

## **LABORER**

Reports to: Primary – Building Maintenance Supervisor  
Secondary – General Manager

Department: Building Maintenance  
Station: FAI

Division: Everts Air Cargo

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### **Job Summary:**

Work around company facilities, yards, and storage areas maintaining the landscaping and cleanliness of the properties. Assist the Facilities Services Staff as directed in maintenance, janitorial, and organizational efforts.

### **Essential Functions:**

1. Perform cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing trash.
2. Keep buildings in a clean and orderly condition, including bathroom cleaning, carpet shampooing, dusting, floor polishing, upholstery cleaning and window cleaning.
  - a. Main TOL Building
  - b. South Hangar
  - c. Cargo Building
  - d. EAF North Hangar
  - e. EAF GSE Facilities
3. Responsibilities may also include work involving maintenance skills to keep machines, mechanical equipment, or structure of an establishment in repair.
4. May perform routine facility maintenance activities, notifying management of need for repairs and additions, cleaning snow or debris from sidewalks.
5. Assists in checking facility for safety hazards and reports any deficiency.
6. Check vehicles before driving them to ensure that mechanical, safety, and emergency equipment is in good working order.
7. Maintain and complete detailed tasks checklist as needed.
8. Maintain landscaping on all company properties. (Mowing, trimming, brush removal, etc.)
9. Removal of litter, refuse, and debris from all parking lots and landscaping.
10. Empty all exterior trash receptacles and replace liners as needed.
11. Empty all cigarette disposal receptacles as needed.
12. Keep sidewalks and entryways clear of dirt, gravel, and debris. (Summer)
13. Keep sidewalks and entryways clear of snow, ice, and debris. (Winter)
14. Keep gutters, drains, vents, and spillways clear of debris, clutter, ice, and any other blockages.
15. Keep all roofs and overhangs clear of snow, ice, and debris.
16. Conduct preventive maintenance and minor repairs on tools and equipment as needed.
17. Operate machinery and equipment such as lifts, loaders, compactors, etc.... as directed.
18. Assist Facilities Services Staff as general labor when assigned.
19. Expedite trips to local vendors to pick up purchases as directed.
20. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

### **Additional Responsibilities:**

#### Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies, and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.
3. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

**Physical Abilities:**

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Environmental Conditions:**

1. Requires the ability to work in and dress appropriately for extreme weather conditions.

**License(s):**

1. Valid Driver’s license

**Qualifications:**

1. Knowledge of landscaping maintenance and the operation of associated tools and equipment.
2. Ability to operate a chain saw, lawn mower, weed eater, snow blower.
3. Requires the ability to understand and retain information provided verbally and written.
4. Requires knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The individual will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_