

# Martha's Vineyard Airport

Job Title: **Airport Grounds & Facilities - Groundskeeper (Seasonal)**  
Full-time or Part-time, Seasonal, Non-benefited  
Reports To: Facilities Manager, or designee  
Pay Grade: **Seasonal**  
Last Updated: April 2023

## **Position Definition:**

This position:

- Will cover all activities and all shifts at the Martha's Vineyard Airport
- Responsible for maintaining a clean and safe environment at the Airport, completing rounds of Airport Facilities and reporting daily log report to supervisor
- Maintain the Airport Terminal Building's and adjacent grounds and Airport Business Park in a presentable fashion and undertaking related work as required
- May include dealing with the public, documenting events, working the communications systems (telephone and radio)

## **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 terminal building, the parking areas, roadways of the Airport, in and around the aircraft operations area and the Airport Business Park. 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, weekend and holidays, if necessary.

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

**Examples of Duties:**

*(The examples duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific stated duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

**Groundskeeping:**

Maintains a safe and aesthetically-pleasing and functional outdoor space.

Performs routine landscape/grounds keeping functions, including but not limited to:

- Lawn mowing, trimming bushes/shrubs/hedges, raking, planting or transplanting, weeding, vacuuming/blowing, irrigation, pruning trees, etc.
- Must be able to safely operate and maintain landscape and garden equipment including power mowers, weed-wackers, hand and power tools
- Maintaining garden and lawn areas including applying mulch, fertilizing, soil conditioning and applying pesticides

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

- Including emptying trash and recycle barrels and picking up litter in various locations (primarily outdoor) on the Airport premise.
- Preparing outdoor areas for various weather conditions by weatherproofing, covering or tying down unsecured items, etc.

Ability to assist with minor repairs of premise.

Communicates with the Facilities Manager providing updates as to the status and condition of the airport premise including reporting completed tasks, and identifying and reporting when and where repairs are needed.

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 Grounds and Facilities 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.)*