



## **NORFOLK AIRPORT AUTHORITY**

2200 Norview Avenue  
Norfolk, VA 23518

Begin a challenging career with the Norfolk Airport Authority, a political subdivision of the Commonwealth of Virginia. Our mission is to manage the operation, maintenance, development and marketing of Norfolk International Airport and to serve the air transportation needs of southeast Virginia and northeast North Carolina.

**Job Title:** **JANITORIAL ATTENDANT**  
**Position Number:** **500-11-021**  
**Shift Schedule:** **2:00PM – 10:30PM (FULLTIME, Days off rotate every 28 days)**  
**Starting Salary:** **\$15.78 PER HOUR**  
**\$32,830.06 ANNUAL**

**JOB SUMMARY:** This position is primarily responsible for performing tasks necessary to maintain a clean, safe and orderly terminal. Areas to be assigned will include all public and private areas in the passenger terminals. This job description lists only the primary duties normally assigned to this position, but does not restrict the performance of other duties assigned by the Supervisor or upper management.

### **ESSENTIAL FUNCTIONS:**

1. Perform frequent cleaning of all restrooms; ensuring each facility is stocked with supplies and in good working order.
2. Maintain all carpet areas, keeping them clean and free of litter using manual and automatic equipment. Remove gum and all spills and report any damaged carpet immediately.
3. Clean and/or polish all planters, charging stations, lobby furniture, elevators and escalators.
4. General cleaning of assigned office spaces, moving furniture and equipment when possible for proper cleaning operations.
5. Clean various windows, glass doors and frames in public areas as assigned including frequent spot cleaning, using equipment provided.
6. Pick up and dispose of trash in the terminal and maintain cleanliness around exterior of building when required.
7. Responsible for cleanliness of all corridor walls and floors. This includes mopping, stripping, waxing and buffing all tile floors when necessary.
8. Perform work tasks with the consideration that large numbers of passengers may be in the immediate vicinity. Organize work assignments and complete in a timely manner.
9. Conference center set-ups.
10. Exercise care in use of cleaning materials and equipment for the maximum and best economical application.
11. Reporting accidents, hazardous conditions, and maintenance items to supervisor or lead attendant.
12. Adhere to all Authority personnel policies and department guidelines.
13. Required to drive company vehicle as needed.



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### MINIMUM JOB REQUIREMENTS:

1. Possess a valid Virginia or North Carolina driver's license and must meet NAA driving record requirements.
2. Ability to obtain and maintain eligibility to hold a Security Identification Display Area (SIDA) badge as may be required by assigned job duties and responsibilities.
3. High school graduate or equivalent.
4. Six months janitorial cleaning experience required.

### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Be familiar with cleaning equipment and supplies and know the proper application of same.
2. Be familiar with the physical arrangements of the terminal facility and exercise good judgment in meeting maintenance commitment.
3. Ability to follow oral directions and simple written directions.
4. Possess ability to exercise tact and customer service when dealing with Authority personnel and the general public on a regular basis.
5. Possess a positive attitude and professional demeanor.
6. Must be available to report to work even during inclement weather conditions.
7. Willing to perform routine, repetitive tasks on a continuous basis and perform task despite frequent interruptions.

**PHYSICAL REQUIREMENTS:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to perform the physical requirements of the position with or without reasonable accommodation.

The employee frequently is required to reach with hands and arms, bend/stoop/squat, stand and walk constantly. The employee is required to assist in lifting conference tables and chairs; pushing and pulling table carts, unloading cleaning supplies from truck, and lifting trash barrels. The employee must frequently lift or move up to 35 pounds. The employee is occasionally required to use small ladders and climb stairs. Employee must demonstrate the ability to perform these essential functions during their physical examinations.

**DRIVING REQUIREMENTS:** All drivers must be at least **21** years of age, licensed for at least **3** years, have the type of license required by their state for the vehicles operated and meet the following driving record standards.

- An employee may have a North Carolina or Virginia driver's license as long as they reside in that state.
- **An "unacceptable" DMV driving record includes the following violations during the most recent 3 year period:**
  - Two or more at-fault accident convictions
  - DWI/DUI
  - Drug Offense
  - Eluding a Police Officer
  - Committing a Felony with a Motor Vehicle
  - Foreign citizens with no historical driving record available to us



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- Hit Run / Leaving the Scene of an accident
- Lending an Operator's License or Registration to Another
- Three or more moving violations  
Note: Texting or cell phone violations are considered moving violations because they increase the chance of being in an accident.
- Moving Violations & Accidents – more than 2 moving violations and/or at fault accidents within the past 12 months
- Open Container Violation
- Passing a Stopped School Bus
- Racing or Speed Contest Violation
- Reckless Driving
- Speeding 25 mph, or more, above speed limit
- Speeding – 10 mph or more over the speed limit in a school zone
- Current Suspended License
- Suspended License History – Drivers who have had 3 or more license suspensions as a result of moving violations
- Temporary Operator's Permit
- Vehicle Manslaughter/Homicide

**HOW TO APPLY:** Interested applicants must submit a Norfolk Airport Authority application form, and a copy of their current DMV driving record to:

Norfolk Airport Authority  
Human Resources Department  
2200 Norview Avenue  
Norfolk, VA 23518

Application forms are available in the Human Resources office or on our website  
[www.norfolkairport.com/employment](http://www.norfolkairport.com/employment)

**CLOSING DATE:** All of the required documentation must be received by 4:00 PM on Friday, September 20, 2019.

Norfolk Airport Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer/Veterans/Disabled