

**ST. AUGUSTINE – ST. JOHNS COUNTY
AIRPORT AUTHORITY**

JOB TITLE: RAMP AGENT/BAGGAGE HANDLER

SALARY RANGE: \$11-15.00 PER HOUR

NON-EXEMPT

REPORTS TO: AIRPORT OPERATIONS MANAGER OR OFFICE MANAGER

GENERAL DESCRIPTION: Responsible for marshaling aircraft, loading/unloading and sorting freight and baggage. Ramp agent/baggage handler duties also include assisting with aircraft pushback, towing and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Responsible for maintaining the safety and security of the ramp at all times.
- Monitor customer safety during boarding and deplaning, and assist customers in a friendly and courteous way.
- Marshal aircraft on the ramp (e.g. directing, assisting, and parking all arriving, departing and towed aircraft.)
- Transfer cargo (including luggage) to gate and passengers.
- Observe safe ground-handling procedures and maintenance of ground service equipment, including performance of equipment checks.
- Comply with all safety procedures and airline policies.
- Responsible for courteous, prompt, accurate and careful handling of customer baggage, airfreight and company material; continuous lifting, loading/unloading sorting and transfer of baggage, freight and company material.
- Service aircraft as needed (e.g. aircraft lavatories, potable water, window wash and commissary items)
- Assist in ramp set up and storage of equipment and baggage.
- Communicate with flight crew personnel and other ground personnel.
- Assist with light cleaning of the Airline Terminal.

REQUIREMENTS:

- Be at least 18 years of age.
- Possess a high school diploma or GED.
- Be a U.S. citizen or upon hire show proof of right to work in U.S.
- Possess strong communication skills.
- Possess a valid driver's license.
- Able to fluently read, write, speak and understand English.
- Able to lift 60 lbs. routinely with or without reasonable accommodation.
- Be self-motivated and a team player.
- Able to work varying schedules.
- Employee must be able to operate in an airport environment subject to high levels of noise, aircraft engine blast, fumes and heat.

- **NOTICE** – Consideration for Employment and Continued Employment is contingent, as follows:
 - Maintenance of a satisfactory Background Investigation, including FBI Fingerprinting & Criminal Records Check, and:
 - Satisfactory Pre-Employment and Random Employment Drug Testing.

EQUIPMENT USED: Telephone, mobile radio and other equipment necessary to perform duties of the position.

MARGAINAL/SECONDARY JOB FUNCTIONS:

Perform other reasonably related duties as assigned by immediate supervisor and other management personnel.

*Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Employee's Signature

Date