

# SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



## FLOOR MAINTENANCE TECHNICIAN NIGHT SHIFT FACILITIES Full Time, Non-Exempt

**Starting Salary Range:** \$28,422 - \$32,685  
**Salary Grade Range:** \$28,422 - \$42,633

**Posting Date:** 11/15/2021  
**Closing Date:** Open Until Filled

Under direct supervision, cleans and maintains floors, carpet, and hard surfaces within the Authority buildings, using a variety of equipment. Performs other cleaning activities within established guidelines and assigned areas to ensure high level of cleanliness and quality.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED or at least one year floor tech experience. Must be able to obtain and maintain a Security Identification Display Area (SIDA) badge.

**PREFERRED QUALIFICATIONS:** One year experience in all phases of floor and carpet care. Valid Florida License or must obtain within (30) days of assuming position.

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### **TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.**

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website [@www.srq-airport.com](http://www.srq-airport.com); or, calling 941-359-2770 ext. 4212.  
  
Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to [application@srq-airport.com](mailto:application@srq-airport.com). Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY  
JOB CLASS SPECIFICATION**

Job Code: 5030  
Date Approved: 05/2021  
Grade: 21

**JOB TITLE:** Floor Maintenance Technician (Night Shift)  
**REPORTS TO:** Facilities Custodial Supervisor  
**DEPARTMENT:** Facilities  
**FLSA STATUS:** Non-Exempt

**JOB SUMMARY**

Under direct supervision, cleans and maintains floors, carpet, and hard surfaces within the Authority buildings. using a variety of equipment. Performs other cleaning activities within established guidelines and assigned areas to ensure high level of cleanliness and quality.

**JOB RESPONSIBILITIES**

**Essential Job Responsibilities:**

Performs daily general maintenance of hard surface and carpet to include dusting, wet mopping, stripping, waxing, buffing, shampooing, extraction, and bonneting.

Performs scheduled deep cleanings of hard surfaces and carpeting using diamond honing and extraction equipment.

Performs other cleaning activities, as needed, within well established guidelines and assigned areas to ensure that quality standards, safety guidelines and customer service expectations are met.

Cleans spills or waste on carpeting and hard surface.

Performs routine, repetitive tasks on a routine basis.

Report equipment and cleaning product needs and or malfunctions to supervisor in a timely fashion.

Picks up or delivers supplies, parts, and equipment, as needed.

Safely and properly mixes and uses cleaning solutions and adheres to all safety precautions.

**Other Related Responsibilities:**

Although usually assigned to floors, assists other facilities personnel on an as needed basis.

Performs other related duties as assigned.

### **MATERIALS AND EQUIPMENT USED**

Power and manual floor cleaning equipment such as, but not limited to, ride on and handheld sweepers and polishers. Industry standard cleaning chemicals and supplies will be utilized regularly.

### **QUALIFICATIONS REQUIRED**

**Where "preferred" is indicated, the qualification is not essential.**

#### **Education and Experience:**

High School Diploma, GED or at least one year floor tech experience.

One year experience in all phases of floor and carpet care, **preferred**.

#### **Licenses and Certifications:**

Must be able to obtain and maintain a Security Identification Display Area (SIDA) badge.

Valid Florida License or must obtain within (30) days of assuming position, **preferred**.

#### **Knowledge, Skills, and Abilities:**

Knowledge of principles, practices, and methods of basic floor and janitorial maintenance.

Knowledge of potential safety hazards and related safety precautions.

Knowledge of standard tools, materials, and procedures used in floor maintenance.

Skill in the use of hand and power tools as well as janitorial chemicals.

Ability to perform routine and physical work.

Ability to read and understand warning labels on solvent chemicals.

Ability to make minor repairs to cleaning tools and equipment.

Ability to care for and operate various types of power and manual equipment used for cleaning, such as vacuums, ride-on or walk behind scrubbers, floor polishers, floor waxers, accessories, etc.

Ability to understand and interpret oral and written instructions.

Ability to develop and maintain effective working relationships with superiors and fellow employees.

Must possess a positive attitude, be focused on customer service, and work well with others in a team environment.

#### **Physical Requirements:**

The physical demands for the Floor Maintenance Technician consist of moving from one work location to another, standing for extended periods of time and may involve lifting objects weighing up to 60 pounds. Night shift work schedules are required.

**Mental Requirements:**

A Floor Maintenance Technician performs general maintenance of Airport facilities flooring. Individual must be able to work with and understand instructions from various people and change work direction quickly.

**Environmental Requirements:**

The majority of a Floor Maintenance Technician work is spent at night working in a hands-on capacity on a variety of projects requiring labor indoors for extended periods of time. Physical work is continuous. Night shift work schedule is required.

**Summary Clause:**

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Floor Maintenance Technician if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Floor Maintenance Technician and is subject to change at the discretion of the Airport Authority.

*This Class Specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description, but which are commensurate with similar levels of responsibility. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH ISABILITIES.* 5030



### Physical/Mental Requirements

**Job Title: Floor Maintenance Technician**

**Job Code: 5030**

**Date: 05/21**

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing		X		
Sitting		X		
Walking		X		
Lifting		X		
1-10 lbs.		X		
11-20 lbs.		X		
21-35 lbs.		X		
36-50 lbs.			X	
over 50 lbs.				X
Carrying		X		
Reaching		X		
Climbing		X		
Driving		X		
Written Communication			X	
Oral Communication		X		
Reading			X	
Hand Dexterity	X			
Reasoning		X		
Decision Making		X		
Analyzing		X		
Sensory	X			
Sight	X			
Noise Exposure	X			

*The mental and physical aspects shown with an "x" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.*

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## SARASOTA MANATEE AIRPORT AUTHORITY

### SUMMARY OF BENEFITS Full Time Employees

Employer Paid Benefits:		Waiting Period
<b>Employee &amp; Dependent Medical Insurance</b> SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period	
<b>Employee &amp; Dependent Dental Insurance</b> SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period	
<b>Employee &amp; Dependent Life Insurance</b> (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period	
<b>Travel Insurance</b>	Immediate	
<b>Employee Assistance Program</b>	Immediate	
<b>Short-Term Disability</b> (100% paid by SMAA)	1 year	
<b>Sick-Time</b>	90 days	
<b>Vacation Leave</b>	6 months	
<b>Retirement Plan</b> (A 401 plan administered by the Principal Financial Group)	6 months	
<b>Reimbursement for Continuing Education</b>	6 months	
<b>Floating Holidays</b>	6 months	
<b>National Holidays</b>	Immediate	
<b>Special Discount Programs (Varies)</b>	Immediate	
Voluntary/Optional Benefits:		Waiting Period
<b>Pre-Paid Legal Plan</b> (Voluntary – payroll deduction)	Immediate	
<b>Deferred Compensation Plan</b> (Voluntary – payroll deduction)	90 days	
<b>Group Term Life, Supplemental Medical, and Long Term Disability Insurance</b> (Voluntary – payroll deduction)	90 days	