



Wilkes-Barre/Scranton International Airport

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT

POSITION DESCRIPTION

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POSITION

CUSTODIAN

JULY 2011

DISTINGUISHING FEATURES OF THE POSITION:

Perform routine building and surrounding area cleaning and maintenance tasks; under direction of the Airport Superintendent, Shift Supervisor, and/or other Airport Management personnel. Does related custodial work and performs other duties as assigned or required.

DUTIES AND RESPONSIBILITIES:

- This is repetitive manual work requiring efficient performance of building cleaning and maintenance duties.
- An employee in this position works under general supervision on routine recurring assignments, receiving specific instructions on each new or unusual assignment; assures compliance with all applicable rules and regulations, including all safety and security rules.
- Work is reviewed periodically by the Superintendent or Assistant Superintendent, or work can be monitored by FAA according to their service agreement.
- Sweeps, mops, and waxes floors; washes windows, walls, woodwork, ceilings, tubs, bowls, and polishes furniture and fixtures.
- Dusts woodwork, furniture, and other articles, collects paper and rubbish, mows lawn, cultivates trees and shrubs, and performs a variety of other ground tasks.
- Plows, sweeps, cleans and removes snow, ice, and other obstructions from all Airport areas including walkways, runways, taxiways, parking lots, roads, and grounds; makes minor repair to buildings, building equipment, and furniture.
- Performs miscellaneous errands, repairs plumbing fixtures, executes minor carpentry and electrical repairs, and painting.

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- Acts as a member of the aircraft rescue and fire fighting force. (ARFF).
- Files reports required by Management.
- Performs other work as required.
- Assists Maintenance position personnel as needed to complete assigned projects.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES.

This position requires a good knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently ; ability to understand and follow oral and written directions; mechanical aptitude; willingness to perform janitorial tasks; thoroughness; dependability; good physical condition. Must successfully complete airport ARFF training which includes a minimum of 40 hours of first aid training meeting FAA standards.

EDUCATION

Minimum high school diploma or equivalent combination of education and experience