



Jefferson County Regional Airport Authority
Jefferson County Airport
600 Airpark Drive
Wintersville, Ohio 43953-9237

Help Wanted – Airpark Seasonal Employee

The Jefferson County Airpark is taking applications for a temporary, part time, seasonal employee for grounds, building, and other maintenance and housekeeping duties during the grass mowing season. The temporary position will carry a wage rate of \$12.00 per hour for a 40-hour week commencing as soon as possible and ending approximately October 15, 2021. Application and job description are available at www.jeffersoncountyairpark.net or by calling the Airpark at 740-264-5388. Applications will be received until 5:00 p.m., Monday, April 19, 2021. The Jefferson County Airpark is an Equal Opportunity Employer.

Submitted by Gary R. Folden, Secretary-Treasurer

Please publish on Monday, April 5, 2021

Bill to the Jefferson County Airpark
600 Airpark Drive
Wintersville, OH 43953-9237

**JEFFERSON COUNTY REGIONAL AIRPORT AUTHORITY
JOB POSITION AND DESCRIPTION**

**AIRPORT SEASONAL BUILDING AND GROUNDS MAINTENANCE
WORKER**

GENERAL

This is an at will, non-classified position and serves at the pleasure of the Jefferson County Regional Airport Authority (JCRAA). Depending upon airport activity and financial position, the JCRAA shall determine if the position will be full-time or part-time and may change the status at any time circumstances warrant. Part-time is defined as not to exceed twenty-nine (29) hours weekly. All job positions are Jefferson County employees but are supervised by the JCRAA.

DEFINITION

Under supervision, performs a wide range of duties to support airport buildings and ground maintenance activities. Duties may be performed in, but are not limited to, assignment areas including; airport buildings and grounds maintenance. Duties may be performed in any and all assignment areas and any location on a rotational or other basis to meet workload demands. Extensive attention to security and safety issues are essential responsibilities.

DUTIES, KNOWLEDGE, AND ABILITIES

Note: The following duties are planned; however, employees may perform several additional and related duties.

DUTIES:

1. Operates power equipment, such as floor polisher, vacuum machines, floor scrubbers, wall washers, decontamination equipment, battery driven tow vehicles.
2. Sweeps, mops, and waxes floors.
3. Dusts and polishes furniture and woodwork.
4. Cleans toilets and bathrooms.
5. Loads and unloads garbage, refuse, and scaled disposal containers into bins.
6. Washes windows, interior glass, window sills, walls, and baseboards
7. Identifies and reports unsafe operating conditions, breaches in security and suspicious persons and activities to the appropriate person
8. Assists in airport emergency calls, drills, and exercises
9. Mows grass, trims shrubbery, and general grounds maintenance duties
10. Assists in performing minor maintenance on buildings
11. Performs other duties as assigned.

KNOWLEDGE OF:

1. Proper methods of lifting and carrying heavy and/or awkward loads
2. Knowledge of mowers, trimmers, and general grounds maintenance procedures

ABILITY TO:

Understand and follow oral and written instructions

1. Get along with team members
2. Read and interpret regulations
3. Communicate concisely
4. Establish and maintain effective working relationships
5. Perform heavy manual labor for extended periods of time under all types of climatic conditions
6. Safely operate a variety of airport vehicles, automobiles, trucks, and grounds maintenance equipment
7. Establish and maintain cordial and tactful working relationships with others met during the performance of duties
8. Lift objects up to 50 lbs., and provide physical assistance to customers getting in or out of vehicles or aircraft
9. Learn to work safely under hazardous conditions
10. Assists in the repair and maintenance of County roads and related infrastructures.
11. Cleans ditches, culverts, and other drainage structures.
12. Performs and assists in the replacement of traffic signs and traffic control markings.
13. Assists in the installation of culverts and drainage pipes.
14. Performs and assists in the maintenance of equipment in every capacity.
15. Learns to operate equipment used in the performance of assigned duties.
16. Performs litter control and related duties at the airport.
17. Mows, aerates, trims and edges turf areas, using power and hand tools and equipment.
18. Rakes, sweeps, and vacuums leaves, trimmings, and clippings.
19. Picks up trash and debris.
20. Weeds, cultivates, plants, fertilizes, irrigates and sprays planted areas.
21. Prunes and trims trees, shrubs, and hedges.
22. Constructs, repairs and paints tables, benches, fences, signs, and small structures.
23. Operates, services, and makes minor repairs to grounds maintenance equipment including gang mower and wheel tractors, trenchers, bulldozers, and large trucks.
24. Cleans and sharpens hand and power tools.
25. Loads and unloads supplies
26. Maintains time
27. Perform heavy manual labor for extended periods under all types of climatic conditions

MINIMUM QUALIFICATIONS

1. Completion of a high school diploma
2. Familiarity with grounds maintenance equipment such as mowers, trimmers, etc.

SPECIAL REQUIREMENTS

1. Background Checks: Each candidate considered may be required to pass an employment history/access investigation and a criminal history records check.
2. Hours of Work: Must be willing to work irregular hours (day, swing, or graveyard shift), holidays and weekends and even rotating shifts if they become necessary.
3. Uniforms: The candidate may later be required to wear a uniform and/or protective clothing.
4. Physical Requirements: Given the physically intense nature of the position, candidates must be in adequate physical condition as the position requires that they:

5. Move with sufficient personal physical agility in and around trafficked work areas to maintain compliance with airport operational safety requirements; examples: moving in and around the ramp while fueling aircraft vehicles and moving in and around roadway traffic on maintenance activities.
6. Lift up to 50-pound parcels, which may include passenger baggage or freight.
7. Visually distinguish colors and picture resolution quality.
8. Raise a single point fueling nozzle with an attached hose, weighting approximately 60 pounds, overhead using a step ladder and holding it into a receptacle for several minutes; disconnecting the hose and laying it on the ground
9. Handle exposure to stressful situations because of human behavior;
10. Withstand exposure to disagreeable elements such as extreme weather conditions and excessive noise, dust, pollen, and odor.
11. Stand and walk for extensive periods; and work rotating shifts
12. Employees must maintain a valid State Driver's License.

PROBATIONARY PERIOD

One (1) week

Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	City	State	Zip
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Phone number	Email address
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Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If selected for employment are you willing to submit to a background check?

Yes No

Position

Position you are applying for	Available start date	Desired pay
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Employment desired

Full time

Part time

Seasonal/Temporary

Education

School name	Location	Years attended	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	