

# **AIRPORT WORKER I**

**IV-5310**

**Date:** October 2009

**Department/Division:** Airport

**FLSA:** Non-Exempt

**Reports to:** Airport Operations & Maintenance Manager

## **PURPOSE OF POSITION**

Under general direction of the Airport Operations & Maintenance Manager, performs custodial duties involving building cleaning tasks, minor building maintenance, terminal security monitoring, snow removal, airfield functions, and related work.

## **ESSENTIAL DUTIES OF POSITION (with or without accommodation)**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.*

- Maintains the cleanliness of the airport terminal, including but not limited to floors, restrooms, windows, walls, plants, and furniture.
- Performs grounds keeping including removal of paper, debris and unwanted plant material; snow removal around airport terminal and occasionally in the parking lot and ramp area.
- Makes minor repairs to the buildings, building equipment and furniture.
- Monitors and responds to airfield and terminal building security issues; assists passengers; performs airfield inspections, issues/cancels Notices to Airmen (NOTAM), conduct winter runway friction tests; assists with aircraft diversions/emergencies.
- Escorts unbadged personnel.
- Maintains good public relations through courteous and prompt attention to all citizen requests for service.
- Maintains regular and punctual attendance at work.
- Regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Custodial and minor maintenance experience and completion of a standard high school or GED course; or any combination of experience and training which provides the required knowledge, skills and abilities.

## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Abilities**

The employee frequently is required to use hands and fingers to handle and feel; reach with hands and arms; and smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

**Job Knowledge**

Working knowledge of building cleaning practices, cleaning chemicals, other supplies and equipment. Ability to apply knowledge to economically and efficiently accomplish job tasks; some knowledge of hazard/safety precautions necessary in building maintenance work; ability to work from plans and written instruction; ability to establish and maintain effective working relationships with co-workers and supervisors.

**Language Skills and Interpersonal Communication**

Requires effective communication skills and the ability to provide effective and courteous assistance to employees, customers and the general public. Requires the ability to write and speak effectively with fellow employees and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to indoor conditions and risk of electrical shock. The employee is frequently exposed to high places and fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually minimal.

**Special Requirements**

Possession of a valid Iowa Driver's License. Must be able to pass a 10 year back-ground check through TSA for Airport-issued ID badge.

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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution 2009-000766  
Dated 10/05/09