

**Title:** Custodian I/ II (after 1 year probationary period)

**Reports To:** Custodial Supervisor/Senior Custodial Services Supervisor

FLSA Code: Non-Exempt

Grade: TMI

Approved: \_\_\_\_\_

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**Distinguishing Characteristics:**

Under minimal direct supervision and administrative direction, provides high quality, professional cleaning services indoor and outdoor including carpet and floor care, within specified areas of the Tucson International Airport.

**Essential Functions:**

The following functions and all other functions not included in this job description are to be performed in the best interests and for the greater good of TAA.

- Provide cleaning services indoors and outdoors as directed by supervisor, including cleaning, sweeping, scrubbing, mopping, vacuuming, dusting, scraping, waxing, to include but not limited to floors, walls, stairways, sidewalks, all restrooms, under commodes, sinks, and desks.
- Perform special projects as assigned by supervisor.
- Assist Facility Maintenance with projects that require both maintenance and cleaning responsibilities.
- Complete all assignments in a timely and efficient manner.
- Maintain all TAA owned or leased tools and equipment in a clean and proper manner.
- Safely operate and maintain all equipment and vehicles.
- Work with many types of cleaning chemicals on a daily basis using appropriate Personal Protective Equipment.

The above listed functions are not necessarily all of the essential functions. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

**Position Requirements:**

Must have a high school diploma or equivalency, a minimum of one year work experience in custodial or janitorial operations is helpful (any equivalent combination of training and experience is acceptable).

## **Required Knowledge, Abilities and Skills:**

### **Knowledge of:**

- Operation of floor care maintenance, including stripping and waxing.
- Bloodborne pathogens and the ability to perform the cleaning of blood and body fluids in a safe and professional manner.
- Computers, and the ability to use Microsoft Office, and other office machines, (e.g., fax, calculators, copy machines).

### **Ability to:**

- Read and understand equipment operator manuals, Safety Data Sheets regarding chemical substances; training documents, safety related information, and supply lists.
- Work any assigned shift on a rotational basis, including evenings/weekends/holidays, subject to overtime and on call, as required.
- Understand that dissemination of information outside of job requirements is based on “need-to-know” and maintain discreet and professional sense of confidentiality due to sensitive nature of job functions.
- Be sensitive and aware of actions and reactions of employees and inform supervisor of appropriate concerns as necessary.
- Understand own strengths and weaknesses, to seek input from supervisor and peers about how to improve, and to focus on continuous self-improvement activities.
- Perform tasks attention to detail, with mature judgment, to function in fast moving work surroundings with deadlines; initiate and organize responsibilities without observant supervision, and take independent action relative to work problems requiring immediate solutions.
- Continually learn and apply the latest up-to-date technical knowledge and skills in functional area of responsibility. Strives to become an expert in field by taking initiative for on-the-job learning experiences, as well as seeking out formal education and coursework for continuous growth and development.
- Perform cross training within work environment.
- Actively participate in Incident Command System (ICS) events.
- Speak Spanish or another second language is helpful.
- Communicate and assist customers to find their way around the Airport.

### **Skill in:**

- Applying and using excellent organizational, oral, written communication and critical thinking.
- Reading, writing, and speaking the English language in an articulate, fluent manner.
- Communicating via telephone, radio, cellular telephone, in a high noise environment, with sufficient clarity to be understood by others.
- Establishing and maintaining effective and positive working relationships with department personnel, other TAA personnel, and outside agencies, as required.
- Self-motivation and taking initiative to complete quality work that furthers the mission and goals of the department and TAA.

**Licenses; Certificates; Special Requirements:**

- Must have a valid Arizona driver's license and the ability to drive airport vehicles, including standard or automatic passenger cars, pick-up trucks, and other necessary equipment.
- Must obtain and maintain access to airport airside facilities on the Air Operations Area (AOA) Non-Movement Area (Security Identification Display Area (SIDA)/Airside Driving Rules and Regulations – Driver Authorization.
- As an employee, you are deemed to be essential personnel as part of TAA's Incident Support Team, and must respond to airport incidents as requested/required.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).

Physical/Mental Requirements

Position: Custodial I & II

<u>Physical/Mental</u>	<u>Percentage of Time</u>			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent-less than once a day
Standing	X			
Sitting			X	
Walking	X			
Lifting	X			
1-10 lbs	X			
11-20 lbs		X		
21-35 lbs		X		
35-50 lbs			X	
Over 50 lbs			X	
Carrying	X			
Reaching	X			
Climbing	X			
Driving		X		
Written Communication			X	
Oral Communication		X		
Reading		X		
Hands Dexterity	X			
Reasoning	X			
Decision Making	X			
Analyzing			X	
Hearing	X			
Sight	X			
Concentration	X			