

**COMMONWEALTH PORTS AUTHORITY**  
**Position Description**

**CUSTODIAL I - SIA**

**Code 505**

***Nature of Work***

Responsible for carrying out the activities of the custodial program and developing skills to perform effective cleaning methods and procedures.

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 main and commuter terminal building complex. This class is entry level. Employee is also responsible for developing the skills required to perform effectively in the custodial program and in preparation for more difficult assignments.

***Examples of Duties (Illustrative)***

1. Performs clean up procedures and carries out the activities of the Custodial Department.
2. Responds to urgent or emergency situations, e.g. flooding, typhoons, storms, heavy rains, which might require immediate cleaning of the terminal building complex.
3. Applies proper cleaning techniques, procedures and solutions as prescribed by CPA.
4. Performs clean up procedures on commuter and main terminal building complex areas including walls, floors, chairs, benches, offices, sidewalks, restrooms, holding rooms, departure floor areas, ramps, jetways, corridors, hallways and other common use areas.
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 at main and commuter terminals.
9. 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 in airport operations.
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.

## **Code 505 continuation**

### ***Minimum Qualifications***

High school graduate (or G.E.D.) and a strong desire to establish a career with 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 (PL 1/1).  
Maximum: \$993.78 bi-weekly or \$12.42 per hour (PL 1/12).

Adopted by CPA Board on October 25, 1995.

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

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