



## Facility Worker

Employee Classification: Part-Time; Non-Exempt (Hourly)  
Hours per Week: 20-28 hours per week.

HALL COUNTY AIRPORT AUTHORITY  
Revised: 7/1/22; 10/1/2016

### **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/custodial tasks.

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

Notify supervisor of any major repairs needed for operating systems.

Set up and tear down for special meetings or events.

Conduct license plate surveys twice weekly and enter into data base.

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 Nebraska driver’s license and reliable personal transportation is required.

CPR Certification.

**OTHER:**

Annual completion of the airside driver’s safety and training test.

Successfully complete an initial, and continued, Security Threat Assessment and criminal history investigation, as required by the Department of Homeland Security regulations.

Employment is contingent upon unrestricted authorization to work in the United States and ability to provide documentation establishing identity.

Pass initial and random drug screens.

**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

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

Handling: Frequent

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direct supervision from the Facility Manager.

Exercises no supervision.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*