

Commonwealth Ports Authority
Custodial I - West Tinian Airport
Position Description

Code 1010

Nature of Work

Responsible for performing cleaning procedures and carrying out the activities of the custodial program at West Tinian Airport.

This employee is responsible for performing cleaning procedures and carrying out the activities of custodial department including general cleanup of all areas of the terminal building complex. This class is entry level and under the direct supervision of the airport & seaport manager or his designee.

Examples of Duties (Illustrative)

1. Performs clean up tasks and carry out the activities and procedures of custodial at West Tinian Airport.
2. Responds to crisis, urgent or emergency situations, e.g. typhoons, heavy storms.
3. Applies proper cleaning techniques, procedures and solutions as prescribed by CPA.
4. Performs clean up procedures in terminal building complex areas including restrooms, holding room areas, offices, floors, chairs, benches, lighting and plumbing fixtures, walls, hallways, windows and doors.
5. Observes all airport safety measures and complies with requirements.
6. Applies cleaning methods and techniques necessary for favorable results.
7. Complies with applicable OSHA and FAA rules and regulations.
8. Performs routine clean procedures within time allotted for clean up during non-peak periods to minimize interference with passenger traffic flow.
9. Attends in-house training programs to advance skills and knowledge of custodial procedures.
10. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of functions of the custodial department.
2. General knowledge of CPA rules and regulations.
3. Ability to apply approved techniques and practices of airport custodial program.
4. Ability to establish and maintain a cooperative relationship with the public and supervisors, and other staff members.

Minimum Qualifications

Graduation from high school (or G.E.D.) and a strong desire to establish a career at the Commonwealth Ports Authority. Experience is not necessary.

Shall have no record of felony or criminal conviction.

Pay Range

PAY LEVEL : 1

Minimum : \$ 581.04 bi-weekly or \$7.26 per hour or \$15,107.04 (Pay Level 1/1)

Maximum: \$ 993.78 bi-weekly or \$12.42 per hour or \$25,838.17 (pay level 1/12)

ADOPTED BY CPA BOARD ON OCTOBER 25, 1995.

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