

TITLE: Airport Custodial Worker

AP/9

DEPARTMENT: Airport, Sheridan County

Revised: 11/16/2020

JOB SUMMARY: This position performs custodial work in the care and cleaning of Sheridan County Airport Terminal Building and other airport buildings as necessary.

**MAJOR DUTIES:**

*Important and essential duties include, but are not limited to, the following:*

- o Sweeps, mops, vacuums and spot clean floors.
- o Cleans and disinfects bathrooms, drinking fountains, countertops, furniture, etc.
- o Empties trash receptacles and disposes of trash.
- o Cleans windows inside and outside.
- o Carpet extraction and tile floor cleaning.
- o High and low dusting of furniture and fixtures.
- o Completes required reports.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

*Important knowledge and skills include, but are not limited to, the following:*

- o Knowledge of custodial tools and techniques.
- o Knowledge of department policies and procedures.
- o Knowledge of safety standards.
- o Skill in analyzing problems and identifying solutions.
- o Skill in the cleaning of floors, bathrooms, furniture, and fixtures.
- o Skill in the use of cleaning tools and chemicals.

**SUPERVISORY CONTROLS:** The Airport Operations Supervisor assigns work in terms of detailed and specific instructions. The supervisor spot-checks work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

**INDEPENDENCE OF ACTION:** This position will perform some routine and specific duties without direct supervision.

**GUIDELINES:** Guidelines include FAA and TSA rules and regulations; State, County, and airport rules and regulations, policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of directly-related custodial duties. The volume of work to be performed contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to maintain the Airport Terminal

Building and other Airport facilities. Success in this position contributes to a clean and well-maintained Terminal.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, airport tenants, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and receive information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed indoors. The employee is exposed to noise, dust, dirt, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations.
- o Previous custodial experience preferred.

Signature: \_\_\_\_\_  
(Individual this position reports to)

Title: Airport Operations Supervisor