

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)