

## Description

### **Essential Functions / Key Responsibilities**

1. Supervises and coordinates daily activities of employees to ensure safe and effective operations.
2. Monitors and enforces safe working habits in accordance with OSHA/TSA/DOT/USPS regulations, Unifi policies and safety procedures, and all applicable laws.
3. Responsible for shift schedule to include: workstation assignments, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations.
4. Enforces Company policies and procedures, including disciplinary action, and promotes Unifi policies on Equal Employment Opportunity, Professional Conduct, and diversity initiatives and investigates and responds to employee relations issues in a timely manner.
5. Communicates with Manager concerning any problems or issues.
6. Schedules and conducts shift meetings.
7. Assists in the administration of payroll; completes shift paperwork and performs other administrative functions.
8. Performs job duties of assigned shift (i.e., ramp, cabin service, cargo, baggage, passenger service).
9. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### **Legal**

Unifi is an Equal Opportunity Employer.

Pre-requisites:

- Must be a local (in-state) resident.
- Valid In-State Driver's License.
- Ability to pass a pre-employment drug screen.
- Ability to pass up to a 10-year background check.
- Must be at least 18 years of age.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must complete SIDA training to obtain airport authority identification security.

Experience:

- 2+ years of relevant experience. Must be open minded and ready to work as part of a detail-oriented team.

Knowledge, Skills & Abilities:

- Excellent customer service skills.
- Strong work ethic.
- Ability to work in a team-oriented environment.

**Preferred Qualifications**

Education:

- High School diploma or GED.

Experience:

- 4+ years of relevant experience.
- Relevant supervisory experience.

Knowledge, Skills & Abilities:

- Able to communicate information and instructions verbally and/or via radio equipment.
- Able to communicate effectively in a professional manner.
- Strong leadership qualities and ability to create a passionate and efficient workforce.
- Able to effectively resolve employee conflicts.
- Ability to apply creative solutions that have a positive impact on results.

**Working Conditions**

Work Schedule:

- You will need to have flexibility to work a variety of shifts, including nights, weekends, holidays and overtime. We operate in a shift bid environment.

Work Environment:

- Must be able to be alert to moving vehicles or aircraft and use radio equipment.
- Enjoy the outdoors on a daily basis (sun, rain, sleet or snow!) May be exposed to a wide variety of weather conditions, jet and machinery noises, fumes, dirt and dust for extended periods.

**Physical Demands/Requirements:**

- Must be able to lift / carry / push / pull and move items of 70 pounds and/or more on a regular basis and repetitively lift weights of 40 to 50 pounds on raised surfaces.
- Must be able to walk, climb, bend, kneel, crawl, and stoop on a frequent basis and for extended periods.
- Must be able to work in cramped or high places.
- Must be able to carry heavy items up and down jet way stairs.

**Supervisory Responsibilities**

- Supervise team of ramp leads and agents.

**Required**

- Driving License