

## **AIRPORT CUSTODIAN**

The Erie Regional Airport Authority (ERAA) has an immediate opening for a part-time Airport Custodian.

**To apply, please send resume and cover letter to [kscharrer@erieairport.org](mailto:kscharrer@erieairport.org) no later than COB May 31, 2019.**

This classification exists to do various manual labor tasks involving the custodial care, cleaning and minor maintenance of airport grounds and buildings.

### **ESSENTIAL FUNCTION:**

- Loads and unloads supplies and equipment.
- Inventories and distributes supplies, and equipment throughout work areas.
- Picks up recyclable receptacles and disposes contents in accordance with Recycling Program.
- Inspects equipment for proper working condition; maintains records of equipment and accounts for tools, supplies and implements used.
- Operates automobile and light truck.
- Cleans, sanitizes and deodorizes restrooms etc.
- Sweeps, and vacuums floors using manual and power equipment.
- Mops, scrubs, waxes, shampoos, burnishes, strips, and spot clean carpets and floors.
- Empties waste cans and ashtrays.
- Cleans woodwork, walls lighting fixtures and windows using common household equipment and cleaning products etc.
- Operates small riding vacuum cleaner and other small equipment for cleaning large areas in and around related buildings, such as sidewalks and gutters, etc.
- Clean multilevel stairwells.
- Manually or mechanically sweeps sidewalks, gutters, and entranceways, etc.
- Cleans and dusts offices.
- Moves office and building furniture and equipment.
- Replaces light bulbs.
- Keeps equipment and supplies in order and requests re-supply when needed.
- Completes labor requests, time cards, etc.
- Operates small walk behind motorized equipment for snow removal.
- Removes snow mechanically; manually, or chemically at designated areas in and around airport grounds and buildings.
- Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work progress, and work cooperatively and jointly to provide quality seamless customer service.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Material, methods, and practices essential to the proper cleaning of building.
- Operation and care of electric sweepers, buffers, burnishers, carpet extractors, floor machines, snow blowers, small motorized vehicles, etc.· Wet and dry vacuum cleaners, mop wringers, washing machines, brooms, cleaning fluids, waxes and other cleaning tools and materials.

**Ability to:**

- Communicate in the English language in writing and orally with individuals in a face-to-face, one-on-one or group setting.
- Understand and follow oral and written instructions given in the English language.
- Work cooperatively with other Airport employees and tenants.
- Work safely without presenting a direct threat to self and others.
- Operate small power driven machinery such as riding vacuum, walk behind vacuum, vacuum sweeper, buffer, carpet extractor, burnisher, snow blower, and other similarly sized equipment.
- Knowledge of cleaning fluids, chemicals, cleaning agents or similar solutions.
- Work with cleaning fluids, chemicals, cleaning agents or similar solutions using only normal protective equipment to maintain airport facilities.
- Understanding of Recycling Program.
- Lift arms above shoulder level to clean walls and windows, and to dispose of trash, and recyclable items.
- Move objects weighing less than 50 pounds, long and short distances without assistance.
- Walk long distances and remain in a standing position for extended periods.
- Climb multilevel stairs.
- Use common hand tools such as hammers, screwdrivers, plungers, and other related tools.
- Bend or stoop repeatedly or continually over time to pick up trash or litter.
- Climb ladders or steps to reach objects.
- Travel across rough, uneven or rocky surfaces.

**Additional Requirements:**

- This position requires the use of Airport vehicles. Individuals must be physically capable of operating the vehicles safely, possess a valid Pennsylvania driver's license and have an acceptable driving record.
- This position will require the performance of other essential and marginal functions depending upon work assignments, security issues, location or shift.
- Ability to pass all Airport Security Mandates as outlined by the Federal Aviation Administration and the Airport Public Safety Department.

**ACCEPTABLE EXPERIENCE AND TRAINING:** One year of experience in custodial work. Other combinations of education, which meet the minimum requirements, may be substituted.