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# Example of Load Planner Job Description

Our innovative and growing company is looking for a load planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for load planner

* Coordinates with 109th AW Operations Duty Officer, the Fixed Wing Coordinator, Aviation Operations Coordinator, Passenger Services Representative, and Airfield Supervisor for Cargo/Passengers being transported
* Interfaces with USAF Joint Inspectors, Air Transportation Specialist-2’s and Christchurch, NZ NZDF load teams for the coordination of Load Planning, Aircraft Loading/Unloading and Documentation
* Verifies eligibility of cargo and mail offered for airlift
* Follows necessary safety and security precautions for handling and storing dangerous materials, special cargoes, mail, and baggage
* Becomes familiar with proper loading and compatibility of hazardous material according to military regulations
* Is responsible for properly calculating the weight and balance of cargo and passenger flights utilizing Integrated Computerized Deployment System software (ICODES)
* Prepares up to 14 load plans per shift and sends completed flight packets to the airfield prior to scheduled load time
* Works with little supervision and is required to act in a supervisory role, tasking the cargo teams with priorities for pallet building
* Demonstrates impeccable and professional communication skills working with outside agencies to include the US Air Force, the 109th Air Wing, Fixed Wing Coordinators, on-site NSF Representative, Kenn Borek Air, USAP Cargo, and the Christchurch cargo yard
* Manages all the data entry into MAXIMO in regards to pallet building, mission reports, receipt and delivery of inbound items and retrograde cargo

## Qualifications for load planner

* Air Mobility Affiliation Course Certificate, AMC Airlift Load Planning Certification (AMC Form 9) or equivalent is required
* Minimum of two (2) years’ experience operating Automated Air Load Planning System (AALPS) and/or Integrated Computerized Deployment System (ICODES) is required
* Minimum of two (2) years’ experience operating Global Air Transportation Execution System (GATES) is required
* Minimum of two (2) years’ experience operating Global Decision Support System II (GDSS II) is required
* Ability to obtain and maintain DoD HAZMAT Inspector certification
* Two (2) years’ experience in Shipping and Transportation field