

Job Title:	Grounds Keeper & Maintenance Assistant		
Reports to:	Airfield & Facilities Manager	Department:	Maintenance
FLSA Status:	Non-Exempt	Position Classification:	Seasonal
Supervises:	None	Date of Last Revision:	

**JOB SUMMARY:**

**Grounds Maintenance (60%):** Performs grounds maintenance such as mowing, sweeping, picking up trash, weeding, mulching. Areas to include airside, parking areas, entrance sign and Rt. 29 sign areas. Inspects parking landscaping, and curb-side area to identify possible improvements to enhance the customers’ experience and/or address safety issues.

**Terminal Maintenance (38%):** Performs light maintenance in the terminal to include painting, custodial duties and light repair work.

**Snow/Ice Removal Duties (2%):** Participates in on-call response for removal of snow/ice.

**ESSENTIAL TASKS, DUTIES & RESPONSIBILITIES:**

1. Performs grounds maintenance duties such as mowing, weeding, mulching, sweeping, and picking up trash.
2. Performs light maintenance duties such as changing light bulbs, painting, cleaning airport and terminal furniture (not provided for in Authority’s custodial contract).
3. Operates heavy machinery including tractors, dump truck, and bush-hogs.
4. Assists with trash removal from the terminal and parking area as needed.
5. Operates Authority vehicles to include, golf carts and grounds equipment.
6. Inspects terminal (public and leased areas), parking landscaping, and curb-side areas to identify possible issues. If unable to correct, reports the issues to the Airfield & Facilities Manager.
7. Maintains working knowledge of all issued equipment, including but not limited to pagers, radios, and other devices necessary for communication while on duty.
8. Maintains equipment in working order and reports malfunctions.
9. Responsible for the upkeep and cleanliness of all work areas.
10. Performs snow removal duties in on-call response, as needed.
11. Promotes Authority’s vision for excellent customer service. Respects and upholds CHO Vision & Values. Adheres to the Authority’s policies, procedures and guidelines.

**Physical Demands:**

1. Standing and walking for long periods of time.
2. Bending, stooping, dragging, lifting significant weight.
3. Climbing up and down stairs, ladders.
4. Operate manual transmission trucks and other equipment.
5. Operate automatic and manual transmission equipment during snow removal operations.

**Work Environment/Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

During the course of a normal day, time is equally spent inside and outside and exposed to extreme weather (hot/humid, cold/ice/snow/rain). Possible exposure to loud noise levels due to aircraft and vehicle operations.

**Job Qualifications:**

1. Must successfully complete all required Fingerprint-based Criminal History Records Checks and employment background checks. Must be able to pass a pre-employment physical and drug test.
2. Knowledgeable of related equipment as well as skilled in operating equipment.
3. Must possess valid Virginia driver's license with driving record insurable by Authority's automobile liability carrier.