

Martha's Vineyard Airport

Job Title: **Airport Custodian**
Full-time, Year-round, Benefited
Reports To: Facilities Manager, or designee
Pay Grade: Grade A
Last Updated: September 2022

Position Definition:

The Airport Custodian position has primary responsibility to maintain the Airport Terminal Building's and adjacent grounds to maintain a clean and safe environment at the Airport.

Supervision

Works under the supervision of the Facilities Manager or designee.

Job Environment:

Work is generally in and around the Airport Terminal and General Aviation Area - in the main and General Aviation Terminal buildings, Airport Rescue Firefighting building, the parking areas, roadways of the Airport, in and around the aircraft operations area. These areas are near hazards associated with airports, such as aviation fuel, fumes, loud noises, moving machines and mechanical parts, etc. The employee will be required to wear protective clothing and equipment.

Work may require the use of cleaning equipment and supplies, vehicles, mowers, landscaping and ground keeping equipment, hand and power tools, and office equipment.

Work will require contact with other airport employees, airline personnel, and the public; with state and federal agencies during the inspection visits to the Airport.

Errors could result in delay or loss of service, personal injury to self and/or others, and damage to equipment.

Work will include day shifts, night shifts, weekends and holidays if necessary.

Work will require maintaining security of all airport buildings, grounds and aircraft parking ramp.

Examples of Duties:

Facilities:

Performs custodial functions which include but are not limited to: cleaning floors and carpets by sweeping, mopping, scrubbing, and vacuuming; clean bathrooms, restocking supplies, dusting all surfaces, empty trash; clean windows, glass partitions, and mirrors; move furniture, equipment, and supplies; replace light bulbs; operate specialized cleaning equipment; paint as needed walls and trim; polish metal surfaces; water plants; and other tasks as assigned.

Monitors condition of buildings during daily rounds.

Supply inventory, stocking and ordering as needed.

Any other tasks as assigned.

Grounds Keeping:

Performs routine landscape/grounds keeping functions: mowing, trimming, raking, planting or transplanting, weeding, vacuuming/blowing, irrigation, pruning, etc.

Monitors condition of Airport Grounds - parking lots, curbs, sidewalks, drainage, lights, grounds, playground, etc.

Any other tasks as assigned

Recommended Minimum Qualifications:

Education and Experience:

High school diploma or equivalency.

Special Requirements:

A valid Massachusetts Class D Motor Vehicle Operator's License is required

Knowledge, Ability and Skill:

Knowledge. Working knowledge of the hazards and safety precautions involved in the work performed. Working knowledge of general maintenance practices and procedures. Knowledge of the practices, materials, tools and equipment commonly used in building and grounds maintenance. Must complete OSHA safety training.

Ability. The minimum qualifications for this job include the ability to perform custodial and basic maintenance duties, operate light equipment, power tools, ground keeping equipment, and office equipment.

Applicants must successfully pass and maintain a fingerprint based security background check, and drug test screening.

Ability to understand and follow oral and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, other agencies and the general public. Ability to perform sustained physical efforts during routine maintenance activities.

Skill. Must possess skills in effective time management, task prioritization, customer interaction and problem solving.

Physical Requirements:

The minimum physical qualifications required to accomplish the above stated essential job functions include the ability to stand and walk for extended periods of time over various terrain, stooping, kneeling, reaching and grasping with hands and arms, climbing ladders, pushing cleaning and moving equipment and lifting/carrying of equipment weighing 50 pounds. Airport Custodian personnel may be exposed to loud noises, extreme weather conditions, various levels of blowing dust and fumes associated with airport operations.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)