

Job Title:	Landside Grounds Coordinator		
Reports to:	Director of Landside Operations	Department:	Landside Operations
FLSA Status:	Non-Exempt	Position Classification:	Full-time
Supervises:	None	Date of Last Revision:	9-25-15

JOB SUMMARY:

Grounds Maintenance (80%): Performs grounds maintenance functions such as mowing, planting, sweeping, picking up trash, weeding, and mulching. Assist with terminal and facilities projects/duties.

Contract Management (10%): Assists the Authority’s grounds keeping/landscaping contract to ensure compliance with contract provisions to include the terminal plant contract.

Escort and Operations Assistance (4%): Assists with escort duties as needed for vendors and contractors.

Passenger Assistance / Parking Equipment Repairs (4%): Assists general public as needed and assists with minor repairs to the parking equipment. Drives Airport shuttle on and around premises.

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

ESSENTIAL TASKS, DUTIES & RESPONSIBILITIES:

1. Performs general grounds maintenance functions such as planting, weeding mulching, and care of Highway 29 airport signage area, parking lots and curbside landscaping. Trash removal from Highway 29 airport signs, parking lots, curbside and adjacent to perimeter fencing. Assists with terminal and facilities projects/duties.
2. Oversees the Authority’s grounds keeping/landscaping contracts to ensure contractors are performing in compliance with the scope of work of the contracts. Assist management with the procurement process for renewal of these contracts.
3. Plans and oversees projects as assigned to ensure successful completion.
4. Operates Authority vehicles to include driving the airport shuttle on and around premises, landside snow removal equipment, golf carts and grounds equipment.
5. Responsible for the upkeep and cleanliness of all work areas.
6. Provide escort to vendors and contractors as assigned.
7. Assists the general public and tenants, providing information as reasonably requested, and assist passengers with parking equipment issues as needed.
8. Operates and performs minor repairs to parking lot equipment. Reports malfunctions immediately.
9. Performs snow removal duties as necessary.
10. 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, and trucks.
4. Operate automatic and manual transmission equipment.

Work Environment/Conditions:

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

Emergencies have the potential of hazardous conditions. During the course of a normal day a majority of the time spent in the performance of these duties will be concentrating on the Authority's landside properties. As such, an employee will be exposed to extreme weather (hot/humid, cold/ice/snow/rain). Employee will also be exposed to loud noise 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. A high school education with a minimum of 3 years of prior experience as a skilled grounds maintenance worker preferred.
3. Physical ability to perform heavy manual work and mechanical work under possible adverse conditions.
4. Ability to read and understand airport security and OSHA requirements and procedures.
5. Ability to act quickly and calmly in emergencies and other critical situations.
6. Ability to operate a various types of manual and automatic motor vehicles and equipment to include the airport shuttle vehicle, golf carts, grounds equipment and snow removal equipment.
7. Ability to operate and perform minor repairs to parking lot equipment.
8. Ability to plan and supervise the work of semi-skilled or unskilled workers.
9. Ability to read and interpret contract provisions for compliance enforcement.
10. Required to successfully pass the certification for the application of herbicide within 1 year of hire date. Failure to earn and maintain certification will result in dismissal.
11. Availability to respond to call-in for snow and ice removal operations.
12. Must possess valid Virginia driver's license with driving record insurable by Authority's automobile liability carrier.

Decision Making: Assists with the development of the annual budget for landside grounds projects and contracts.

Authority: Make purchases on behalf of the organization in accordance with budget authorization and the requirements of the Authority's approved procurement procedures.