

## **Cargo Agents Lead**

Reports to: Primary – Cargo Supervisor  
Secondary – Cargo Manager

Division: Everts Air Cargo

Department: Cargo  
Station: ANC

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### **Job Summary:**

Supervise the daily cargo operation and complete daily warehouse, ramp and aircraft inspections. Assist in training and disciplining loadmasters and cargo agents.

### **Essential Functions:**

1. Conduct a “walk-around” inside the ware house to resolve issues with backhaul mail, cleanliness, availability of extra straps, pallet jacks, car dollies, and snow machine dollies and general organization.
2. Conduct a “walk-around” on the ramp to resolve issues with cleanliness, F.O.D., safety or security concerns, and general organization.
3. Conduct a “walk-through” on all the aircraft resolving issues with cleanliness, inventory of pallet jacks, dunnage, straps, brooms, and backhaul.
4. Supervise daily cargo operation.
5. Complete daily staffing sheet and assign duties as appropriate to staff availability.
6. Complete attendance sheet, monitoring employee attendance and timeliness.
7. Monitor bypass, priority and non-priority induction operation to ensure safe and efficient execution.
8. Monitor aircraft loading/unloading to ensure safe and efficient procedures are being followed.
9. Keep abreast of any flight schedule changes that may occur throughout the day.
10. Load planning.
11. Communicate with the Operations or Cargo Manger regarding any special considerations for the day’s flights.
12. Select the freight and mail for the day’s flights and enter totals on the Weight and Space Worksheet. Follow-up with the flight’s assigned loadmaster regarding any special considerations.
13. Perform random load audits to ensure that all applicable paperwork and communication is being completed by the loadmasters.
14. Communicate with other leads and departments regarding operation.
15. Meet with cargo employees and Management regarding procedure changes, safety, security, and other concerns daily, weekly, and monthly.
16. Meet with flight crew regarding special loading/unloading requirements, day-to-day load information and other concerns. Meet with maintenance regarding aircraft readiness, positioning and general equipment squawks.
17. Assist in training of loadmasters and cargo agents. Train and review duties for new and current loadmasters and cargo agents. Provide applicable equipment training for all employees as needed. Train and review general operations duties for all new and current cargo employees.
18. Ensure completion of daily/weekly equipment checks. Monitor daily checks for forklifts and box trucks to ensure accuracy and completion. Monitor biweekly checks for chip containers to ensure accuracy and completion. Ensure that all discrepancies noted during the equipment checks are noted on the squawk sheet.
19. Ensure personnel/visitors are conforming to airport security guidelines. Observe and report suspicious activity and/or freight. Challenge unauthorized individuals. Ensure that all EAC employees are wearing their airport badge.
20. Conduct annual reviews of employees and forward to the Cargo Manager.
21. Assist in disciplining customer service employees. Discreetly perform informal disciplinary action with employees when needed. Inform the Cargo Manager of any employees who may need formal disciplinary action. Act as a witness to formal disciplinary procedures performed by the Cargo 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. 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 understand, retain, and deliver information verbally and written.
6. 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 \_\_\_\_\_