

# ALASKA SEAPLANES

<b>Job title</b>	Ramp Manager
<b>Reports to</b>	Vice President of Operations

## Job Summary

Alaska Seaplanes is dedicated to providing the highest standard of safety and customer service in Southeast Alaska. Alaska Seaplanes Ramp Manager is responsible for all aspects of the Alaska Seaplanes Ramp operations and overseeing Juneau Ramp/Fuel staff.

## Essential Duties and Responsibilities

- Recruit, hire and train Ramp and Fuel personnel
- Develop efficient work schedule for staff to meet the seasonal needs of business
- Maintain an organized and clean freight area; including UPS/Mail facilities, freezers/coolers and space under canopy
- Work closely with JNU Passenger Services Manager, Juneau Cargo Services Manager, Pilots and Dispatch to ensure efficient movement of baggage, U.S. Mail and Freight
- Ground Service Vehicle/Equipment maintenance coordination
- Participate in bi-weekly outstation meetings and company manager meetings
- Ensure proper handling of US Mail, UPS and freight
- Maintain accurate data entry of Fuel Truck Fuel sheets
- Develop and implement processes for efficient movement of freight and mail
- Present a professional and positive image of Alaska Seaplanes
- Safely transport passengers to and from aircraft
- Communicate clearly and timely with pilots, dispatch and customer service agents
- Fuel aircraft, maintain adequate fuel inventory including tank farm and trucks, and order fuel as needed from fuel vendor
- Consistently communicate using a two-way radio with Pilots and Dispatch
- Comply with all safety procedures and airline policies
- Transfer cargo to various carriers when necessary
- Work with Cargo Services manager to coordinate use of AMHS and vehicle P/U and drop off
- Maintain knowledge of hazmat, air freight acceptance and other regulatory requirements
- Operate vans, aircraft tugs and other vehicles as needed
- Load and unload aircraft
- Other duties as assigned

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## Qualifications

- 12 months of experience in cargo related field
- Must be 18 years of age
- Possess a valid driver license
- Must be a United States Citizen or provide proof of right to work in the U.S.
- Must be able to work SAFELY in a fast paced environment
- Be a self-motivated team player
- Be punctual and dependable
- Able to fluently read, write, and speak English
- Must be physically able to lift and move up to 60lbs routinely and safely, and occasionally heavier items
- Must be able to communicate clearly and effectively

## Working conditions

Working conditions include working both inside and outside, exposed to inclement weather. Length of the work day varies seasonally. Work hours vary seasonally starting as early as 4:00 am and as late as 11:00pm. Alaska Seaplanes operates seven days a week.

## Physical requirements

Physical demands that are essential to the job include standing, walking, bending, climbing up to aircraft. Lifting up to 60lbs routinely, and heavier items occasionally, and carrying boxes, bags and various objects.

## Direct reports

Ramp and Fuel Agents

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I have received the job description for Ramp Manager as set forth by Alaska Seaplanes. I have no physical limitations that would hinder me from performing the essential job duties of a Ramp Manager as described. I understand the essential job functions, duties and responsibilities described that are required of me in this position.

Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

Can you perform the essential job duties, including physical requirements? Yes or No (circle)