



ST HELENA AIRPORT
HLE-1400-1420-HR-JBD-0016

Date: 2017-06-01

Rev: 0

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JOB DESCRIPTION

RAMP HANDLER



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The Role

Reporting directly to the Ramp Supervisor, to undertake the loading and unloading of baggage, freight and cargo on and off commercial aircraft. Operate Ground Service Equipment (GSE) during aircraft turnarounds while maintaining safety and security of the Ramp.

Main responsibilities

1. To carry out all ground handling functions for arriving and departing aircraft, while maintaining the highest levels of health and safety standards in the workplace.
2. Operate various (GSE) during aircraft servicing functions.
3. Work in conjunction with other departments to ensure on time performance of all flights.
4. Loading and unloading of passenger baggage for arriving and departing flights.
5. Communicate efficiently with ground personnel and flight crews.
6. To ensure thorough adherence to procedures, assignment instructions, personal hygiene and appearance and dress etiquette that a professional image is portrayed of the ground Handling Team.
7. To be thoroughly familiar with, and comply with, the Company's Health and Safety policy and to immediately report hazards or infringements in compliance with the laid down instructions.
8. To ensure that all working areas are kept clean and tidy and all refuse and waste materials are removed appropriately.
9. To identify and take immediate remedial action in the event of an Airside safety hazard.
10. To check and report all defects of ground equipment in accordance with instructions.
11. To assist with the general good house-keeping of the airport manoeuvring area.
12. To carry out other reasonable duties as requested by the Ramp Supervisor within the ground handling department, or designated representative.
13. To carry out an operational function inspection of GSE as a pre-flight measure to ensure serviceability.
14. To carry out cleaning duties on all GSE on flight days and none flight days, and to assist with general maintenance and rust prevention duties as requested by the Ramp Supervisor.
15. To ensure that the correct PPE is worn at all times during aircraft ground servicing operations and GSE operational inspections.
16. To attend any further educational training courses and programs that are relevant to aircraft ground handling and airport operations that may be provided by the airport.



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Health Safety and Welfare Responsibilities

All staff members are required to fulfil the legal duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts and omissions, and to follow all guidance and instructions given in this respect.

Environmental Responsibilities

All staff members are required to follow the St Helena Airport Environmental Policies for minimisation of waste and effectively energy management of defined in the Environmental Manual and associated documents.

Quality management Responsibilities

All staff members are required to comply with the St Helena Airport Quality Management System requirements detailed within the Company Quality Manual and Policies and to ensure that all Procedures; Plans and Forms within are effectively implemented to meet the set Quality Management Standard.

Safety Management Systems

St Helena Airport operates an open reporting no blame culture in order to ensure that hazards, incidents and unsafe working is reported without fear of reprisal. All personnel have the assurance of the Airport Accountable Manager that no disciplinary action will be taken against any individual for reporting any unsafe practises or incidents, reports can be made on the St Helena Airport hazard reporting form found in the SMS manual and at various locations in your work area.

Personal Specification:

1. Applicants are required to produce a Criminal Background Check/s from their countries of residence, must be honest, free of criminal convictions and where a criminal record is registered, the company will determine whether it is one or more of the disqualifying offences
2. Individuals must have good standard of communication skills and possess a good standard of written and spoken English. Applicant should demonstrate sound interpersonal skills.
3. Individuals should demonstrate self-discipline, sound judgement, confidence, decisiveness, team work and conflict management.
4. Applicants should be prepared to work outside, in all weather conditions and able to complete extended shift work as and when required.



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5. The duties will include some form of strenuous physical activity. Therefore, the incumbent must have the ability to undertake such duties.
6. Applicants must be smart and well-groomed and display a professional image.
7. Applicants must be screened by means background checks and therefore must have a 5 year verifiable work history and be able to account for all gaps in employment.
8. Applicants must undergo a full medical check, be physically fit, undertake a Drug and Alcohol Test, have the ability to lift 20 Kg and satisfy a Colour Vision Test.