Dickinson Municipal Airport Authority

Job Description

Job Title:	Facilities Maintenance & Housekeeping
Department:	Airport
Location:	11120 42nd St SW, Dickinson ND 58601
Reports to:	Airport Manager/Operations Supervisor

Pay Range:	**Type of Position**	**Job Status**
Hourly Wage: $25.00/hr. **Hours**: 530pm to 9:30pm (subject to change) 5 days to 7 days per week (negotiable) **Revised:** 10/2026	☐ Full-time **X** Part-time ☐ Seasonal ☐ Temporary ☐ Benefits	☐ Exempt **X** Non Exempt ☐ Safety Sensitive **X** On Call ☐ Public Safety

Job Summary

Under the direction of the Airport Manager, the employee cleans and performs routine maintenance and repairs of airport buildings and grounds, some of which are in secure areas. Incumbent assists Operations/Maintenance with various other job-related duties.

Supervision

Received: Operations and Maintenance Supervisor

Given**:** None

Essential Duties

- Performs a variety of custodial and maintenance tasks at the airport terminal, ARFF building, SRE building, and other airport managed buildings and grounds.
- Sweeps, dusts, vacuums, scrubs, polishes, washes windows, changes light bulbs, removes garbage, and biological waste in all airport facilities.
- Inventories and orders cleaning supplies, restocks supplies in public areas and maintains and repairs cleaning equipment.
- Performs outdoor duties including: maintaining grounds of the airport (landside) and other airport owned buildings and properties. Tasks include but not limited to: watering, repair of watering systems, mowing lawns, edging, trimming, planting, fertilizing, weeding, insect control and snow and ice removal.
- Assists other airport departments with maintenance related tasks, which may include restocking of supplies, hauling or moving furniture or equipment.
- Other duties as assigned by the Airport Manager.

Knowledge, Skills & Abilities

Knowledge of:

- Public facility cleaning has best practices, basic construction and building maintenance, and landscaping.
- Proper use, maintenance and repair of a wide variety of cleaning equipment and tools.

Skills in:

- Computers and computer software.
- Communicating effectively verbally and in writing.
- Areas of housekeeping and basic construction.

Ability to:

- Use office equipment including fax machines, phone systems, cell phones, computers, two-way radio equipment, etc.
- Recognize sensitive and/or confidential information and keep such information confidential when exposed to it during the process of completing routine daily tasks in and around airport facilities.
- Establish and sustain positive working relations with companies, entities, contractors, and other people that may have jobs contracted with the airport, as well as, with other airport entities, lessees, and the public in general.
- Work independently, as well as with others, to prioritize and complete tasks according to work schedule.
- Use tact when communicating.
- Identifying problems in electrical, plumbing and other items that may be encountered.
- Obtain security clearance to work in secure areas.

Physical Demands

- Typically repeated moving, bending, lifting, stooping, hunching, reaching, balancing, climbing, hauling items, loading items, etc.
- Working for sustained period of time while paying attention to detail.
- Must be able to lift 50 pounds to waist height.

Working Conditions

- Potentially stressful, busy, dangerous, and fast paced.
- Extensive public contact both directly and in passing.
- Work is performed in both indoor and outdoor venues in all types of weather conditions including extreme heat and freezing temperatures.

Education & Experience

- Applicant must have High school diploma or equivalent.
- Applicant must possess a valid Driver's License.
- 1 year's job related experience preferred.

Special Requirements

- Successful completion of pre-employment drug screening is required.
- Must pass a five year FBI background check.
- May be required to report to work as early as 4:30 am.
- May occasionally be on call in the event of bad weather, snow events or emergencies.
- May be required to be on-call including weekends and holidays.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Dickinson Municipal Airport Authority is an EEO/ADA employer.