

Fort Smith Regional Airport Job Description

Title: Custodian

Reports to: Maintenance Supervisor

Starting Pay: \$12.86 per hour

Job Description:

Under immediate supervision, the custodian performs custodial/janitorial duties in the terminal building to include the immediate surrounding grounds. Employee keeps buildings in clean and orderly condition. Employee cleans offices, halls, bathrooms and public and employee spaces. Employee performs light, medium and heavy janitorial and custodial services in and outside of public areas or buildings as assigned. Employee must abide by and perform safety and security procedures. Employee has daily contact with the public requiring courtesy and diplomacy, demonstrating integrity and discretion. Employee must exercise a degree of independent judgment to resolve issues and make sound decisions. The work varies, requiring adjustment of work methods to meet task assignments. Employee will work the shifts and hours assigned which may include days, nights, weekends and holidays.

Essential Duties and Responsibilities:

All Fort Smith Regional Airport positions require the employee to provide good customer service to both internal and external customers; maintain positive and effective working relationships with other airport employees and general public; and have regular, reliable, and punctual attendance that is non-disruptive. Must show cooperation and respect to fellow employees and supervisors at all times. Other duties may be assigned.

1. Performs routine and comprehensive custodial maintenance of assigned facilities and grounds including but not limited to sweeping, mopping, cleaning, vacuuming, emptying and trash hauling, dusting, window washing, carpet cleaning and restroom cleaning.
2. Operates power and small equipment such as pressure washers, industrial vacuum cleaners/extractors, laundry equipment, floor buffers, snow blowers, mops, brooms, squeegees, etc.
3. Operates airport vehicles and other motored equipment such as ATVs.
4. Follows instructions regarding the use of chemicals and supplies.
5. Performs duties related to airport security, routine security patrols, control crowds, and vehicular parking issues. Performs other duties as required to comply with TSA and FAA regulations.
6. Locks and unlocks assigned buildings; secures building when facilities are not in use checking for unlocked doors and windows; reports any unauthorized occupants; turns on and off lights.
7. Moves furniture, equipment, supplies and tools on an incidental basis.
8. Participates in the snow removal operations.
9. Attends to emergencies when necessary.
10. Maintains extensive contact with the public and fellow employees with tactful, tolerant and pleasant manners at all times.
11. Works shifts, weekends and holidays.

Qualification Requirements:

To perform the job successfully, employee must be able to perform each essential duty satisfactorily and complete duties in a safe and efficient manner. Possess a valid driver's license and maintain a good driving record. Successfully pass a criminal history records check and other requirements in order to successfully obtain and maintain security clearances necessary for airport identification. Successfully complete and pass drug and alcohol tests. Regularly work shifts, weekends, and holidays. Perform call back duties and overtime as needed. Speak and understand verbal and written English language.

Education and/or Experience:

Any combination of education and experience equivalent to graduation from high school, plus 2 years of progressively responsible work experience in a public facility or a similar activity.

Knowledge, Skills and Abilities:

The knowledge, skills and/or abilities listed here are required for this position. Good verbal and written communication and interpersonal skills. Good organizational; time management; problem solving and analytical skills. The ability and skills to follow written and verbal instructions; work independently and to use independent judgment to resolve issues and make sound decisions; use discretion; work under pressure in managing multiple tasks and multiple directives and be adaptable; prioritize work; concentrate and work with speed and accuracy with attention to details.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is required to: talk and hear; use the hands and fingers to grasp, handle, feel and repetitive motions; walk, stand and balance for full shift; regularly stoop, crouch, kneel, reach, push and pull with the hands and arms; occasionally climb, crawl, and sit. Frequently lift up to 25 pounds and occasionally lift up to 50 pounds.

Specific vision abilities required by this job include close, color, and distance vision. Depth perception and the ability to adjust focus are also required. The employee must have sufficient physical mobility or agility to be able to respond quickly. The employee must be able to tolerate moderate amounts of dust and chemical fumes from common cleaning agents including cleaning solutions when performing duties and must be able to work in an outdoor environment containing plants, grasses, weeds and soil without adverse allergic consequences that affect performance.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed indoors and outdoors with exposure to extreme cold and heat, and high noise level. The employee is subject to hazards including exposure to chemicals and a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, moving aircraft, electrical current, working on ladders, scaffolding and high places. The employee must function in narrow aisles or spaces.