

Ground Handler

Hourly Rate: \$18.00

General Function:

Ground Handlers work outdoors in a very fast-paced airport environment. Authority employees must keep both the company goals and customer expectations in mind when completing their daily tasks. Employees will be responsible for meeting or exceeding all performance goals. Responsibilities include baggage loading, operation of motorized service vehicles and equipment, aircraft servicing, and marshalling of aircraft.

Major Duties and Responsibilities:

- Ground Handlers are required to wear uniforms for security purposes and to indicate they are part of the crew.
- Ground handlers must be able to perform ramp and cargo functions.
- Ground handlers must do a considerable amount lifting and moving of baggage, mail sacks, air express shipments, and pushing and positioning of air cargo.
- Loads baggage and cargo, safely in accordance with published procedures and under the direction of the assigned team leader.
- Ground handlers must safely and cautiously operate many pieces of equipment. This includes ramp vehicles such as tugs and other complex pieces of equipment including forklifts, a string of filled baggage carts, pushbacks, and belt loaders.
- To prepare a plane for takeoff, ground handlers must service the aircraft, including cleaning the interior, restoring the lavatories, and replacing commissary items. Ground handlers must fill out paperwork associated with their cargo, keeping and maintaining records of what has been loaded and unloaded, as well as other administrative duties associated to the load of the aircraft.
- Ground handlers are required to use hand signals to marshal aircraft into and out of their assigned parking locations. Upon arrival, ground handlers will safely secure the aircraft in its parking location.
- Ground handler requires adaptability because of changing hours and schedules.
- Perform other duties as assigned.

Employment Qualifications:

- Must possess a valid driver's license and maintain appropriate Authority driving privileges.
- Ability to act with integrity and professionalism.
- Proven ability to appropriately handle confidential data, materials and correspondence.
- Excellent verbal and written communication skills. Excellent organization skills and attention to detail.
- Excellent interpersonal, negotiation and conflict resolution skills.
- Excellent time management skills with ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to positively influence and work with internal and external stakeholders.
- Ability to work independently and exercise sound independent judgement.
- Successful completion of training course
- At least 18 years of age
- Valid driver's license

Education/Experience:

- High school diploma or GED

Physical/Environmental Requirements:

Work is performed in both office and outdoor environments, and involves exposure to noise, chemical, and other contaminants, moving mechanical hazards, and extremes of temperature and weather conditions. Must have sufficient visual acuity, with or without corrective lenses; sufficient auditory ability, with or without audio logical devices; able to tolerate exposure to noise levels up to 120 decibels; capable of being on one's feet for extended periods of time and lifting 70 pounds unassisted. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbent of this job. Incumbent may be requested to perform job-related tasks other than those specifically presented in this description.

Job Title: Grounds Handler

Non-Exempt Grade 106 (\$18.00 hrly)

2022