



# Grand County

## Job Description

<b>Title:</b>	Landside Operations Technician	<b>Job Code:</b>	1120
<b>Division:</b>	Operations	<b>Effective Date:</b>	6/2018
<b>Department:</b>	Airport	<b>Last Revised:</b>	9/2021

### GENERAL PURPOSE

Performs a variety of **semi-skilled duties** as needed to maintain, repair, and clean airport buildings and grounds, maintain and monitor the parking infrastructure and services, and oversee vending operations at the Canyonlands Regional Airport.

### SUPERVISION RECEIVED

Works under the supervision of the Airport Director and general supervision of the Airport Operations Manager.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Operations & Projects:** Responsible for a variety of semi-skilled and skilled duties required in maintaining landside facilities at Canyonlands Regional Airport. Also monitors parking infrastructure and customer processing, ground service operators, fulfilling vending machine duties, and other duties as assigned at the airport.

Performs a variety of daily custodial and maintenance tasks at the airport terminal, other airport managed buildings, and grounds; sweeps, dusts, vacuums, scrubs, polishes, washes windows and other surfaces, changes light bulbs, removes garbage, and manages biological waste in airport facilities; inventories and orders cleaning supplies, restocks supplies in public areas and maintains and repairs cleaning equipment. Performs a variety of tasks in the airport terminal including maintenance of plumbing and electrical; technological door and lock system; air intake system; perimeter fence and yard areas; security, emergency and communication systems. Oversight of the vending machine program to include payment processing, restocking vending supplies, money management and auditing, purchasing of supplies, determining machine maintenance, and assisting customers with vending requests.

Performs outdoor duties including but not limited to: upkeep on paved paths and airport parking areas; painting of parking spots; maintains landside grounds of the airport; performs watering, repair of watering systems, mowing lawns, edging, trimming, planting, fertilizing, weeding, insect control and snow and ice removal. Operates a variety of equipment including: trucks, mowers, tractors, four-wheeler, snow removal equipment, etc. as required to maintain airport grounds. Maintains records as needed.

Performs parking duties including: monitoring and reporting of ground transportation operators, monitoring of vehicles with regards to established paid parking regulations of the airport, trash removal, general upkeep of the surfaces, sign replacements, painting of parking lines and curbs, and assists customers with transactions and questions.

Performs other duties which may include: ability to notice maintenance items needing repair and reporting them through work orders, assisting with repairs and maintenance, coordinating communication efforts with skilled trades, escorting people into areas, replacing air filters, replacing light bulbs, climbing ladders, painting, replacing signs, washing floors, vacuuming, keeping vehicles clean, coordinating projects from beginning to end, and other duties as assigned within the capabilities of the employee.

Performs office work which may include typing, filing, copying, faxing, emails, watching training videos, internet research in reference to applicable work duties, repairs and maintenance, the handling and counting of money, preparing reports for the County, and answering phone calls to assist customers and questions.

Assists other airport staff with maintenance related tasks which may include restocking of supplies, hauling or moving furniture or equipment and burning and/or disposal of confidential airport documents.

Detects and eliminates or minimizes safety hazards.

Maintains secured access to restricted areas of the airport. Monitors and addresses security related issues to operation of the airport.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from high school OR G.E.D. Equivalent; AND
- B. Two (2) years of experience in facilities and custodial operations or related fields; OR
- C. An equivalent combination of education and experience.

2. Knowledge, Abilities and Skills:

**Knowledge** of: cleaning processes and procedures; the use of chemicals and applications; the use of common tools, materials and equipment appropriate to tasks; the identification and removal of hazards; the needs for services and supplies necessary to carry out the cleaning schedules and maintenance programs; general airport operations; handling or responding to emergency situations; basic first aid;

**ABILITY** to: have effective and efficient decision making capabilities; handle money and items in an ethical way; appropriately communicate verbally and in writing; provide excellent customer service; work in confined spaces; work in various weather conditions and elements; establish work priorities and follow through to completion in a timely manner; organize files and paperwork; answer telephones and assist customers; develop effective working relationships with subordinates, supervisors, other employees and the general public; be a representative of Grand County and Canyonlands Regional Airport.

**SKILL** in: the use of a computer; computer programs (Microsoft office suite and Google suite); drive a vehicle and equipment; a variety of hand and power tools common to custodial and basic maintenance work.

3. Special Qualifications:

- Must possess a valid Utah Driver's License.
- Must complete a twelve (12) month probationary period.
- Must successful complete a pre-employment drug screening and background check.
- Must be able to move objects weighing up to 80 lbs.
- Must be able to lift objects weighing up to 50 lbs.

The Airport operates 365 days a year. Multiple positions will cover duties but shifts will be assigned to cover 7 days a week. Work week will consist of 40 hours per week (non-exempt, i.e. overtime eligible). There will be flexibility in scheduling the start and end time of daily work shifts. Position will require scheduled work during weekends and holidays on a rotating basis.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, and critical thinking. Frequent local travel required in normal course of job performance. Occasionally exposed to high work places, volatile materials, toxic materials, confined work spaces and seasonal extreme changes in weather conditions. Strength of arms, hands, legs, and back required in the performance of essential functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
(Employee)