

# ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION

<b>POSITION TITLE:</b> Custodial Technician	<b>DATE:</b> 09/24/2014
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Department of Maintenance & Operations/Custodial Supervisor	<b>GRADE/LEVEL:</b> 1

## **Position Summary** (Primary Function)

Performs routine unskilled and manual work in cleaning of all airport facilities. Maintains airport facility interior and exterior on a daily basis. An employee in this position performs manual labor involving cleaning and janitorial services. Work involves the use of a variety of cleaning tools and cleaning agents. Work includes the performance of routine, established tasks such as cleaning restrooms, collecting garbage from garbage cans, restocking restroom supplies, and cleaning offices. Work is performed under the immediate supervision of the Custodial Supervisor and is evaluated through observation and inspection of work for adherence to established work standards. This position must exercise considerable tact and judgment in corresponding with the general public regarding complaints, problems, and requests for service.

## **Responsibilities** (Essential Functions)

- Cleans restrooms, restroom fixtures, polishes chrome fixtures, polishes mirrors and cleans windows and glass doors.
- Completes restroom checklist of tasks completed.
- Stocks restroom with supplies such as toilet paper, paper towels, and soap; monitors supplies for usage and restocks as necessary.
- Sweeps curbside outside terminal building.
- Provides directions to the public and answers simple inquiries.
- Spot cleans carpet as necessary.
- Shampoos, vacuums, buffs, mops, and sweeps all floors.
- Polishes restroom floors and walls.
- Dusts light fixtures, vents, and displays using pole duster.
- Dusts office furniture, and windowsills.
- Stocks cleaning cart.
- Empties trash cans.
- Cleans windows and glass doors.
- Maintains current knowledge of all Greater Asheville Regional Airport Authority rules, regulations, directives, and policies.
- Performs related tasks as required.

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

- Completion of high school or equivalent education required. Experience working in the custodial field, or any combination of education and experience that produces the required knowledge, skill, and abilities listed above.

## **Experience Requirements**

- Working knowledge of occupational hazards and applicable job-relative safety precautions associated with assigned work.
- Skill in applying the methods, principles and techniques, tools, and equipment utilized in custodial maintenance and cleaning.
- Skill in applying safety regulations, occupational hazards, and related safety precautions.
- Skill in using cleaning chemicals, solutions, tools, and equipment.
- Skill in using custodial materials, tools, and equipment utilized in the cleaning of buildings.
- Ability to establish and maintain effective working relationships with staff, tenants, visitors, and supervisors.
- Ability to follow established directions and procedures for completing work assigned.

## **Other Requirements**

- A Valid North Carolina driver's license preferred.
- Ability to pass and maintain security clearance.
- Ability to pass drug screening as may be required.

## **Working Conditions**

- Physical Demand - Work in this position is light work exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs of force frequently, and/or negligible amounts of force constantly to move objects.
- Physical activities include some stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.
- This position is required to have the visual acuity to determine the accuracy, neatness, and thoroughness of work assigned. This position is exposed to chemicals used for cleaning.
- This position is primarily subject to inside conditions; however, the duties require the position to assist the Snow Boss with snow removal activities around the Airport as needed from time to time.

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- The position is expected to assist greeters and is on the emergency response team. Team members are expected to respond as necessary in the day-to-day operation of the Airport.
- This employee is 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 requires assisting with snow removal activities around the Airport as needed from time to time.
- This position is expected to assist with other duties as being requested and required from time to time.

### APPROVAL SIGNATURES:

\_\_\_\_\_  
Department Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Director of Administration

Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

