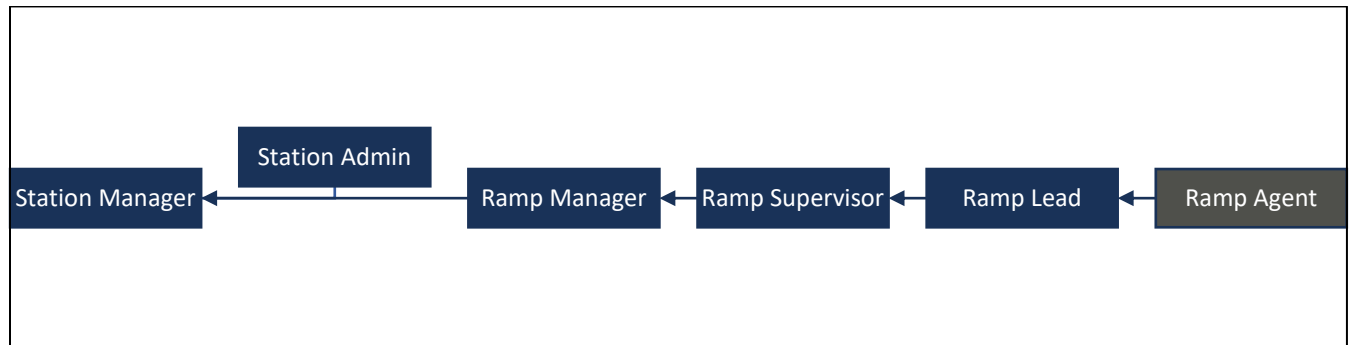
	Standard Job Description	
	<b>Ramp Agent</b>	Revision: 1.0
	Number & Series: 5001 – Ramp Agent	Date: 01APR2020
	Approved By: S. Slattery	OI Date: 01APR2020

## **Ramp Agent**

### **Reporting Structure**



### **Job Purpose**

Ramp agents load and unload baggage and/or cargo, directly from aircraft all departing and arriving aircraft, operate ground equipment and vehicles, service the aircraft lavatories, potable water, air conditioning, ground power. Operate Ground Support Equipment. Marshal aircraft. communicate with flight deck and fellow workers, all while maintaining safety and security of the ramp.


### **Job Duties**

- Operate equipment to move baggage to and from aircraft
- Offload and upload baggage and cargo to the aircraft.
- Tow cargo and baggage to and from the baggage room and or cargo facility.
- Marshal aircraft in and out of the gate area
- Service aircraft and ground equipment as needed
- Maintain safety and security on the ramp
- Communicate efficiently with ground personnel and flight crews
- Practice all safety policies and procedures
- Comply with all security and policy requirements of air carriers
- Work in conjunction with other departments to ensure on time performance of flights
- Other duties as assigned by Lead, Supervisor, and Manager.
- Take all reasonable and necessary precautions to ensure personal health and safety, as well as that of co-workers and any other person(s)
- Report immediately to management, all unsafe and unhealthy conditions
- Report immediately to management, all occurrences that cause injury or damage to any person or property
- Proficient in reports required by Fenix and air carrier

### **Competencies**

Must be able to read, write, and speak English.

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed.

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Must be able to understand and pass theoretical and practical training courses.

### **Job Requirements**

- Able to read, write, speak, and understand English
- Must be able to work in the U.S.
- Pass a required pre-employment drug screen and ten-year background check
- Must possess a valid driver's license
- Must complete paperwork accurately and have basic computer skills
- Excellent customer service skills and a strong work ethic
- Must be punctual, dependable, and have a flexible schedule
- Must be able to lift up to 70 lbs. consistently and up to 100 lbs.

### **Working Conditions**

- This position will include work both indoors and outdoors
- While performing the duties of the position, the employee is regularly required to sit, stand, and walk for extended periods of time throughout the course of daily activities
- The employee is occasionally required to climb, lift, balance, stoop, kneel, or crouch
- The employee is required to do work on a computer, in addition to doing paper work.
- Employee will be required to work outdoors in all weather conditions rain, shine, snow, etc.
- Required to work in confined spaces (aircraft baggage/cargo holds).

### **Educational Preferences/Training**

Highschool Diploma or Equivalent

### **Licenses & Certifications**

Must have and maintain a valid driver's license.