

HELENA REGIONAL AIRPORT AUTHORITY

AIRPORT CUSTODIAN POSITION DESCRIPTION

General:

Performs extensive cleaning and limited maintenance of Airport Terminal and other Airport buildings and other related work as required or assigned.

Examples of Work:

Sweeps, mops, shampoos, waxes and polishes floors; dusts and polishes woodwork, furniture, and other equipment; washes windows inside and outside, walls, and lavatories; polishes chrome and other metal surfaces; empties and cleans wastebaskets, ashtrays, and other receptacles; sorts recyclable materials; replenishes sanitary supplies; operates floor polishers and vacuum cleaners; cleans offices and office equipment; maintains proper standards of cleanliness in assigned areas; assists in other maintenance work as needed. Replaces light bulbs, makes minor repairs of building equipment such as lavatory fixtures, and maintains inventory of janitorial supplies.

Maintains building security and monitors energy conservation. Insures all areas are secured as required by the Transportation Security Administration (“TSA”) and/or Airport regulations. Reports unusual circumstances in written format.

Monitors sidewalk, parking lot and curb traffic at the Airport terminal, enforcing all TSA and FAA regulations regarding parking regulations. Provides continual oversight of compliance with TSA regulations related to unclaimed or unaccompanied baggage, parcels or other items.

Removes snow from sidewalks using hand tools and powered equipment. ***Winter operations may require working shifts outside the routine schedule due to the variable nature of winter weather.***

Special Conditions:

After appropriate training, must have the ability to work in all Airport-owned or Airport-managed buildings and adjust to working conditions and environment without disrupting office procedures or Airport operations. Work schedules may vary and may include day, evening, or night shifts as required by Airport operations and tenant requirements. Medium duty lifting requires good physical health - a physical examination may be required.

Must possess a valid Montana vehicle operator’s license. Must pass extensive fingerprint background check to insure there are no disqualifying violations in compliance with TSA regulations.

Minimum Qualifications:

Knowledge of:

Janitorial supplies, equipment, building maintenance, and proper facility cleaning techniques.

Ability to:

Clean and maintain assigned areas.

Operate power cleaning and maintenance equipment as required.

Perform heavy manual labor.

Understand and carry out oral and written directions.

Establish and maintain cooperative relationships with individuals contacted in the course of work, including other employees, Airport tenants, and the general public.

Operate vehicles on Airport runways and taxiways as necessary and to perform runway condition inspections (training provided).

Communicate effectively, including use of radio and phone systems.

Experience:

At least one year prior janitorial experience preferred.

Experience with computers is preferred (email, Microsoft Word and Excel for filing reports and tracking inventory).

Education:

Must have high school diploma or GED.

Training in the proper and safe use of cleaning materials is preferred.