offered for transportation aboard EAC's aircraft.
2. Maintain required records for Shipper's Declarations and Pilot Notifications.
3. Assist Leadership Staff in the evaluation of EAC's current hazardous materials acceptance and transportation procedures to ensure on-going compliance with federal and international regulations.
4. Conduct and document initial, recurrent and refresher hazardous materials training for all required EAC employees.
5. Conduct and document initial and recurrent hazardous materials training for all required EAC Line Facility employees.
6. Provide leadership and guidance to company employees involved with hazardous materials spills.
7. Assist in educating the shipping public regarding existing and future changes to hazardous materials regulations.
8. Revise Hazardous Materials Counter Guides to include extensive and accurate examples of hazardous materials shipping papers, marking, packaging and labeling requirements.
9. Research special permits to ensure proper application for EAC's transportation system.
10. Perform Warehouse Customer Service Agent functions to include: loading and offloading of freight, operation of warehouse equipment, completion of freight and other company documents, and communication with customers, vendors and internal employees in a professional and courteous manner.
11. Other duties as assigned.

### **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.

**Environmental Conditions:**

1. 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.*

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_