Title: Custodian

Reports To: Custodial Supervisor

FLSA Code: Non-Exempt

Grade: TBD

Approved: 06/01/17

Approved: 10/17/17

Distinguishing Characteristics:

Under direct supervision and administrative direction, provide high quality, professional cleaning services of specified indoor and exterior areas at Tucson International Airport (TUS) and Ryan Airfield (RYN); provide exceptional customer service.

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 of specified indoors and exterior areas at TUS and RYN; cleaning tasks may include and not be limited to sweeping, scrubbing, mopping, vacuuming, dusting, scraping, waxing of floors, walls, stairways, sidewalks, all restroom facilities, office areas, and other areas.
- Properly use and work with various cleaning chemicals; properly use Personal Protective Equipment (PPE).
- Use and maintain all tools and equipment in a clean and proper manner; safely operate and maintain all equipment and vehicles; follow all training protocols.
- Complete all assignments in a timely and efficient manner.
- Assist Facility Maintenance with projects that require both maintenance and cleaning responsibilities.
- Perform special projects.
- Provide exceptional customer service.

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, Skills, and Abilities:

Knowledge of:
- International Sanitary Supply Association Cleaning methods, materials, chemicals and equipment.
- United States Department Agriculture Regulated Garbage Disposal Procedures.
- Equipment and tools used in the custodial services trade.
- Principles and practices of safety management and safety processes.
- The organization-wide mission and goals, and how these relate to division, department, team, and individual projects and initiatives.

Skill in:
- Self-motivation and taking initiative to complete quality work that furthers the mission and goals of the department and TAA.

Ability to:
- Work assigned shifts, including day/evening/weekends/holidays, subject to overtime and on-call, as required.
- Work in high-noise environment; extreme seasonal weather.
- Operate any airport vehicle or equipment, whether standard or automatic, pick-up trucks.
- Perform tasks with a full range of bodily movements, including lifting, moving, pushing, standing (for periods of two to three hours at a time), walking, reaching, stretching, bending, kneeling, twisting, and crawling.
- Perform activities that require regular and prolonged bending, and pulling of equipment on irregular surfaces; climb/work at heights of up to 10 feet, using small or large tools to perform cleaning.
- Lift large, bulky, heavy items, including various equipment parts weighing up to 40 lbs. without assistance using equipment.
- Have hand dexterity to maintain a strong grip to hold objects firmly for extended periods of time.
- Be sensitive and aware of actions and reactions of employees, tenants, and outside agencies, and inform supervisor of appropriate concerns.
- Remain focused and decisive in stressful situations; use sound and effective judgment.
- Communicate in English via telephone, radio, and cellular telephone, in a high noise environment, with sufficient clarity to be understood by others.
- Distinguish colors by a practical test in all lighting conditions of standard airport lighting system colors and Air Traffic Control Tower light-gun signal.
- Hear and understand through both ears, sounds coming through a radio, a standard telephone receiver, or other outside sound sources.
- Read, write, and speak the English language in a clear manner, ability to speak Spanish or another second language is helpful, but is not required.
- Perform tasks with a high degree of accuracy, maintain confidentiality, attention to detail, with mature judgment, function in compelling, high stress, fast-paced work environment, with deadlines and multiple projects; initiate
and organize responsibilities without supervision, and to take independent action relative to work problems requiring immediate solutions.

- Establish and maintain effective and positive working relationships with department personnel, other TAA personnel, and outside agencies.
- Exercise effective customer service and public relations practices and procedures.
- Maintain discreet and professional sense of confidentiality; understand that dissemination of information outside of job requirements is based on "need-to-know" and will subject employee to loss of employment and/or criminal prosecution.
- Understand own strengths and weaknesses; seek input from supervisor and peers about how to improve, and to focus on continuous self-improvement activities.
- Engage in self-improvement activities and training.

**Licenses; Certificates; Special Requirements:**

- Must have a valid Arizona driver's license.
- Meet and maintain the ability to drive airport vehicles and obtain authorization to access the Non-Movement Area on the Air Operations Area.
- Must meet the requirements to obtain and maintain access to the Security Identification Display Area (SIDA).
- Must successfully complete the National Incident Management System (NIMS) 100 course requirement and certification within the first year of assuming the position.
- As an employee, you are deemed to be essential personnel as part of TAA's emergency response, and must respond to airport incidents as requested/required.