

BROADWATER COUNTY
Job Description

CLASS TITLE: Airport Groundskeeper

DEPARTMENT: Airport

ACCOUNTABLE TO: Airport Board

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of semi-skilled tasks in the upkeep of airport grounds, buildings, and other structures. Work varies, individual judgment within prescribed standards and procedures required;

ESSENTIAL JOB FUNCTIONS:

- Must be capable of operating a variety of small equipment; work may be performed in undesirable physical conditions of heat, cold, and dampness;
- Duties involve physical work requiring lifting frequently involving weights up to 50#'s (greater with assistance), crawling, bending, stooping, walking, and climbing;
- Must possess a valid Montana Driver's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Performs a variety of semi-skilled work as groundskeeper and maintenance of the grounds and buildings at the airport;
- Operates and maintains a variety of small equipment including a trimmers, riding mowers, tractors, and a dump truck;
- Uses a variety of hand and power tools; checks tires, oil, lubricant, water, lights, and fuel to equipment operated;
- Maintains and operates grounds maintenance equipment by performing a variety of preventative maintenance, cleaning, minor corrective repairs, oiling, sharpening and related activities to ensure optimal equipment performance;
- Prepares records of own activities;
- Contacts with others is infrequent requiring common courtesy;
- Work performed often requires care and use of proper safety equipment and procedures to prevent injury.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

CLASS TITLE: Airport Groundskeeper (continued)

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; PLUS
- One (1) year of experience in grounds and building maintenance preferable.
- Must possess a valid Montana Driver's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Assures that assigned grounds tasks are completed;
- Performs minor mechanical repair and maintenance of equipment;
- Stays current as to ground maintenance techniques and any changing government restrictions, etc.;
- Performs such other tasks as may be needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 8-26-2016