

Commonwealth Ports Authority
Custodial III - Custodial Department
Position Description

Code 503

Nature of Work

Responsible for carrying out the activities and performing procedures of the custodial program.

This employee is responsible for performing various tasks and procedures of the Custodial Department, including general clean up of all areas of the main and commuter terminal building complex. This class differs from the lower class in that the lower class is supervised by Custodian III.

Examples of Duties (Illustrative)

1. Directs and performs activities and procedures of the Custodial Department.
2. Responds to urgent or emergency situations.
3. Applies proper techniques and procedures in the performance of duties.
4. Performs detailed inspection of CPA facilities, i.e. main and commuter terminal complex, on a regular basis and performs cleaning procedures on walls, floors, chairs, benches, offices, sidewalks, restrooms, holding rooms, departure floor areas, ramps, jetways, corridors and other common use areas.
5. Observes all airport safety measures and complies with requirements.
6. Applies methods and techniques necessary for favorable results.
7. Complies with applicable local, OSHA, federal and FAA rules and regulations.
8. Inspects work areas for favorable results and perform additional cleaning procedures, if necessary.
9. Submits inspection and cleaning reports to supervisors on a regular basis.
10. Assists supervisors in maintaining accurate records on custodial supplies, transfers, uniforms, equipment, purchase orders and invoices, timesheets, etc...
11. Coordinates in distributing work evenly to meet deadlines or emergency situations.
12. Trains and instructs subordinates on approved techniques and practices.
13. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of functions of the Custodial Department.
2. General knowledge of airport operations.
3. Ability to apply approved techniques and practices of airport custodial program.
4. Ability to establish and maintain a cooperative relationship with the public, supervisors, personnel and other staff members.

Minimum Qualifications

Graduation from high school (or G.E.D.) and four (4) years of experience in custodial employment at airports, major hotels, commercial buildings or resorts of which two (2) years pertain to supervisory experience.

No record of felony or criminal conviction.

Pay Range

Pay Level 6

Minimum : \$741.57 bi-weekly or \$9.27 per hour (pay level 6/1).

Maximum : \$1,268.34 bi-weekly or \$15.85 per hour (pay level 6/12).

ADOPTED BY CPA BOARD ON OCTOBER 25, 1995.

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