

# **Airport Operations – Grounds & Facilities (Seasonal)**

## **MARTHA’S VINEYARD AIRPORT**

(County of Dukes County, Commonwealth of Massachusetts)

Reports to: Assistant Airport Manager or Designee

Last Updated: February 2019

### **Position Definition:**

Grounds & Facilities has duties that cover all activities and all shifts at the Martha’s Vineyard Airport. Primary responsibility is to maintain the Airport Terminal Building’s and adjacent grounds and Airport Business Park in a presentable fashion and undertaking related work as required. Other duties may include dealing with the public, documenting events, working the communications systems (telephone and radio). The Grounds & Facilities person will also be responsible for maintaining a clean and safe environment at the Airport, completing rounds of Airport Facilities and reporting daily log report to supervisor.

### **Supervision**

Works under the supervision of the Assistant Airport Manager or designated authority (such as a shift supervisor) who assigns duties and reviews performance.

### **Job Environment**

Work is generally in and around the Airport Terminal and General Aviation Area, in the terminal building, the parking areas, road ways of the Airport, in and around the aircraft operations area and the Airport Business Park. These areas are near hazards associated with airports and business parks, such as aviation fuel, fumes, loud noises, moving mechanical parts, etc. The employee is required to wear protective clothing and equipment.

Operates a variety of trucks, plows, mowers, hand and power tools, as well as cleaning equipment and office equipment.

Makes contact with other Airport employees, airline personnel, and the public; some contact 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.

Employee will work as assigned by Assistant Airport Manager, or his designated representative, to include day shifts, night shifts, weekends and holidays if necessary. Employee will work a 40 hour workweek and, if necessary, overtime for proper Airport operations.

Assists in maintaining security of all Airport buildings, grounds and aircraft parking ramp, through regular patrols, ensures that gates are closed and unauthorized persons are not in restricted areas.

## **Examples of Duties**

### **Groundskeeping:**

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

Operates and assists with servicing/repairing specialized equipment, such as large mowers, edgers, hand tools, etc., utilized in landscaping, cleaning, trash removal and maintenance functions at the Airport Terminal, Airport parking lots, Airport Business Park, and other Airport property as assigned. Perform other related duties determined necessary for proper Airport operations.

Installs/removes outdoor signs, parking & traffic control barriers, etc. as needed  
Empties/maintains cigarette butt cans.

Assemble/disassemble, relocate, and maintain multiple pieces of furniture  
Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare for routine and/or special events

Monitors condition of Airport Grounds (parking lots, curbs, sidewalks, drainage, lights, grounds, playground, etc.) for safety while resolving issues when possible and reporting conditions if additional service required.

Any other tasks as assigned

### **Facilities:**

Occasionally answers telephone and radio communications, maintains records of happenings, monitors events and assists the public and aircraft operators with information and in solving problems.

Performs custodial functions (airport terminal building) which include but are not limited to: clean floors and carpets by sweeping, mopping, scrubbing, or vacuuming; clean bathrooms to include restocking supplies, dusting all surfaces, cleaning tile floor; gather and empty trash; clean windows, glass partitions, and mirrors; dust all surfaces and ledges, make minor repairs to heating, cooling, ventilating, plumbing, and electrical systems; move furniture, equipment, and supplies; replace light bulbs; restock supply closets, operate specialized cleaning equipment; clean or paint if needed walls and trim; polish metal surfaces; water plants; and other tasks as assigned

Monitors condition of Buildings (pavement, furniture, rugs and tile areas free of damage or wet areas, transitions level, electrical sockets in good order and working, baby changing stations in good condition, doors and gates functioning properly, tripping hazards removed, etc.) for safety while resolving issues when possible and reporting conditions if additional service is required.

Sets up, arranges, and removes decorations, tables, chairs, ladders, and scaffolding to prepare for routine and/or special events.

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 basic maintenance and janitorial duties, operate light equipment, power tools lawn mowers, basic office equipment and telephones. Applicants must successfully pass a 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.** The Airport Operations – Grounds and Facilities person 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. Ground 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.)*