

ROANOKE REGIONAL AIRPORT COMMISSION
Job Description

Job Title: Building Services 1	Updated: July 2018
Department: Facilities and Grounds	FLSA Status: Non- Exempt
Reports to: Terminal Manager/Asst. Terminal Manager	

Job posting #19-001 Begins 7/13/18 – Open until filled First Review is 7/26/18

JOB SUMMARY:

Under direct supervision, this position is primarily responsible for cleaning and disposing of trash in the Airport Terminal and other Commission owned buildings during assigned shift, including floors, carpets, windows, restrooms, walls, and furniture. This position is considered Essential Personnel during inclement weather and/or emergencies.

ESSENTIAL JOB FUNCTIONS:

Custodial Maintenance:

Effectively and skillfully performs a variety of duties to maintain the Airport Terminal and other Commission owned buildings in a neat, clean and safe condition.

1. Sweeps, mops, buffs and cleans floors and stairs.
2. Vacuums, scrubs and cleans carpets;
3. Washes windows and walls by hand or with equipment; cleans doors and baseboards;
4. Cleans and sanitizes restrooms, including sinks, mirrors, urinals, and toilets; replaces paper supplies as necessary;
5. Cleans and polishes furniture;
6. Empties and cleans trash cans, ash trays, and properly disposes of trash in appropriate dumpsters, and
7. Mixes small quantities of cleaning detergents and chemicals as needed.

Work Area Maintenance:

Ensures terminal and other Commission owned buildings ("work areas") are maintained in a neat and orderly condition as required.

1. Maintains work areas in a neat, safe and orderly condition on a continuous basis;
2. Maintains supply rooms and custodial supply closets in a neat and orderly manner and condition;
3. Assists others with cleaning work areas, as requested by Manager; and work independently as needed;
4. Works carefully and consistently; does not rush or waste time;
5. Notifies Manager of any tools or equipment that are not in satisfactory working order or of any supplies that are needed, and
6. Cleans and returns tools, equipment, supplies to proper areas after use.

Safety & Security:

Complies with established safety and security policies/procedures and performs all duties in a safe manner according to Commission, Federal and State regulations.

1. Continually monitors assigned work area to ensure it is maintained in clean, safe condition;
2. Reports any potential safety hazard(s) immediately to Manager;
3. Reports any "Near Misses", injuries to self and/or others, or property damage immediately to Manager;
4. Understands and follows Safety Data Sheet (SDS) safety precautions and procedures for the handling of chemicals and other cleaning products;
5. Understands and observes common sense precautions at all times; is careful and does not take unnecessary risks which might injure self, others or property;
6. Utilizes tools, equipment, and supplies as instructed, in the manner and for the purposes intended;
7. Exhibits correct lifting practices and procedures to avoid injury;
8. Attends job safety training, reads safety rules, policies and procedures and follows them at all times;
9. Wears and uses all required safety equipment and/or personal protective equipment (PPE) required for position and assigned duties;
10. Advises Manager or Department Director of unsafe conditions or practices at the Airport which (s)he observes, and
11. Is knowledgeable of, and complies with, Airport Security requirements.

Other Duties:

1. Consistently exhibits satisfactory levels of performance, skill, behavior and appearance;
2. Projects a positive, professional image when dealing with employees, passengers, public, and tenants ("customers") and refers any unresolved customer concerns or problems to the appropriate supervisor or management representative;
3. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. General knowledge of building cleaning practices, supplies, equipment;
2. Must have the ability to follow specific instructions (written and verbal) and pay attention to detail, and
3. Good oral and written communications a must.

TRAINING, EDUCATION AND EXPERIENCE:

- High school diploma or GED, Preferred;
- Minimum of one year of custodial work experience, Preferred.

SPECIAL REQUIREMENTS:

- Must meet and maintain the TSA security requirements for unescorted access to the Airport's secured areas and other airport operations areas;
- Serves as an "essential personnel" during winter weather events;

- Within one calendar year of hire date employee must successfully complete the ISSA CITS Cleaning 101 certification, and
- Valid Virginia driver's license with/and maintain a driving record acceptable to Roanoke Regional Airport Commission and its insurance carrier(s) Preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

See Summary of Physical, Environmental, and Sensory Requirements.

COMPENSATION:

Grade - 1

Note: This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such as individual may be given.

**Summary Of
Physical, Environmental, and Sensory Requirements
Needed To Perform Essential Job Duties**

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A. PHYSICAL REQUIREMENTS

1. Lifting:

Up to 60 lbs.

2. Carrying:

Up to 30 lbs.

3. Pushing/Pulling:

Up to 60 lbs.

4. Use of Equipment:

Vacuum, floor scrubber, striper, floor buffer, carpet extractor, hand dolly.

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting			X		
6. Standing	X				
7. Walking	X				
8. Bending		X			
9. Stooping		X			
10. Crawling			X		
11. Climbing			X		
12. Reaching Above Head		X			
13. Grasping a. One hand. b. Both hands.		X X			
14. Fine Manipulating: a. One hand. b. Both hands.			X X		

B. ENVIRONMENTAL REQUIREMENTS

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposure to marked changes in temperature		X			
2. Outside Work			X		Can vary depending on the day's assignment
3. Exposure to dust, fumes, odors, water, etc.	X				
4. Exposure to biological, mechanical, electrical and/or chemical hazards.		X			
5. Normal (inside) environment.	X				
6. Noise		X			

C. SENSORY REQUIREMENTS

					Explanation
1. Eyesight a. Normal/Corrected b. Close eye work. c. Other	X X X	Necessary Necessary Necessary		Not Necessary Not Necessary Not Necessary	Color vision. Vision is essential and driving may be a part of the day's assignment
2. Hearing a. Normal tones. b. Soft tones. c. Other	X X	Necessary Necessary Necessary		Not Necessary Not Necessary Not Necessary	
3. Distinguish Smells	X	Necessary		Not Necessary	
4. Distinguish Temperatures by: a. Touch b. Proximity	X X	Necessary Necessary		Not Necessary Not Necessary	

D. Other Comments: _____
