



TRI-CITIES AIRPORT AUTHORITY JOB DESCRIPTION

POSITION: CUSTODIAN I

Classification: Non-Exempt	Department: Building Services
Reports to: President/CEO	Effective Date:

JOB SUMMARY

The Tri-Cities Airport Authority is seeking an experienced candidate for a full-time position in the Building Services Department. This position is responsible for general cleaning of airport facilities with a focus on floor cleaning.

ORGANIZATIONAL RELATIONSHIP

Reports to: Building Services Supervisor

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- General housekeeping: mopping floors, vacuum carpet, bathroom cleaning, trash pickup, cleaning windows etc.
- Maintain bathroom supplies such as paper, hand soap, etc.
- Required to clean all spills
- Assists with set up for meetings, special events, etc.
- May assist with minor building maintenance
- Must maintain professionalism with the public at all times
- Accountable for all equipment used each day
- Will be required to learn security and be able to escort
- Must learn FAA and TSA policies
- Must learn Airport Emergency Action Plan
- Must be able to communicate verbally
- Will work in all weather conditions and airport emergencies
- This position requires working nights and/or weekends
- Understands and complies with Tri-Cities Airport Authority policies regarding absences and use of paid leave time and other policies
- Performs other related duties as required / assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Understand chemicals, and proper mixing and use of each
- Take the lead on projects and follow through to completion without direct supervision
- Follow verbal and written directions
- Evaluate facilities to ensure accomplishment of all shift assignments
- lift 50 lbs. repetitiously, without assistance



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EDUCATION AND EXPERIENCE

- Basic requirements are a high school diploma or GED,
- A valid Driver's License with good driving record,
- Demonstrated evidence of experience in the above areas.

WORKING CONDITIONS/ENVIRONMENT

- Working conditions include an working both indoors and outdoors.
- The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 50 pounds.
- Occasional work with toxic or caustic chemicals while performing job duties.
- The noise level in the outside environment can be moderate to loud based on the location or the aircraft movement in the area.
- May regularly work near or with mechanical equipment.
- Physical activities include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, talking, hearing, grasping, and repetitive motions.
- Attentiveness to work procedure in order to reduce potential risk of injury in work areas.
- This employee is subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, physical hazards, and narrow passageways.
- This position requires uncommon tours of duty to include but not limited to weekends and holidays, rotating shift assignments and overtime duties.
- Will be subject to recall after normal duty hours.

WORK SCHEDULE

- This regular full-time position requires forty hours per week with a flexible/rotating schedule. Position is subject to callback in the event of an emergency or irregular operations.

OTHER REQUIREMENTS

- Work required at other times for training, special events, irregular operations, inclement weather, and emergencies.
- Primary job functions require in-person/on-site work and is required to be onsite for winter weather events.
- Employment with the Airport Authority is contingent upon an education/experience background investigation, a drug-screen, 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