

HELENA REGIONAL AIRPORT AUTHORITY

TEMPORARY/ON CALL STAFF

POSITION DESCRIPTION

General:

Under general supervision of the Airport Maintenance & Operations Supervisor, or his/her designated representative, completes various work items at the Airport. These temporary, on call positions are meant to augment existing permanent, full time staffing during times additional resources are needed. These may include, but are not limited to large snow season events, spring/fall lawn care maintenance, custodial duties during large snow events where other employees are busy with snow removal, etc...

Examples of Work:

Responsible for all duties assigned to a given shift as assigned by the Maintenance & Operations Supervisor or his/her designated representative. Ability to assist with snow removal on sidewalks, roads, parking lots, and other paved airport surfaces as assigned, including operation of shovels, powered equipment such as snow blowers, powered sidewalk sweepers, snow plow trucks, tractors, and other snow removal equipment. Ability to operate cleaning equipment and perform light duty building maintenance. Examples may also include include painting, changing light bulbs, floor maintenance. May be assigned other duties as required.

Hours of Work:

The Helena Regional Airport is a commercial service airport that operates 24 hours a day, 7 days a week, 365 days a year. Willingness to work irregular hours including nights, early mornings, weekends, evenings and holidays, as requested.

Appearance:

Airport employees spend considerable time interacting with the public and are required to represent the Airport in a respectable and professional manner. This includes wearing appropriate attire which is provided by the Airport. Attire is to be maintained and worn in a clean, presentable fashion at all times while on shift.

License:

Must possess a current Montana vehicle operator's license with an acceptable driving record. May be required to possess and maintain a Commercial Driver's License (CDL) if operating large equipment. Must submit to mandated TSA fingerprint investigation and five-year background/employment check. Any disqualifying offenses require termination of employment.

Desirable Qualifications:

Ability to establish and maintain cooperative relationships with fellow employees, Airport tenants, and the general public, treating with absolute courtesy anyone with whom the

employee comes in contact in the capacity of an Airport employee; and meets the standards of physical stature, endurance, and ability as set by Airport Administration.

Knowledge of airfield equipment and facilities, janitorial procedures and supplies, snow removal and other related equipment.

Experience:

Prior snow removal equipment operating and custodial experience desirable.

Education:

High school diploma or GED equivalent. Successfully complete position training and orientation within 30 days of employment date. Failure to complete training for assigned duties will result in termination of employment.

Special Conditions:

Must be physically fit as required to perform duties such as sitting in and operating large snow removal equipment, sidewalk snow shoveling, lawn care and landscape maintenance, and building cleaning. May be required to take a physical exam or fitness tests to verify physical fitness.

Wage:

Starting at \$24.00/hour