

The Grand Forks Regional Airport Authority is seeking qualified candidates for the position of Custodian / General Maintenance Worker. This position performs general janitorial cleaning duties in the Passenger Terminal and other Airport Authority owned buildings, removes snow from sidewalks, walkways, parking lots, and roadways using motorized equipment, mows lawns, assists with security alarms in the Terminal, orders cleaning supplies, performs minor maintenance of cleaning equipment, monitors curb-side parking conditions, and assists passengers.

Basic requirements are a high school diploma or GED, a valid driver's license with good driving record, and demonstrated evidence of experience in building and grounds maintenance and repair. Employment with the Airport Authority is contingent upon an education/experience background investigation, a fingerprint-based criminal history record check processed by the FBI, and the ability to be granted a security identification badge as mandated by the Transportation Security Administration.

The successful candidate must work non-traditional hours including nights, weekends, and overtime. Rotating days and 10-hour shifts, with rotating weekends. Starting annual wage range between \$34,943 - \$36,002 DOQ and experience, plus benefits and overtime. The Airport Authority provides a competitive benefits package.

Submit cover letter and resume to Director of Operations and Maintenance jcastiglione@gfkairport.com or Grand Forks Regional Airport Authority, 2301 Airport Drive #107, Grand Forks, ND 58203. Position open until filled.

TITLE:	Custodian General Maintenance Worker	JOB CODE:	3006
PREPARED:	10/03	FLSA:	Non-Exempt
UPDATED:	09/21	REVISION #:	

Summary: Under general supervision, performs custodial and general maintenance work for Airport Authority owned buildings and grounds.

- Eligible to pass required TSA fingerprint-based criminal history record and background check.

Distinguishing Characteristics: None

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Sweeps, vacuums, mops, dusts, shampoos, steam cleans, scrubs, strips, waxes, polishes and buffs floors, carpets, furniture, etc.; washes windows, walls, metal and woodwork.
- Dusts and cleans Terminal spaces, displays, specific offices and other Airport Authority owned facilities - work areas; dumps garbage receptacles and relines receptacles with bags; picks up litter from around buildings and grounds.
- Cleans and sanitizes seating, tables, counters, rest rooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds and light fixtures.
- Sweeps sidewalks and walkways of ice and debris; operates lawn mowing equipment or snow blowers or small tractors for snow and ice removal; remove weeds and waters plants and shrubs.
- Performs minor maintenance on cleaning equipment; performs minor plumbing maintenance.
- Orders, obtains, and delivers supplies and runs errands; moves furniture and office equipment; changes light bulbs and fluorescent tubes.
- Performs and logs TSA required airport security inspections of vendor deliveries intended for secure areas of the Terminal.
- Maintain TSA required airport security awareness in and around the Terminal facility areas and checkpoint security during air carrier arrivals when checkpoint is non-operational.
- Create computerized workorders, maintain inspection records, materials and supplies used.
- Operate portable two-way radios to communicate with Airport Authority staff.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of materials, methods and practices of basic building and grounds maintenance.
- Knowledge of the operation and routine maintenance of motorized custodial, lawn and snow removal equipment.
- Knowledge of the use and proper disposal of hazardous chemicals and materials.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member.

JOB DESCRIPTION

Initials_____

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- One year of experience in custodial and grounds keeping operations.
- Possession of a valid state driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals and infectious diseases.
- Subject to standing, walking, sitting, bending, reaching, ascending and descending ladders, kneeling, running, and lifting heavy objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes motorized cleaning, grounds maintenance and snow removal equipment, hand tools and power tools.

I have read and understand the requirements of the Custodian Worker position.

(Employee Signature) Print and Sign

(Date)