

WESTERN GLOBAL AIRLINES LLC

JOB DESCRIPTION

TITLE: Loadmaster	DEPARTMENT: Flight Operations
REPORTS TO: Manager of Ground Ops	MAIN BASE: Travel
PAY RANGE: TBA	DATE REVISED: September 30, 2015

OVERALL RESPONSIBILITIES

Loadmasters are the onsite Ops Representative for the company. The Loadmaster is primarily responsible for monitoring the cargo buildup, loading, unloading of company aircrafts. Secondly responsible to ensure all loading instructions are followed by all service providers.

ESSENTIAL DUTIES

- Loadmasters travel with the aircraft on most flights and act as the WGA agent.
- Ensure that Cargo is Properly Screened
- Ensure that ULD/Pallets are built and loaded according to the industry and WGA standards
- Ensure that Hazardous Materials are properly marked and loaded per any restriction
- Prepare Onload/Offload Control Form and check for content and accuracy
- Prepare or ensure that the required Weight and Balance information is transmitted to the crew
- When present, supervise station operations to include:
 - Ensure safety during adverse weather
 - Ensure safe aircraft handling
 - Ensure that Cargo/ACM baggage is loaded/handled safely
 - Ensure that ground equipment is in good repair and handled safely
 - Conduct Aircraft and Cargo Handling audits of stations and vendors
 - Notify maintenance of damaged cargo loading/restraint equipment
 - Take action, as deemed necessary, to resolve any problems or situations that may compromise safety or compliance.
- Perform other related duties as required to accomplish the objectives of the position.

The above responsibilities, duties, and skills are intended to describe the general requirements of the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

ESSENTIAL ELEMENTS

Education/Experience/Skills:

1. 1 year experience as a Loadmaster or Load Planner in air carrier or military operations
2. MD-11F and/or 747-400 experience preferred.
3. Experience with computerized load planning and weight and balance preferred.
4. Experience in HAZMAT/DG receiving preferred.
5. Experience with Live Animals and Special Cargo transport preferred.
6. Ability to work in fast pace environment
7. Flexible work schedule required including shift, weekend, and holidays
8. ICAO Level 4 English language proficient.
9. Must be able to communicate with customers, vendors and other team members.
10. Must be able to type and use technical sources.
11. Valid Passport

WORKING CONDITIONS

PHYSICAL DEMANDS:

While performing the duties of this job, the associate is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-75 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

The above responsibilities, duties, and skills are intended to describe the general requirements of the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.