

SALINA AIRPORT AUTHORITY (SAA)

Job Description

<u>JOB TITLE:</u>	Custodian/Maintenance (Part-time, not to exceed 999 hrs. per year)
No. employees performing job:	1
Job Analyst:	Kasey Windhorst, Business and Communications Manager
Data Analyzed:	01-21-2019
Wage Category:	Non-exempt, Part-time
Reports to:	Manager of Operations
Residency Requirement	Saline County

JOB PURPOSE: Support the mission and objectives of the Salina Airport Authority by assisting with the Salina Regional Airport operations and maintenance department.

JOB STATEMENT

Under the supervision of the Manager of Operations, the custodian is responsible for the general upkeep and cleanliness of the M.J. Kennedy Air Terminal building and other Airport Authority buildings. Additional duties include but are not limited to; grounds maintenance, landscaping, snow removal and light building and facility maintenance.

ESSENTIAL FUNCTIONS

Job Description

1. Responsible for cleaning of the terminal building and other airport authority buildings.
Including but not limited to: dusting, vacuuming, straightening & picking up, sweeping, mopping, scrubbing and sanitizing.
2. Remove all trash from the terminal and other buildings and placing in the dumpster.

3. Maintain the cleanliness of and provide supplies for all restrooms within the terminal building and other airport authority buildings, as needed.
4. Maintain updated list of supplies on hand and report needs to Manager of Operations.
5. Immediately report any major leaks, mechanical system failures or major maintenance problems to the Manager of Operations.

JOB SPECIFICATIONS

1. Previous experience with housekeeping or janitorial experience preferred with specific knowledge in safe handling of cleaning chemicals and equipment.
2. Must be self-motivated, responsible, reliable, thorough and take pride in work.
3. Work with airport authority staff and understand operations and maintenance needs.
4. Ability to multi-task and manage several projects effectively.
5. Ability to communicate information and ideas in writing and through oral expression so others will understand.
6. Ability to interact professionally with airport customers and airfield tenants.
7. Safely operate SAA owned vehicles.
8. Must be able to pass a TSA (Transportation Security Administration) Threat Assessment and an FBI Criminal History Records Check (CHRC).