

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

POSITION DESCRIPTION

POSITION TITLE: Custodial Supervisor I	DATE: 03/01/2018
DEPARTMENT/TITLE OF SUPERVISOR: Director of Operation and Maintenance	GRADE/LEVEL: 5 (Exempt)

Job Summary (Primary Function)

This position supervises all custodial personnel and janitorial maintenance of all airport facilities. Plans and coordinates all training and work assignments. Requisitions all supplies and equipment required to maintain the airport facility appearance. Maintains airport facility interior and exterior daily. Duties are performed under the general supervision of the Director of Operations and Maintenance and is evaluated through conferences, inspection of work, and reports for quality, appearance, functionality, and safety.

Job Responsibilities (Essential Duties)

- Plans, organizes, and determines work priorities for the custodial services, adjusts and amends priorities as necessary.
- Ability to assign and supervise the work of subordinates and motivate, communicate, and provide performance coaching and evaluation.
- Assures departmental compliance with all applicable OSHA and EPA requirements. Maintains control of hazardous chemicals, substances, and waste within area of responsibility.
- Develops work schedules for adequate staffing to maintain appearance of airport facilities and accommodate airline schedules.
- Responds to requests for services and complaints concerning facility cleanliness from tenants, visitors, and airport staff.
- Assists with the development and administration of the budget.
- Work requires ability to learn and adopt the necessary skill in airport security practices.
- Maintain knowledge of all Greater Asheville Regional Airport Authority rules, regulations, and policies.
- Inventories supplies and equipment and prepares request for the purchase of materials and equipment; prepares cost and material estimates; compiles data from various administrative reports.
- Recommends and assists the Director of Operations and Maintenance with budget projections, develops cost estimates, assists with preparing the annual departmental budget; prepares bid specifications in consultation with other staff; plans and purchases equipment, materials, and tools needed by the department.
- Investigates, reviews, and coordinates activities with vendors, contractors, and others.
- Prepares and maintains a variety of records and reports including time, leave, and other personnel records.
- Assures snow removal and ice control is completed in areas of responsibility.
- Plans and coordinates major cleaning of various floor types around the airport facilities.
- Manages all contracts for custodial services.
- Performs related tasks as required.

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Education Requirements (Evaluation Factors: Skills, Education, Experience, and Ability)

- A Bachelor's degree in one of the following Aviation Management, Business Administration, or a related field is preferred.

Experience Requirements

- Supervisory or management experience or any combination of education and experience that produces the required knowledge, skills, and abilities.

Skills and Abilities

- Considerable knowledge of safety regulations, occupational hazards, and related safety precautions.
- Good computer skills.
- Ability to evaluate programs, prepares concise organized reports, and communicates clear oral instruction.
- Considerable knowledge in maintaining acceptable appearance of the various floor types such as carpet and terrazzo.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Ability to plan, organize, and set priorities with subordinate staff and to motivate, communicate, provide leadership, and provide performance coaching.
- Excellent verbal and written communication skills and interpersonal skills.
- Ability to manage multiple projects simultaneously.

Supervisory Responsibility

- Works under the general supervision of the Director of Operations and Maintenance. Supervises the custodial staff.

Licenses Required

- Maintains a Valid North Carolina driver's license.

Certifications Required

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Latitude/Independent Judgment/Accuracy

- Position warrants considerable independence and initiative in decision making.
- Position requires a high level of technical accuracy, as the level of impact resulting from errors could have a long-term negative effect, both economically and politically.
- Inaccurate work could result in lost revenue and/or increased expenses to the Authority.



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Working Conditions

- Requires frequent bending, twisting, stooping or turning. Occasional lifting to 50 pounds is necessary.
- Must be able to drive to various locations on and off airport premises.
- Subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, physical hazards, and narrow passageways.
- Work hours vary and are assigned as needed to meet operational requirements.
- This position is on-call 24 hours a day, seven (7) days a week. Employees in this position may have to work holidays or longer hours to complete responsibilities and assignments.

Other Requirements

- Assists Snow Boss with snow and ice removal for the airport.
- Must be able to complete and pass a background investigation as required by the Federal Government.