

THE EASTERN IOWA AIRPORT POSITION PROFILE	JOB CODE #/TITLE: AM001 Airport Facilities Worker I
POSITION #/TITLE: 0278, 1305, 1307 Airport Facilities Worker I	Adopted: 07-97, 07-07, 10-11, 06-14
	Revised: 01-24

POSITION DESCRIPTION

Dept. ID/Description: EIA/The Eastern Iowa Airport	Manager Level: Non-Manager
Salary Plan/Description: APM/Non-Bargaining Unit	Salary Grade: CC
Reports To Position #/Job Code #/JC Title: 0599/AN006/Airport Facilities Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug screening prior to contingent offer. Health screening after contingent offer.	Position Testing: Physical Qualifications
Personal Protective Equipment: Examples include but not limited to: eye protection, hearing protection, hand protection, foot protection.	

General Statement of Duties

Provides labor, custodial, and light maintenance services to airport facilities.

Distinguishing Features of the Class

Works under supervision or independently, performing highly prescribed work with little variance in method or technique, but with some choice in schedule and order of procedure.

Examples of Essential Work (Illustrative Only)

Receives work assignments from lead worker;
 Performs janitorial duties including, but not limited to: sweeps, mops, vacuums, extracts, bonnets floors, cleans, sanitizes and restocks restrooms, empties and disposes of trash and recyclables, cleans walls, doors, ceilings, windows, furniture, fixtures and equipment; Monitors/observes and reports potential facility hazards;
 Manually loads and unloads trucks and receives deliveries;
 Performs snow removal including, but not limited to: use of shovels, snow throwers, material spreaders and other motor vehicle or heavy equipment;
 Wears and properly uses safety equipment;
 Performs all work duties and activities in accordance with Airport Commission policies, procedures, and safety practices;
 Attends work regularly at the designated place and time;
 Performs light maintenance duties including, but not limited to: painting, changing lamps, and plumbing, boarding bridges, baggage belts, doors and operators, HVAC equipment, lighting fixtures, public address (P/A) systems, and custodial equipment;
 Responsible for functions as listed in the Airport Emergency Plan, Airport Certification Manual, and Airport Security Plan;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge/skill of effective methods and techniques of building cleaning;
Ability to operate various tools and equipment required to perform required duties;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities in a timely manner;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ingenuity and inventiveness in the performance of assigned tasks;
Ability to work from including, but not limited to: high-lift ladders, scaffolding, or scissor lifts.

Acceptable Experience and Training

Sufficient documented prior experience to establish competency in duties performed and use of required equipment and tools; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License upon appointment;
Pass and maintain security background check as required by Transportation Security Regulations;
Available for recall during non-duty hours for emergencies and other required duties.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate equipment.

Position Description Approval

Director must approve new or revised position descriptions. Other department approvals are optional (*i.e., supervisor, manager*). **Entering name signifies approval.**

Name: <i>(Person completing form)</i>	Todd Gibbs
Title:	Director of Operations
Date Approved:	01/01/2024

Name: <i>(Person completing form)</i>	Marty Lenss, C.M.
Title:	Airport Director
Date Approved:	01/01/2024

Labor & Personnel Committee Approval

Name and Title:	David Nieuwsma, Airport Commission Personnel Committee Chair
Date Approved:	01/01/2024