

Commonwealth Ports Authority
Custodial / Maintenance I - Rota Airport & Seaport
Position Description

Code 918

Nature of Work

Responsible for performing custodial work, general repairs and ground maintenance at Rota airport and seaport.

This employee is responsible for performing clean up procedures and carrying out the activities of the custodial department, including general clean up of all areas of the seaport and air terminal building complex and performing routine terminal building repairs and maintenance of airfield, seaport and terminal ground areas.

Examples of Duties (Illustrative)

1. Performs clean up tasks and procedures of the custodial department.
2. Performs general routine repairs to the seaport and air terminal building complex.
3. Performs general ground maintenance of the airport premise.
4. Attends related training programs.
5. Responds to crisis, emergency or urgent situations or repairs, i.e. flooding, plumbing problems, typhoons, heavy storms.
6. Participates in inspecting air terminal and seaport building areas on a regular basis, and performs clean up procedures in common areas including holding rooms, stairs, restrooms, offices, hallways, sidewalks, trash bins and receptacles, windows, floors, tables, benches, chairs, walls, trays, storage areas.
7. Performs clean procedures within the time allotted during non-peak periods to minimize interference with passenger traffic flow.
8. Participates in inspecting air terminal and seaport building complex areas on a daily basis and performs routine repairs to concrete fixtures, wooden structures, painting, glass windows, doors, signs, light fixtures and other components of the terminal and port facilities.
9. Inspects seaport grounds, airfield areas, airport perimeter, roadways and terminal ground areas and performs bushcutting, mowing, cleaning, trimming of plants, trees, maintaining of planters and other related ground maintenance tasks.
10. Observes and complies with all safety requirements and OSHA regulations.
11. Applies methods and techniques necessary for favorable results.
12. Complies with applicable local, federal and FAA rules and regulations.
13. Develops skills to perform advanced procedures and direct activities of the custodial and maintenance department effectively.
14. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of functions of the custodial and maintenance department.
2. Ability to apply approved procedures of airport custodial and maintenance program.
3. Ability to establish and maintain a cooperative relationship with the public, supervisors, and other staff members.

Minimum Qualifications

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

No record of felony or criminal conviction.

Pay Range

PAY LEVEL 2

Minimum : \$ 610.09 bi-weekly or \$ 7.63 per hour (pay level 2/1).

Maximum : \$ 1,043.46 bi-weekly or \$ 13.04 per hour (pay level 2/12).

ADOPTED BY CPA BOARD ON OCTOBER 25, 1995.

Revised and adopted by CPA Board on December 21, 2016.

file: 918CUSM1.doc

Last updated : 12/15/95