

Facility Worker



Employee Classification: Part-time, Non-Exempt (hourly)
Hours per Week: 20-28 Hours

HALL COUNTY AIRPORT AUTHORITY
October 1, 2016

HOURS:

- Position is minimum of 20 hours, maximum of 28 hours per week.
- Hours will vary weekly based on commercial airline schedules.

DESCRIPTION:

Performs security control in passenger secure area during commercial airline flights. Schedule will vary according to airline schedules. Performs a variety of semi-skilled and skilled tasks in the maintenance and repair of buildings and grounds and other related areas of the Hall County Airport Authority.

EXAMPLE OF DUTIES:

Regular attendance that is punctual and dependable is required.

Display honest, trustworthy, and ethical behavior when dealing with internal and external customers. Establish and maintain cooperative working relationships with those contacted in the course of work.

Ensures security control in passenger secure area during commercial airline flights.

Answer alarms and investigate disturbances.

Warn persons of rule infractions or violations, and communicates with law enforcement personnel to apprehend or evict violators from premises, using force when necessary.

Observes corridors, parking areas and roadways. Directs traffic if needed.

Be able to complete incidents reports and fill out work related forms.

Utilize a variety of hand and power tools; assist in routine maintenance of such equipment.

Assist customers with jumpstarting vehicles and provides personal escorts to vehicles if needed.

Performs a variety of building maintenance tasks.

Performs a variety of grounds maintenance tasks including lawn care and maintaining irrigation or sprinkler systems and snow removal from sidewalks.

Notify supervisor of any major repairs needed for operating systems.

Set up terminal for special meetings or events.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Methods, materials, tools and equipment used in maintenance and custodial work.

Safe work practices.

The configuration of the assigned facilities.

Operational characteristics of a variety of tools and equipment.

Ability to:

Spend extended periods of time standing, walking, and sitting.

Wear safety and/or personal protective equipment.

Answer telephone and communicate using portable radios in compliance with department.

Operate and use equipment and tools necessary for performing work.

Work in both outdoor and indoor environmental conditions.

Must have use of arms and legs.

Must be able to recognize and distinguish colors.

Understand and carry out oral and written instructions.

Work independently with little or no supervision.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Working knowledge and maintenance of buildings and grounds is preferred.

Training: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSES/CERTIFICATIONS/REGISTRATIONS REQUIRED:

Possession of, or ability to obtain and maintain, an appropriate, valid driver's license and personnel transportation is required.

Complete the driver's safety course.

Complete a background security and criminal history investigations as required by the TSA's regulations.

PHYSICAL REQUIREMENTS:

Activities:

Sitting: Occasional
Standing: Continuous
Walking: Continuous
Reaching: Frequent
Climbing stairs: Occasional
Bending: Frequent
Squatting: Frequent
Kneeling: Frequent
Twist/Turn: Frequent
Simple Grasping: Occasional
Fine Manipulation: Occasional
Handling: Frequent

Lifting:

Waist Level 50# Occasional
Chair to Floor 60# Occasional
Above Shoulder 30# Occasional
Push/Pull: 30# up to 50 ft. Occasional

Carry:

Right 60# Occasional
Left 60# Occasional

Use of Feet:

Foot Controls
Right Occasional
Left Occasional

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from the Facility Manager.

Exercises no supervision.