

Maintenance Dispatcher

Department: Maintenance

Date: May 29, 2019

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L16

POSITION SUMMARY: Receive and dispatch maintenance related service requests. Create service calls and work orders in the Computerized Maintenance Management System (CMMS). Provide regular service request updates to the originator of the request. Assist with the monitoring of various computer management systems to maintain optimal comfort levels.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Receive trouble calls and work requests, generate appropriate repair orders.
- Dispatch complaint information to available technicians for emergency or urgent requests. Forward all other complaints via CMMS work orders to appropriate shop.
- Create service calls and work orders as needed. Update information to the CMMS as work order progresses.
- Interact with tenants, contractors, outside agencies, and fellow employees to coordinate services and resolve problems. Provide regular service request updates to originator as needed.
- Provide management information related to issues that may affect Airport operations via text messages or phone calls.
- Assist in monitoring various computer management systems to maintain optimal comfort levels throughout the facility; monitor lighting, elevator, and irrigation computer systems.
- Act as department focal point during emergencies, recalling facilities personnel as required by the emergency plan.
- Responsible for remaining current on all GOAA emergency response procedures and ensuring proper response as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and three (3) years related experience receiving and dispatching work orders in service oriented industries or an equivalent combination of education, training and experience will be considered. One (1) year experience in a large scale commercial, industrial, or institutional environment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent oral and written communication skills
- Knowledge and understanding of building trades
- Intermediate computer skills in Microsoft Office Suite. Familiarity with service requests/work order management systems desired
- Strong customer service skills
- Able to multitask, prioritize, analyze information and use independent judgement
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

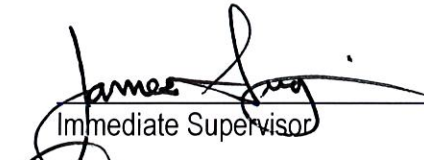
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Exercise considerable independence in prioritizing calls, disseminating information and determining emergency /urgent response.
- Determine priority of call, and which unit(s) to dispatch.
- Exercise considerable independence under general supervision.
- Make independent decisions following established guidelines/procedures

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.


APPROVAL SIGNATURES:




Immediate Supervisor
5-29-19
Date



Department Director
5-29-19
Date



Department Assistant Director
5-29-19
Date



Sr. Director, HR & Risk Management
6-13-19
Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: Yes

Rotating Shift: N/A


Maintenance Dispatcher

Department: Maintenance

Date: May 29, 2019

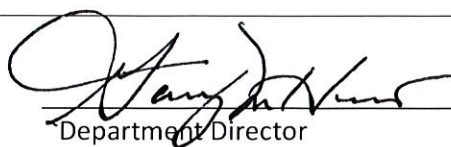
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					2
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	2
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Field Communication Devices (two-way radio)			X				3

SUPERVISOR COMMENTS:

Immediate Supervisor

 5/29/19
Date



Department Director

 5-29-19
Date



Human Resources - Compensation

 5/29/19
Date

JOB DESCRIPTION

Job Title: Maintenance Support

Date: January 30, 2017

Department: Maintenance

Grade/Level: Non-Exempt; B1

Title of Immediate Supervisor: Supervisor, Maintenance or Manager, OEA General Aviation

POSITION SUMMARY: Provides general labor support to all divisions within the Maintenance Department and other Aviation Authority departments at Orlando International Airport (OIA) or at Orlando Executive Airport (OEA) as assigned.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Performs semi-skilled general labor tasks, which include, but are not limited to: moving furniture and equipment, material handling, vehicle operation, work site cleanup after job completion, policing of grounds, and debris removal.
- Provides additional personnel resources to other trades shops and maintenance divisions or OEA maintenance as needed/assigned.
- Performs daily mail courier duties, provides special courier services as needed.
- Completes maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly to ensure accurate maintenance and repair records are kept.
- Assists other trades and receives training.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- If assigned to OEA may also perform the following:
 - Set up community and conference room for events
 - Periodically transport international trash to OIA
 - Maintain plants and other décor as assigned
 - Escort vendors to various OEA locations
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and three (3) years of experience as a construction or maintenance laborer, or an equivalent combination of education, training and experience.

EQUIPMENT OPERATED (Location specific):

- Flat bed truck, dump truck
- Mad Vac sweeper
- Small all-terrain vehicles
- Forklift
- GOAA automobile (when assigned to mail position)

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Basic knowledge of essential safety equipment and protective devices
- Must be capable of properly operating field communications equipment
- Must be able to use basic hand tools and small power tools safely

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Commercial Driver's License, Class "B" (preferred at hire, but must be obtained within 90 days of hire)
- Air brakes designation

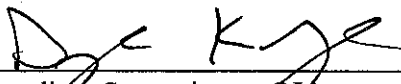
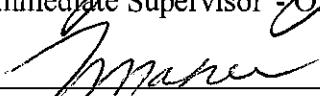
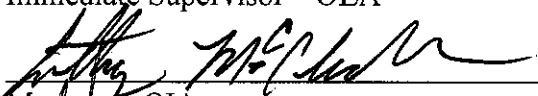
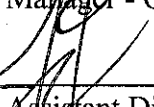
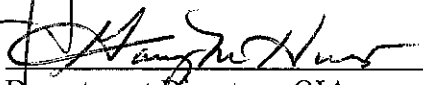
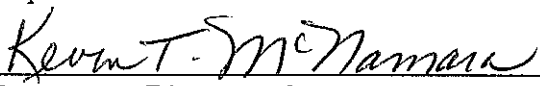
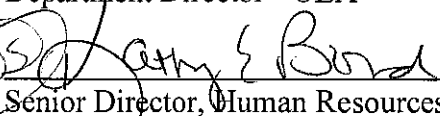
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Determines when assigned task has been properly completed and proceeds to next assignment without further direction.
- Determines best method of accomplishing assigned task with minimal direction.

APPROVAL SIGNATURES:

	<u>0-3-17</u>
Immediate Supervisor - OIA	Date
	<u>1/31/17</u>
Immediate Supervisor - OEA	Date
	<u>2/8/17</u>
Manager - OIA	Date
	<u>2/3/17</u>
Assistant Director - OIA	Date
	<u>2-9-17</u>
Department Director - OIA	Date
	<u>1-31-17</u>
Department Director - OEA	Date
	<u>2-13-17</u>
Senior Director, Human Resources & Risk Management	Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Maintenance Support
Department Maintenance or OEA

Date January 30, 2017
Section 655/441

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing	X					3
Walking	X					3
Sitting			X			3
Lifting				X		3
A. ___ 0 - 20 lbs.			X			3
B. ___ 21-50 lbs.			X			3
C. ___ 50+ lbs.			X			3
Bending/Stooping		X				2
Pushing, Pulling, and/or Digging			X			3
Reaching over Head		X				3
Kneeling, Crawling				X		2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)					X	1
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing				X		1
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
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- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather			X			3
Noxious Fumes				X		1
Chemicals					X	2
Insects				X		3
Heights, Confined Areas					X	2
Excessive Noise			X			3
Other						
Monitoring/Operating Vehicles or Equipment Type (Location Specific)	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Flatbed truck, dump truck				X		3
Pickup trucks or cars		X				3
Mad-Vac sweeper			X			3
Small all-terrain vehicles				X		3
GOAA automobile		X				
Forklift				X		3

Supervisor Comments:

Ally McCreesh
 Immediate Supervisor - OIA
 Date: 2/24/17

Raymond Hunt
 Department Director - OIA
 Date: 2-27-17

KTM Newman
 Department Director - OEA
 Date: 2-16-17

JOB DESCRIPTION

Job Title: Manager, Access Control & Security Compliance

Date: June 14, 2017

Department: Security

Grade/Level: Exempt, L29

Title of Immediate Supervisor: Director, Security

POSITION SUMMARY: Responsible for the management of the Transportation Security Administration (TSA) requirements regarding the issuance of Access Control Media, airport employee badging and locksmith activities. Responsible for oversight and administration of regulatory compliance issues in the Security department. Acts as Alternate Airport Security Coordinator, which includes 24-hour point of contact response to any security concern at the airport.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Provide overall management of Access Control and the Lock Shop
- Interpret and manage 49 CFR 1542 access control compliance requirements
- Confirm security compliance with all TSA regulatory requirements contained in 49 CFR Part 1542, and with the Airport Security Program. Manage inspections, auditing processes, and proper documentation.
- Manage security training programs, to include the airport's computer-based training (CBT) for airport personnel and tenants; develop and implement new security training initiatives
- Provide interpretation and guidance to the airport community regarding access control media and security related issues for consistency and compliance
- Develop, implement and monitor systems so all contracts and documentation from Properties, Construction, Engineering, signatory airlines, and other tenants are reviewed for Access Control compliance, and that all security related contracts are in compliance and meeting their contractual obligations. Serve as AAR for assigned contracts.
- Manage the CCTV/ACS camera system and serve as the primary point of contact for system upgrades, expansion and security related functionality
- Responsible for timely meeting of all reporting requirements. Facilitate proper response to letters of investigation, civil penalties, etc. made by TSA and investigate allegations of non-compliance. Interact with law enforcement agencies and other departments regarding investigative matters as needed.
- Management/supervision of employees in assigned areas of responsibility. Overall responsibility for: assignment of work, hours of work and authorization of time sheets; quality, quantity and timeliness of work; compliance to policy and procedure; goals and performance review; development and training. Part of the interview and selection process, recommend disciplinary action as necessary, monitor overall safety and security of the work area.
- Responsible for policies and procedures for assigned areas

RESPONSIBILITIES (CONTINUED):

- Manage reconciliation and accountability of all issued access control media and record keeping
- Responsible for assigned department budgets; the accuracy of financial transactions and reporting, and verification and approval assigned contract pay requests/invoices
- Assist Airport Security Coordinator in development and administration of airport's Comprehensive Security Plan, and in ensuring compliance with changing operational and regulatory requirements
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in business or management, and eight (8) years experience in an airport operations environment to include supervisory and management responsibilities; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Working knowledge of TSA access control regulations and security directives as well as federal aviation security requirements.
- Proficient in multiple computer applications (Outlook, Word, Access, Excel, Power Point, and Oracle)
- Strong customer relations skills; excellent interpersonal skills
- Demonstrated record and bookkeeping skills
- Demonstrated ability to work effectively under time constraints and in stressful situations
- Able to prioritize work to meet deadlines; highly organized and detail oriented
- Strong oral and written communication skills

LICENSES/CERTIFICATIONS REQUIRED:

- A valid Florida driver's license

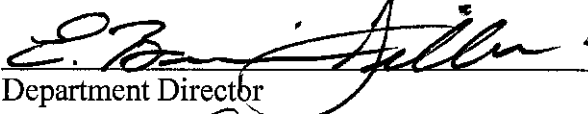
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Management responsibility for a staff of approximately twenty-two (22) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

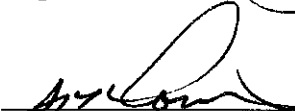
- Broad latitude regarding quantity and quality of work; costs; methods; hiring/termination action; performance appraisals; and other actions associated with employees.
- Must independently assess and maintain confidentiality requirements.
- Works very independently with little supervision or direction – substantial latitude in initiative, judgment and authority.

APPROVAL SIGNATURES:



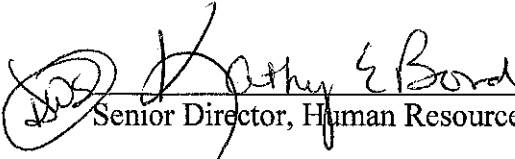
Department Director

6-19-2017
Date



Chief Operating Officer

6-26-2017
Date



Senior Director, Human Resources & Risk Management

6-29-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title
Department

Manager, Access Control and Security Compliance
Security - Access Control

Date June 14, 2017
Section 462

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting	A. 0 - 20 lbs.				X	1
	B. 21 - 50 lbs.				X	1
	C. 50+ lbs.				X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
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Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

Department Director

6-14-17

Date

Chief Operating Officer

6-26-2017

Date

JOB DESCRIPTION

Job Title: Manager, Air Service and Business Development

Date: October 4, 2017

Department: Marketing and Air Service Development

Grade Level: Exempt; 29

Title of Immediate Supervisor: Assistant Director, Marketing & Air Service Development

POSITION SUMMARY: Manage Orlando International Airport (MCO) Air Service (ASD) and Business Development in assigned areas. Facilitate the development of opportunities for the airport and airline.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Manage both the MCO air service development(ASD) and business development (BD) functions of markets/airlines as assigned by the Sr. Director Marketing and Air Service Development.
- Develop ASD & BD plans including short and long-term strategic objectives for assigned areas.
- Identify passenger air service needs and opportunities for the Central Florida region to expand or add new service
- Travel to assigned airline headquarters to develop relationships and present MCO air service development route opportunities.
- Represent MCO at air service development industry meetings and corporate business travel conferences as assigned.
- Develop and manage targeted air service development task forces as required for ASD needs
- Build and enhance relationships with the business community, economic development groups, bi-national chambers of commerce and governmental agencies to increase support for air service development efforts.
- Collaborate with the sales and marketing teams of airlines serving MCO to preserve existing routes and relationships, while providing new leads and introductions to community partners and businesses to increase Orlando originating traffic.
- Identify, create and develop marketing strategies for MCO new airlines and underperforming markets to increase awareness of those air services in the MCO catchment area.
- Responsible for co-maintaining an internal database of Central Florida businesses and their travel needs. Identify new business leads for the database through networking, event participation, meetings, referrals and media outlets.
- Manage memberships as assigned to insure membership benefits are realized.
- Seek and identify partnerships and marketing opportunities for the airport and airlines serving MCO with the objective of increased public exposure for the airlines and the airport.
- Coordinate and manage MCO onsite airline visits with other GOAA departments, CBP, TSA, ground handlers and others as requested of airlines within assigned portfolio.
- Identify and creates events/opportunities for MCO to host airline network/route planners in Central Florida and manage those events
- Identify, establish and maintain working relations with the MCO Airline Station Managers and acting as a liaison between the airlines and GOAA to convey issues that affect their MCO air service.

RESPONSIBILITIES (Continued):

- Supervise assigned employee(s). Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; maintain compliance with established policy, procedure and standards. Advise Assistant Director of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Respond to ASD & BD inquiries
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Business, Marketing, Aviation management or related and six (6) years of professional experience in aviation marketing, air service development, economic development, or airport/airline management, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to work, function and perform at a high level of competency in a dynamic work environment with constantly changing priorities; demonstrated leadership skills
- Ability to manage multiple projects and keep staff informed in each area of responsibility
- In-depth knowledge of regional businesses community
- In-depth knowledge of tourism and economic development industry
- In-depth knowledge of aviation/airline industry desired
- Advanced working knowledge of and experience with software including MS Office and Customer Relationship Management (CRM) products
- Strong communication and presentation skills
- Strong research and analytical skills
- Strong creative skills
- Knowledge of a foreign language(s) desirable
- Able and willing to travel up to 25% of the time

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License
- Valid U.S. passport

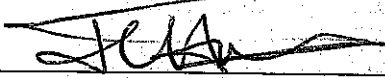
SUPERVISORY RESPONSIBILITIES *(Indicate number supervised)*

- May supervise one (1) or more employee(s) in assigned area

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

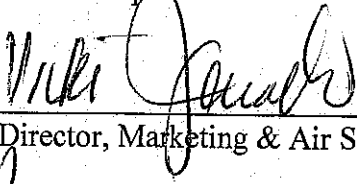
- Work with high degree of independence with little supervision or independence – substantial latitude in initiative, judgement, and authority
- Evaluate, analyze, design and initiate appropriate actions
- Judgement required in identifying opportunities and creating/executing marketing strategies
- Analyze customers and determines most effective methods of establishing/maintaining relationships

APPROVAL SIGNATURES:



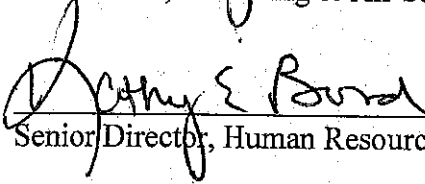
Immediate Supervisor

11/9/17
Date



Sr. Director, Marketing & Air Service Dev.

11/11/17
Date



Senior Director, Human Resources & Risk Mgmt

11-10-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Manager, Air Service and Business Development
Marketing & Air Service Development

Date
Section

October 4, 2017
311

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting					X	2
A. 0 - 20 lbs.					X	1
B. 21-50 lbs.					X	1
C. 50+ lbs.					X	3
Bending/Stooping (Trade Shows and related events)					X	3
Pushing, Pulling, and/or Digging (Trade Shows/related events)					X	3
Reaching over Head (Promotional items)					X	3
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills) (Travel related)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)

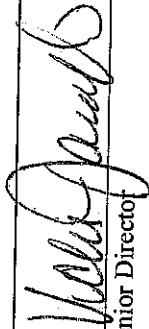
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Travel up to 25% of the time				X		3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)			X			3
Driving - GOAA or own vehicle				X		3

Supervisor Comments:


 Immediate Supervisor

11/1/17
 Date


 Senior Director

11/1/17
 Date

JOB DESCRIPTION

Job Title: **Manager, Airfield & Grounds**

Date: April 21, 2016

Department: **Maintenance**

Grade/Level: **Exempt; L29**

Title of Immediate Supervisor: **Assistant Director, Maintenance Operations**

POSITION SUMMARY: Provides leadership and management to ensure the desired physical condition of the airfield/airport grounds, roadways, paving, drainage, and support. Schedules and prioritizes major projects; determines labor force requirements and equipment/material needs.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Manage and provide leadership for all airfield/airport grounds, roadways, drainage, pavement, and maintenance support operations. Schedule/prioritize major projects; identify labor force, equipment and material needs (including Capital), develop replacement and renewal programs.
- Contract responsibility for runway rubber removal and ramp scrubbing (FDOT notifications, required water issues, etc.).
- Coordinate with various FAA, Authority, and tenant departments to ensure no conflicts arise from work being scheduled in their areas of responsibility.
- Ensure proper monitoring of storm-water levels and implement adjustment of flood control structures.
- Confer with Supervisory staff on a daily basis to ensure that work to be undertaken is thoroughly understood and that sufficient parameters are established and maintained to complete work in a timely and efficient manner.
- Establish and maintain the appropriate administrative systems to record personnel, administrative, contractual, investigative, or any other records that must be maintained for the efficiency of the section.
- Review, study, and interpret architectural drawings, plans, and specifications for proposed projects prior to the bidding process; review “as-built” drawings for accuracy and completeness. Review all pavement construction contracts.
- Inspect pavement/concrete construction projects.
- Initiate the procurement process, participate through contract award, and ensure compliance with the contract requirements for services and material contracts. Approve procurement requests and project payouts, initiate budget release and work requests.
- Prepare documents for construction committee, including budget, timeframe, requirements, expected outcomes, etc. Attend project meetings as needed.
- Responsible for personnel (overtime), purchasing, and capital budgets. Track and ensure payment of invoices, review/authorize all invoices.
- Plan, develop and initiate staff training programs. Overall responsibility for staff payroll, performance reviews and disciplinary actions. Participate in the interview, testing, and selection process for open positions.
- Remain current on all GOAA safety, security and emergency response procedures and ensure that all section employees are trained on these procedures.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Civil Engineering, Construction, Architectural studies or Management; and six (6) years' experience in a large scale Operations & Maintenance organization to include supervisory responsibility, or an equivalent combination of education, training, and experience. Airport experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Technical training in various types of building construction
- Training in production control methods for structural systems maintenance
- Manpower resource management
- Sound working knowledge of heavy construction equipment, storm drainage systems, pavements/concrete repairs, construction methods and materials
- Working knowledge of hazardous material/chemical handling requirements and aquatic chemical applications
- A thorough working knowledge of FAR 139 parameters regarding airfields and the maintenance thereof
- Strong leadership skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Drivers License; technical licenses desirable
- A Restricted Chemical license required within one year of employment in this position

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Through two Supervisors, Manages approximately thirty three (33) employees who are governed by a bargaining unit contract.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgement and make decisions.)*

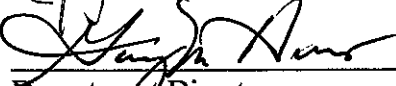
- Substantial latitude in initiative, judgement, and authority in carrying out duties and responsibilities consistent with this position as described.
- May establish general operating procedures, quality and quantity of work performed in area of responsibility.

APPROVAL SIGNATURES:



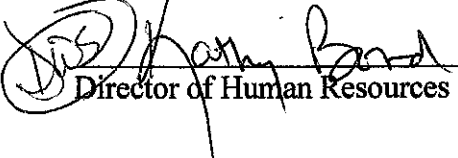
Immediate Supervisor

Date 5/3/16



Department Director

Date 5-4-16



Director of Human Resources

Date 5-13-16

Job Description Supplement Physical Requirements and Working Conditions

Position Title Manager, Airfield & Grounds
Department Maintenance

Date April 21, 2016
Section 631

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting			X			3
Lifting					X	1
A. __ 0 - 20 lbs.					X	1
B. __ 21- 50 lbs.					X	1
C. __ 50+ lbs.				X		1
Bending/Stooping				X		1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals				X		1
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle		X				3
General office equipment (computer, copier, fax)		X				3

Supervisor Comments:


 Department Director

Date
5-12-16

Immediate Supervisor

5/12/16
Date



Manager, Airline Relations

Department: Executive Administration

Date: February 24, 2023

Title of Immediate Supervisor: Assistant Vice President, Airline Relations

Pay Level: L30

POSITION SUMMARY: Assist the Assistant Vice President with departmental responsibilities of advising, leading, and aiding the Greater Orlando Aviation Authority (GOAA) with the planning and implementation of strategic initiatives related to airline relations and activities as set forth by the Board and Chief Executive Officer. Provide support to airline business processes, systems and agreement negotiations. Provide planning and project management for various activities to include airline facility planning, engineering and/or construction projects in support of the Terminal Area Capital Improvement Plan (TAIP), from scope definition and design through completion of construction and operations. Accountable for the seamless transition from current facilities to those provided by TAIP. Review for accuracy the design and construction project activity as it relates to business and operational needs, facility readiness and transition activities.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage airline relations relative to business, operational, planning, facility management and improvements and other efforts on a local and corporate level. Facilitate discussions with current airlines and provide support to the Marketing department on prospective airline entrants to the MCO market.
- Manage current, medium and long range planning efforts to support airline growth, airline terminal rebalancing initiatives, new entrant allocation and the implementation of industry innovations.
- Contribute to the negotiations for new airline agreement. Review agreement language and make recommendations on language based on data and procedural analysis to assist in decision making. Manage the process to update procedures or implement changes with relevant departments to include Properties, Operations, Maintenance and Finance.
- Facilitate discussions with staff and consultants to identify and make recommendations to improve or add operational processes, procedures, strategies and systems.
- Support analytical and modeling efforts during planning. Point of contact with various GOAA Departments and consultant to gather, review data and drafts identify processes, validate assumptions and results of the models.
- Provide organizational guidance and support to operational readiness and transition program staff on various terminal related CIP projects. Serve as a primary liaison between the airlines and the various operational readiness projects. Collaborate with departmental representatives and external stakeholders to identify needs, processes and procedures in support of operational readiness activities. Develop procedures and controls to maintain a seamless transition from construction to operation.
- Organize and provide specialized tours, prepare briefings and presentations pertaining to airline relations, business and/or operational matters.
- Manage and support the space planning and allocation process in GIS to maintain consistency with the financial and leasing model to include communication of the process. Review architectural drawings and provide guidance to the CADD support team in support of the updates. Verify GOAA's spatial information systems are updated to reflect the new or renovated facilities, equipment and systems.
- Participate in technical review of drawings and specifications, job coordination meetings, budgeting, review of written proposals, coordinate change orders, and scheduling of activities.
- Participate in post construction analysis of performance by the contractor, architect or engineer of record and the Owner's Authorized Representative.
- Provide support to the strategic tasks assigned by the Assistant VP.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in aviation management or related field and seven (7) years' experience airport/airline operations developing, integrating, implementing, strategic initiatives, or an equivalent combination of related education, training, and experience. Previous facilities, planning, airport operations and/or properties experience required. Experience in an architectural or engineering firm, construction or governmental agency with responsibility for compliance and enforcement activities is an asset.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of airport & airlines business practices to include operational and facility issues
- Demonstrated ability to analyze, plan, schedule, organize, prioritize and manage multiple complex projects.
- Ability to communicate the Authority's position clearly and accurately, formally and informally to internal and external customers
- Knowledge of construction terminology and practices
- Project management skills
- Basic negotiation skills
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Ability to read and interpret contract documents/agreements, plans and technical specifications
- Familiarity with construction and electronic documents, plans and schematic diagrams desired
- Ability to present information to large and diverse groups
- Strong computer skills in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint, etc.
- Working knowledge of Resources Management Systems
- Knowledge of CADD, Revit, BIM and/or GIS desirable
- Strong written and oral communications skills
- Ability to pay attention to detail and meet deadlines; strong organizational skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- AAE certification desirable
- Certification in a specialty subject area(s), which may benefit the Authority, is desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise contract extension of staff and activities of personnel involved in special projects.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little or no supervision, substantial latitude in initiative, judgement, and authority
- Supervise and direct several major projects and project functions
- Responsible for quality and quantity of work, costs, methods, etc. Evaluate performance of contractors and their compliance with policies and regulations
- Provide counsel for solution of unusual problems
- Participate in negotiation of consultant fees and change orders
- Rely on extensive experience and judgment to manage, plan, and accomplish GOAA's goals


This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is

employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor 3/6/2023
Date



Chief Development Officer 3/6/23
Date

or 

Vice President of Human Resources 3/10/23
Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



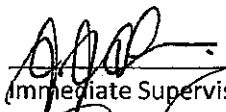
Manager, Airline Relations


Department: Executive Administration

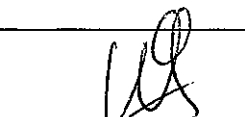
Date: February 24, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting: 0 - 20 lbs					X		2
20 - 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging					X		2
Reaching over head					X		2
Kneeling, Crawling					X		2
Climbing (ladders, stairs, hills)					X		2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing		X					3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	2
Noxious Fumes						X	2
Chemicals						X	2
Insects						X	2
Heights, Confined Areas						X	2
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor 3/6/2023
 Date


 Human Resources - Compensation 3/8/2023
 Date


 Chief Development Officer 3/6/23
 Date

Manager, Airline Tenants

Department: Commercial Properties

Date: October 3, 2022

Title of Immediate Supervisor: Director, Planning & Development

Pay Level: L29

POSITION SUMMARY: Manage the lease administration, tenancy, contractual issues and service agreements with airline/aviation related terminal tenants. Conduct business, financial, contract evaluation, research support and other statistical analysis used for decision-making and development of Greater Orlando Aviation Authority's (GOAA) goals and strategies. Draft airline space and use agreements, amendments and other agreements. Administer and maintain compliance with the terms and conditions of assigned agreements. Serve as Authority's liaison with corporate and local tenant representatives to understand, evaluate, present, track and resolve tenant issues and projects. Represent GOAA in assigned matters pertaining to Greater Orlando Aviation Authority's commercial properties department.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage airline and terminal aviation services agreements, contractual issues with leasing of airport properties for airlines, airline service providers, vendors and related agencies currently serving or proposing service to Orlando International Airport.
- Prepare and present business, financial, contract evaluation, research support and other statistical analysis used for decision-making and development of Greater Orlando Aviation Authority's (GOAA) goals and strategies. Meet with potential new airline entrant to discuss operating options, financial impacts and contractual options.
- Participate in strategic planning activities to identify and evaluate solutions to capacity issues and future growth of the terminal and airside areas. Facilitate the identification of space to meet the needs of existing and prospective airline tenants.
- Administer a portfolio of varied airline space and use agreements and lease agreements requiring a diverse understanding of contractual language, tenant processes and procedures.
- Supervise Commercial Properties Administrators in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Enter and maintain key terms and conditions, including billing instructions, for each agreement in the Aviation Authority's property management software in a timely and accurate manner.
- Establish relationships and communicate regularly with tenants to resolve issues, facilitate cross departmental coordination, and maintain good tenant relations.
- Prepare and process draft lease documents, amendments, letters and memorandums for management and legal counsel review.
- Coordinate and facilitate the execution of agreements, and distribute executed agreements.
- Prepare and process form agreements, amendments, permits, licenses, Design Review Committee packages and annual renewals.
- Administer the Aviation Authority's contractual requirements for tenant construction projects and assist Tenant Construction personnel with the approval, coordination and completion of multiple tenant projects.
- Interface with various Aviation Authority departments and personnel to evaluate, recommend and obtain approvals for space assignments; to resolve space, use and support facilities; to evaluate, recommend and obtain approvals for the assignments of baggage makeup facilities; to confirm tenant contract maintenance requirements and expedite resolution for tenant maintenance issues; to confirm tenant awareness of their security responsibilities and to verify all thresholds are met; to provide support, coordination, mediation and resolution of contractual issues; to

provide fee estimates and other information to assist with the integration of new airlines, tenants, services, space and support requirements; and to provide information regarding tenant space assignments and changes that affect passenger terminal way-finding.

- Prepare and issue monthly airline service reports, and tenant contact directories for their distribution by Marketing.
- Assist in the development of bid documents and request for proposals for aviation projects; coordinate the solicitation, bid review, recommendation to procurement committee and to Authority Board for award to successful bidder.
- Manage the coordination, vetting, and approval of new space and space change requests in coordination with Airline Affairs, Airport Operations, Airport Maintenance, Tenant Construction and corporate tenant property and facilities representatives.
- Assemble Letters of Authorization, which comply with the Rates and Resolution agreement and Airport Operations Procedures for the leasing of terminal space, baggage make-up units, preferential gates, ticket counters and support space.
- Coordinate updates to Exhibit C (Allocation of Space) to the LOA's, Space Use Agreements and other terminal complex leaseholds.
- Collaborate with Finance to confirm revenues are apportioned accurately in accordance to the lease documents; verify and confirm tenant billing; collaborate on all rent and rent collection related issues, including rent escalations, changes in space, agreement assumption, tenant name or ownership changes; assist in collections.
- Maintain and populate the Space Management System database and coordinate modifications to base drawing with CADD support personnel.
- Conduct field verification of space allocations as needed.
- Coordinate address requests, monitor and update property data in technology information systems.
- Review submittals for tenant improvement projects and tenant signage. Maintain continuity and integrity of design of facilities, compatibility with existing facilities, safety issues and other factors.
- Perform a preliminary review of schematic renderings, drawings and other associated documents and presents to the DRC following content approval, prior to Engineering review; Aviation Authority liaison with tenant and represent the department at construction design meetings, pre-construction meetings, project update meetings, job coordination meeting, as required.
- Abstract and track critical dates, etc. for new leases, lease renewals, expansions, contractions, relocations, terminations and various lease amendments in a timely and accurate manner.
- Evaluate deposits and contract bonds against current and forecasted activity. Make recommendations with regards to increasing or decreasing deposits and contract bonds annually, bi-annually, or as needed.
- Work closely with the Aviation Authority's General Consultant to maintain compliance with graphic standards and uniformity with past and future issues.
- Compile and maintain statistical data essential to developing rates and charges, minimum annual privilege fees, project costs, and financial proformas.
- Perform O&M, Capital and Revenue budgets and preparation of the annual Leasehold Disclosure for airline/aviation terminal tenants as required by the Finance department. Provide revenue forecasts and coordinate the department's revenue budget annually.
- Interface with current and future tenants/customers to resolve start-up or relocation issues. Coordinate operational activities to assure that occupants receive the level and kind of building services specified in lease agreements and verify that property is in a condition that complies with the terms of leases at the time it is vacated. Address tenant issues with management or other departments as needed.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non- Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Coordinate tracking, storage and destruction of documents and records, and respond to public records requests.
- Draft board memos, presentations and other business proposals as required by management.
- Maintain and distribute the Airline Providing Service report used by Marketing, Customer Service and IT on the airport website and mobile phone app for public information purposes.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business or Public Administration, or in a directly related field and five (5) years experience related to airline/airport commercial lease management, contract administration and airline/airport operations/management, or an equivalent combination of related training, education and experience. Experience using property and contract management software applications, preparing commercial properties leases, and drafting business letters required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Ability to read, interpret and draft contracts, leases and routine property management transaction documents, and read and interpret construction blueprints, schematics, drawings and architectural renderings.
- Knowledge of standard space management practices and techniques to assist clients in developing space requirements; layouts, designs and timetables for build-out of space.
- Proficiency in Microsoft Office Suite or similar applications to perform financial and general business analysis, prepare documents, exhibits and presentations. General knowledge of Auto CADD and ArcGIS products.
- Excellent interpersonal, communication, public presentation and written skills and ability to effectively interact with Aviation Authority, airport and domestic and international corporate customers, including legal, financial, technical and non-technical individuals.
- Demonstrate team leadership, integrity, ingenuity, and inventiveness in the performance of assigned tasks and represent the Authority in a professional manner.
- Ability to quickly identify issues, resources and alternatives, build consensus, recommend suggested courses of action and implement decisions.
- Must have the ability to work in a dynamic environment interacting regularly with corporate executives, local and federal officials.
- An understanding of airport and airlines terminal operations is required to perform effectively.
- Ability to read, understand and interpret local and federal regulations, certifications, registrations, licensing and operational procedures.
- Ability to manage large campus facilities with multiple tenants and varied ongoing activities, including terminal, maintenance, operations, support, provisioning, and other tenant activities.
- Ability to serve as the GOAA's liaison and tenant advocate to resolve conflicting interests and ensure optimal solutions acceptable to all parties in a timely manner.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of approximately one (1) employee


LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little or no supervision, substantial latitude in initiative, judgement, and authority
- Must be able to meet deadlines, create ad-hoc reports for management.
- Establish general operating procedures, quality and quantity of work in an area of responsibility.
- Frequent external stakeholder contacts in which GOAA's policies and procedures must be consistently and accurately represented. Required to provide high standard of customer service with professionalism and efficiency.
- Possess an understanding of individual corporate protocol when communicating, negotiating or interacting with sophisticated corporate representatives.

- Must have a solid understanding of the Authority's mission, goals and objectives.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



 Immediate Supervisor

12/8/22

 Date



 Chief Executive Officer

12/12/22

 Date



 Sr. Director, HR & Risk Management

12/19/22

 Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Manager, Airline Tenants

Department: Commercial Properties

Date: October 3, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			2
Walking				X			2
Sitting			X				2
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					N/A	N/A
	51+ lbs					N/A	N/A
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							


SUPERVISOR COMMENTS:



 Immediate Supervisor

12/8/22

 Date



 Chief Executive Officer

12/13/22

 Date



 Human Resources - Compensation

12/15/2022

 Date

Manager, Airport Operations – Airfield

Department: Airfield Operations

Date: February 12, 2019

Title of Immediate Supervisor: Assistant Director, Airport Operations – Airfield

Pay Level: L29

POSITION SUMMARY: Responsible for the day-to-day management of the Airfield Operations department. Act as liaison between the Authority and numerous state and federal Agencies. Prepare and perform management oversight of the departmental budget. Provide effective, professional leadership that contributes to the Authority's position as a leader in aviation.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the day-to-day planning and operation of the airfield to support the long-term vision of the department and comply with all federal, state, local and Aviation Authority policies, rules and regulations.
- Make decisions necessary to maintain the continued safe operation of the airfield; eliminate or mitigate operational delays or negative impacts to customers with a focus on safety and customer service.
- Verify compliance measures are in place to monitor contracted personnel.
- Supervise assigned staff; assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; verify compliance with established policies, procedures and standards; prepare and conduct performance reviews; oversee required FAR 139 training program in order to maintain compliance; participate in interviewing and selection of employees; administer disciplinary action as needed; provide for safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Confirm, through subordinates, that inspections of airport facilities and the Air Operations Area are conducted in an effective and timely manner.
- Responsible for the Airport Emergency Plan and the Airport Certification Manual.
- Develop and coordinate Emergency Response Procedures.
- Assist with the development, implementation and monitoring of the Division's budget.
- Represent the department and/or Aviation Authority at various meetings as assigned.
- Serve as liaison to other departments as well as local, state and federal agencies in matters pertaining to Airfield Operations or staff.
- Develop, revise and implement programs and operational procedures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business Administration, Public Administration or related field and six (6) years experience in airport operations related to airfield operation at a medium to large commercial airport, which includes at least three (3) years of supervision/management, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of federal, state and local rules and regulations applicable to the operation of a Part 139 commercial service airport, to include Federal Aviation Regulations (FAR), Advisory Circulars and Code of Federal Regulations 1540 and 1542.
- Computer skills, including Microsoft Office Suite

- Demonstrated managerial and leadership skills
- Strong oral and written communication skills
- Excellent organizational skills
- Strong analytic / diagnostic skills
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower
- Must have knowledge and be capable of operating equipment used in wildlife hazard management program (shotgun, pistol, gas cannons, etc.).
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times and in potentially stressful, difficult, and confrontational times
- Must be able, willing and available to work both standard and non-standard work schedules, including weekends, to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Must be able to attain American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) certification in Operations or equivalent within one year of hire/promotion
- AAAE Certified Member (CM) or Accredited Airport Executive (AAE) credentials preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervise a staff of approximately seven (7); indirectly supervise a staff of approximately fourteen (14)


LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Operational decisions and input into policies that affect the day-to-day operations of the airport
- Work independently with minimal supervision or direction
- High level of latitude in initiative, judgment and authority
- Supervise and direct the work of a major functional area, including responsibility for costs, operational methods, and hire, transfer, promotion and termination of staff.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:


 Immediate Supervisor 05 Mar 19
 Date


 Department Director MAR 5, 2019
 Date


 Department Senior Director 0305-2019
 Date


 Sr. Director, HR & Risk Management 3-12-19
 Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



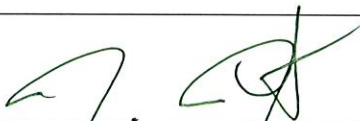
Manager, Airport Operations – Airfield

Department: Airfield Operations

Date: February 12, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting			X				3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Vision requirements: must have at least 20/40 acuity in each eye with or without correction and 70 degrees peripheral in horizontal meridian in each eye.				X			3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes					X		1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise				X			3
Willing and able to adjust work schedule as conditions warrant							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Field Communication Equipment			X				3
SUPERVISOR COMMENTS:							


 Immediate Supervisor Date 05 Mar 19


 Department Director Date MAR 5, 2019


 Human Resources - Compensation Date 3/7/19

Manager, Airport Operations - Airline

Department: Airline Division

Date: October 15, 2019

Title of Immediate Supervisor: Assistant Director, Airport Operations - Airline

Pay Level: L29

POSITION SUMMARY: Manage the daily operations and long-term planning for the Greater Orlando Aviation Authority's (GOAA) airline related facilities. Act as liaison between GOAA and numerous State and Federal Agencies. Assist Marketing and Air Service Development department with operational impact of current and proposed flight activity. Responsible for the management of GOAA's international trash facility, and the removal of domestic and international trash from airport property.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the planning, development and administration of GOAA's airline related facilities and resources.
- Responsible for the operational security and compliance with all relevant federal, state, and local rules and regulations, related to GOAA's airline related facilities.
- Make immediate decisions necessary to maintain a consistent and safe operation of airline related facilities with the intent to eliminate or mitigate operational delays or negative impacts to customers, tenants and airlines, with a focus on safety and customer service.
- Confirm contract compliance measures are in place to monitor contracted personnel.
- Meet regularly with the Marketing and Air Service Development department regarding operational issues and impact of current and proposed scheduled flight activity.
- Assist in the planning and administration of the annual operating, revenue and capital budgets of the Airline Division budget.
- Serve as representative for the Airline Division on the Airline Management Council and other groups; represents the operational needs and requests of the airlines as applicable.
- Point of contact for users of GOAA's airline related facilities and resources.
- Coordinate with consultants, legal counsel and other GOAA departments on matters related to the Airline Division; provide guidance and information as needed.
- Provide coordination among airlines, passengers, essential service and tour operators, City, County, State and Federal agencies as needed.
- Manage the proper processing and removal of international and domestic trash operations in accordance with USDA regulations.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in aviation/airport management, business administration or related field and five (5) years experience in an airport/airline operations environment, or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of related laws, regulations, policies and procedures, including Federal Aviation Regulations pertaining to lease and use of facilities
- Demonstrated leadership, management skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired
- Demonstrated analysis and problem resolution skills
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required
- Attention to detail
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees; and indirect oversight of Airline Operations staff and contracted workers

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Operational decisions and input into policies that effect the day to day operations of the airport
- Works independently with minimal supervision or direction
- High level of initiative, judgment, authority and problem-solving ability
- Supervise and direct the work of a major functional area, including responsibility for costs, operational methods, and hire, transfer, promotion and termination of staff

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:




 Immediate Supervisor Date 10/17/2019



 Department Director Date OCT 17, 2019



 Department Senior Director Date 11-04-2019



 Sr. Director, HR & Risk Management Date 11-6-19

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



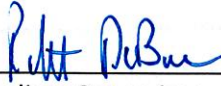
Manager, Airport Operations - Airline

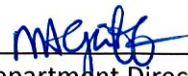
Department: Airline Division

Date: October 15, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking				X			2
Sitting				X			3
Lifting:	0 – 20 lbs				X		1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Communication Radio				X			3
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor 10/17/2019
 Date


 Department Director Oct 17, 2019
 Date


 Human Resources - Compensation 11/5/19
 Date

Manager, Airport Operations (Landside)

Department: Airport Operations – Landside Division

Date: June 6, 2022

Title of Immediate Supervisor: Assistant Director, Airport Operations - Landside

Pay Level: L29

POSITION SUMMARY: Manage the daily operations and long term planning for the Greater Orlando Aviation Authority's (GOAA) landside related facilities. Plan and provide direction to staff to maintain safe, secure and orderly operations in the Landside Division. Prepare and perform management oversight of the departmental budget.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the planning, development and administration of GOAA's landside related facilities and resources. Provide direct management oversight and guidance to Landside Division staff
- Prepare and manage all aspects of the department budget, including project accounts. Oversee purchase orders, requisitions, and procurement of supplies.
- Manage training program for staff and confirm proper emergency response to incidents
- Responsible for the operational security and compliance with all relevant federal, state, and local rules and regulations, related to GOAA's landside related facilities.
- Mediate and mitigate issues involving staff within the division. Advise and work with the Human Resources Department as necessary. Assist the Human Resources Department in investigations/inquiries pertaining to the Landside Division.
- Verify proper enforcement of Authority Ground Transportation Rules and Regulations (GTR&R)
- Initiate recommendations, as needed, to support changes to existing policies and procedures for the Landside Division. Develop and implement plans, policies, and procedures.
- Verify proper issuance of parking citations in accordance with appropriate statutes and ordinances
- Develop and coordinate Emergency Response Procedures
- Attend meetings, make decisions and resolve issues for the Landside Division
- Act as Supervisor, Landside Operations as necessary to support the day-to-day operations of the department
- Serve as liaison to other departments as well as local, state and federal agencies in matters pertaining to Landside Division operations or staff
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Aviation Management, Business Administration or related field, and six (6) years experience in airline/airport operations, or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of related laws, regulations, policies and procedures, including Federal Aviation Regulations pertaining to Airport Operations

- Computer skills and knowledge of Microsoft Office software: Excel, Word, PowerPoint required
- Demonstrated leadership and management skills
- Effective oral and written communication skills and strong customer service skills required, multi-lingual skills desired
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Excellent organizational skills and attention to detail
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations
- Demonstrated analysis and problem resolution skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Parking Enforcement Specialist Training course required at time of hire/promotion or within three (3) months of assignment to this position

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately two (2) employees, and indirect oversight of approximately one hundred eight (108) employees


LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work very independently with little supervision or direction – substantial latitude in initiative, judgment and authority
- Operational decisions and development of policies that effect the day to day operations of the airport
- Supervise and direct the work of a major functional area, including responsibility for costs, operational methods, and hire, transfer, promotion and termination of staff

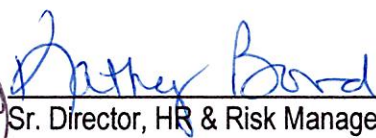
This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:


 Immediate Supervisor _____ Date 10-3-22


 Department Director _____ Date OCT 6, 2022


 Chief of Operations _____ Date 10-06-2022


 Sr. Director, HR & Risk Management _____ Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Manager, Airport Operations (Landside)

Department: Airport Operations – Landside Division

Date: June 6, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking				X			2
Sitting				X			3
Lifting:	0 – 20 lbs				X		1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		2
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
2Way Communication Radio			X				3
Other							
SUPERVISOR COMMENTS:							

10-3-22
Immediate Supervisor Date

OCT 6, 2022
Department Director Date

10/19/2022
Human Resources - Compensation Date

Manager, Airport Operations – Strategic Initiatives

Department: Airport Operations

Date: July 13, 2023

Title of Immediate Supervisor: Vice President, MCO Operations

Pay Level: L29

POSITION SUMMARY: Plan and manage deliverables for organizational strategic initiatives that expand beyond the standard scope and entail complex coordination. Provide project management and program coordination support for Airport Operations. Develop or oversee project timelines based on strategic prioritization, planning, and resource utilization. Design, communicate, and implement operational plans for project completion; coordinate with Aviation Authority departments and external stakeholders; monitor progress and performance against project plan; take action or make recommendations to resolve problems and minimize delays.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage or oversee the strategic planning and successful execution of projects from inception to final product; maintain smooth and effective workflows and meet established deadlines within budget. Develop or define project timelines based on strategic prioritization, planning and resource utilization. Define project task and resource requirements.
- Lead operational readiness and airport transition projects as they relate to Airport Operations.
- Identify issues; manage team's expectations, and offer recommendations for creative solutions or workarounds based on knowledge of priorities, development roadmap, and contributing factors. Manage project budget schedule.
- Coordinate project meetings among GOAA staff, consultants, and contractors as required to execute projects through design and construction phases. Lead the development of business/operational readiness project/delivery plans leveraging established project and program methodology.
- Assemble, coordinate, and supervise, as needed, the activities of personnel involved in projects, providing direction and support as needed. Assist in coordination amongst all operations groups as needed.
- Identify and develop relationships with sponsors and key stakeholders to establish and monitor progress against project goals and objectives.
- Resolve issues and determine contingency plans and triggers for risks. As needed, escalate issues to appropriate audiences including key business leaders and team members.
- Review project deliverables for completeness, quality, and compliance with established standards.
- Verify projects are completed as required for areas that directly affect Airport Operations.
- Assist with the development of procurement and implementation processes; prepare documents for assigned committees. Assist in the establishment of consulting services.
- Assist with the implementation of capital programs, research objectives and assist in the coordination of annual budget requests.
- Assist with the review and verification of insurance requirements for all applicable contracts, management and coordination of contract execution, timely renewals/amendments, and verification of invoices for payment. Assist with recommendations for problem resolution.
- Prepare Board and Committee memos, presentations, etc. as required; perform research as needed; determine/calculate accurate allocation of expenses and fees as applicable. Attend meetings on behalf of Airport Operations and provide status of projects as needed. Develop and deliver other project presentations as assigned.
- Assist with Airport Operations' (Airfield, Landside, Airline, etc.) emergency and support duties as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and four (4) years of experience related to public or project management, or an equivalent combination of education, training and experience. Knowledge of/and experience with document control, project management, contracts/agreements and regulatory agencies in an airport setting preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough understanding of project management phases, techniques, and tools
- Appropriate use of tools and technology to track and monitor the performance of assigned projects.
- Strong negotiation and leadership skills
- Ability to pay attention to detail and meet deadlines; strong organizational skills
- Demonstrated ability to analyze data and to analyze and plan projects
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Excellent oral and written/grammar communication skills
- Ability to present information to large and diverse groups
- Demonstrated ability to maintain confidential and sensitive information
- Must maintain professionalism and diplomacy at all times while interacting with the public, Aviation Authority management and employees, tenants, vendors, contractors, airlines, regulatory authorities, etc.
- Ability to read and interpret contracts and agreements
- Strong computer skills in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint, etc.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Project Management Professional (PMP) certification required at time of hire or within 12 months of hire/promotion

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise activities of personnel involved in special projects.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little or no supervision, high level of initiative judgment and authority.
- Independently manage and prioritize multiple concurrent complex projects, completing work under pressure to meet strict deadlines.
- Able to work effectively and efficiently toward goals in a complex, diverse environment with multiple and changing demands.
- Establish general operating procedures, quality and quantity of work in an area of responsibility
- Expected to manage job responsibilities in a timely manner to meet deadlines.
- Establish priorities to maximize productivity and efficiency.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

MAE [Signature] AUG 7, 2023
Immediate Supervisor/VP Date

[Signature] 08-07-2023
Chief of Operations Date

[Signature] 8/2/23
Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A


Manager, Airport Operations – Strategic Initiatives

Department: Operations Administration

Date: July 13, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking				X			2
Sitting				X			3
Lifting:	0 – 20 lbs.					X	1
	20 – 50 lbs.					X	1
	51+ lbs.					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							


Aug. 7, 2023

 Immediate Supervisor/VP Date


0707.2023

 Chief of Operations Date


8/8/2023

 Human Resources – Compensation Date

Manager, Airport Operations – BHS/GSE

Department: BHS/GSE Division

Date: February 21, 2020

Title of Immediate Supervisor: Assistant Director, Airport Operations – BHS/GSE

Pay Level: L29

POSITION SUMMARY: Manage the Greater Orlando Aviation Authority's (GOAA) Baggage Handling System (BHS) and Ground Service Equipment (GSE) operations and facilities. Assist in the development of, and responsible for, the execution of all plans and procedures developed. Provide guidance to and supervision of staff, maintaining safe, secure and orderly operations. Assist with maintaining a program that provides excellent customer service and safety while meeting fiscal goals.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Overall responsibility for the daily operation of the Baggage Handling System (BHS) and Ground Service Equipment (GSE).
- Monitor, oversee and evaluate BHS/GSE staff and contracted personnel with emphasis on levels and standards of service, safety, schedules, frequency of service, productivity, regulatory compliance, quality control and personnel utilization.
- Manage, update and evaluate the effectiveness of contingency plans to be used in the event of equipment failure, emergency, etc.
- Administer the Airport Operations – BHS / GSE contracts to maintain optimal performance of the BHS, Passenger Boarding Bridges (PBBs), Pre-Conditioned Air (PCA), Potable Water and Ground Power Units (GPU). Makes sure equipment is properly maintained and that equipment availability, reliability, and operating efficiency are maximized. Manage contract compliance for on-site operations, maintenance and repair of the BHS, PBBs, and related GSE.
- Assist in the development, preparation, writing, reviewing, interpreting and enforcing contract language and procedures, as needed. Develop contract scope and assist in bidding and awarding of service or supply contracts.
- Serve as liaison with the Transportation Security Administration (TSA), airline tenants, internal departments and service providers to maintain seamless operations and communications within BHS Division.
- Identify operational trends and deficiencies in operations and implement solutions to improve performance and reliability. Continuously evaluate procedures and practices, and recommend and implement changes.
- Develop the Authority's BHS / GSE asset replacement plan, to include assets in the BHS, PBBs, PCAs, and other GSE equipment. Prepare, update, research and recommend plans for long- and short-term equipment/systems refurbishment, upgrades, replacement or expansion to minimize downtime and maximize system availability/reliability.
- Coordinate Construction, Purchasing, and Planning processes to validate new equipment is approved and appropriately maintained at all times after acceptance.
- Oversee daily maintenance operations and major improvements or expansion of systems, to include the PBBs, BHS equipment, etc. Verify that maintenance/equipment inspections are performed, repair orders are initiated, and appropriate repairs are being completed. Instill and utilize within team Predictive Maintenance practices and trend analysis to proactively identify operational risk and implement corrective actions.
- Audit the contractor's inventory control to include spare part inventory. Effectively utilize Maximo to track equipment asset repair cost/history, downtime, operational status, and other relevant information per contract requirements and Authority needs. Confirm accuracy of resulting reports and data, verify work orders are created/tracked/closed out expediently, and all assets and expenditures are captured. Conduct research and provide analysis of equipment/system downtime, capacity, etc., and develop/recommend solutions.
- Develop and implement an ongoing Quality Assurance / Continuous Improvement program, verifying applicable metrics are in place to track contractor performance and equipment reliability.

- Assist in administering the BHS/GSE operating budget. Identify, prepare and support related capital funding requests and expend funds to accomplish the work. Validate or authorize staff validation of project costs, repair estimates, and additional work requests outside of the contract scope. Provide final verification and approval of contractors' pay requests/invoices.
- Supervise employees in assigned areas. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise higher management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Manage and document weekly contractor coordination performance meetings to discuss and evaluate outstanding issues and customer/tenant concerns.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and six (6) years of experience in an airport/airline operations, or maintenance environment with contract administration, budget management, and related operations experience, or an equivalent combination of education, experience and training. Three (3) years supervisory experience required. Experience with a Computerized Maintenance Management System (CMMS) such as Maximo preferred. Experience with Programmable Logic Controllers, baggage sortation systems (mechanical operation and controls / logic) and Passenger Boarding Bridge operation preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Advanced knowledge and experience in maintaining contract compliance, monitoring and enforcing contract provisions
- Familiarity with Transportation Security Administration Regulations, with emphasis on TSAR 1542
- Knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Knowledge and strong use of Microsoft Office programs: Excel, Word, PowerPoint required, Computerized Maintenance Management System (CMMS) preferred
- Working knowledge of contract language, enforcement of contract requirements, and resolution of contract disputes
- Efficient time management and implementation skills
- Excellent oral and written communications skills
- Demonstrated excellent interpersonal and customer service skills with the ability to function effectively in a diverse work place
- Demonstrated supervisory and management skills, strong leadership and team building ability
- Ability to become subject matter expert on maintenance and operation of BHS/GSE systems
- Knowledge of Oracle Financials System and contract management system desired
- Demonstrated analysis and problem resolution skills
- Must be able and willing to work both standard and non-standard work schedules, including weekends, holidays, special events, and unusual events such as meteorological conditions and emergencies, to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*





- Directly supervises a staff of approximately five (5) employees, indirect supervision of approximately 25 employees and oversight of contracted personnel.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Operational decisions and input into policies that affect the day-to-day operations of the airport
- Work independently with minimal supervision or direction
- High level of latitude in initiative, judgment and authority
- Supervise and direct the work of a major functional area, including responsibility for costs, operational methods, and hire, transfer, promotion and termination of staff.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	2-24-20 _____ Date	 _____ Department Director	FEB 24, 2020 _____ Date
 _____ Department Senior Director	02-24-2020 _____ Date	 _____ Sr. Director, HR & Risk Management	3-9-2020 _____ Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Manager, Airport Operations - BHS

Department: BHS/GSE Division

Date: February 21, 2020

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling					X		2
Climbing (ladders, stairs, hills)					X		2
Typing/CRT (attention to detail)				X			2
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes					X		2
Chemicals						X	1
Insects						X	1
Heights, Confined Areas					X		2
Excessive Noise					X		2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							
SUPERVISOR COMMENTS:							

Slack 2/24/20

Immediate Supervisor Date

M. Gifford FEB 24, 2020

Department Director Date

Cathy V... 3/9/20

Human Resources - Compensation Date

Manager, Airport Operations (Emergency Management)

Department: Operations Administration

Date: March 22, 2023

Title of Immediate Supervisor: Assistant VP, Airport Operations – Emergency Management

Pay Level: L29

POSITION SUMMARY: Support the strategic direction of the Greater Orlando Aviation Authority (GOAA), Airport Emergency Management Program facilitating a range of actions for confronting and dealing with the recuperation and aftermath effects of any natural or manmade situation or disaster. Enhance the airport community's capability to prevent, protect, respond, recover, and mitigate hazards and disasters. Coordinate with GOAA's internal departments and external agencies in support of the airport community's emergency plans, exercises, and response to emergencies. Serve as a leader in the airport's Incident Management Team (IMT) and as an Airport liaison to private, local, state, and federal Emergency Management, Law Enforcement, Fire Rescue, Department of Health, Hospitals, and non-governmental agencies.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

NOTE: Employees may not regularly perform all listed responsibilities and may normally focus on a few of those listed below. However, all employees in the classification are expected to be able to effectively perform all responsibilities to assist when needed, or to meet changing departmental workload needs, and to perform as back-up during absences.

- Assist in the development, delivery and execution of a comprehensive and all-hazards emergency management program for GOAA.
- Serve as a leader within GOAA's unified command structure before, during and after events/emergency situations.
- Maintain mission readiness of the Airport Emergency Operations Center (AEOC) and other logistical assets for deployment capabilities, as a site from which key officials can coordinate and facilitate operations during an emergency.
- Administer and maintain the airport's incident management software.
- Coordinate, research, review, write, and maintain emergency contingency plans.
- Develop, maintain, and conduct a Hazard Vulnerability Analysis (HVA) to identify and address all hazards and threats known or unknown to the airport community.
- Assist in developing communication and planning methods that promote collaboration and shared responsibility for airport safety.
- Serve as a resource to all GOAA departments/airport community stakeholders in analyzing and evaluating emergency planning efforts, to confirm they are consistent with the Airport's Emergency Plan (AEP).
- Collaborate with airport stakeholders to continually assess, evaluate and improve GOAA's ability to prevent, mitigate, prepare for, respond to, and recover from all hazard emergencies.
- Maintain competency in Emergency Management Accreditation Program standards and accountability towards airport program compliance.
- Review all Emergency Management Program documentation for compliance with accepted EMAP standards.
- Interface with accident investigation teams in all areas of emergency management.
- Maintain credible professional relationships by collaborating directly with a broad range of governmental, nongovernmental and private organizations as well as other airport community representatives.
- Collect, analyze, interpret and disseminate data to support informed decision-making. Coordinate and collaborates emergency warnings to the organization, and provides operational and technical support to leadership before, during, and after emergencies that affect the organization.

- Conduct, reviews, and develops After Action Reports (AAR) for real emergencies and emergency exercises. Based upon the learnings from the AAR, create and maintain the improvement plans and continuously update the multi-year training and exercise plan.
- Remain current on all GOAA emergency response procedures.
- Coordinate, facilitate, and maintain all emergency management-training programs. Train individuals and prepare them to fill critical roles outlined in the AEP and Comprehensive Emergency Management Plan. Ensure the organization's compliance with NIMS.
- Attend various internal and external meetings, councils, and working groups, as necessary. Act as an alternate/back-up when the Assistant VP, Emergency Management is unavailable.
- Maintains a working knowledge of Transportation Security Administration, Federal Aviation Administration, DHS/FEMA and other applicable regulations and best practices.
- Responds to incidents off airport property as needed and approved during emergency situations.
- Perform other duties as assigned by the Assistant VP, Emergency Management.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Emergency Management, Public Administration, Aviation Management or related field, and four (4) years of experience in emergency management with leadership experience in an Emergency Operations Center during activations, or equivalent combination of education and experience. Years of experience may be substituted for a higher-level educational degree.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of Transportation Security Administration, Federal Aviation Administration airport emergency plans and other applicable regulations such as 49 CFR Part 139 and Homeland Security Exercise and Evaluation Program (HSEEP)
- Technical training in various types of emergency management training programs, exercise design and evaluation, and record keeping
- Demonstrated knowledge of Emergency Management Accreditation Program (EMAP)
- Strong computer skills in Microsoft Office Suite including, Word, Excel, Outlook, PowerPoint, etc.
- Strong ability to effectively communicate information and ideas in writing and verbally before a large and diverse audience
- Ability to use sound judgment for making decisions based on the situation. Identify complex problems and review related information to develop and evaluate options and implement solutions while multitasking, prioritizing, and analyzing information
- Demonstrated ability to work effectively and demonstrate leadership in stressful environments
- Must maintain professionalism and diplomacy at all times while interacting with the public, Aviation Authority management, as well as internal and external airport community stakeholders
- Display a high degree of teamwork between various public, private, and GOAA entities
- Must be able and willing to work both standard and non-standard work schedules, including weekends/nights to accommodate the airport's 24-hour operations during emergencies and training opportunities.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- National Incident Management System (NIMS) training, including 100, 200, 300, 400, 700 and 800,
- FEMA's L0449 Course Completion Preferred
- Master Exercise Practitioner (MEP) preferred
- Florida Professional Emergency Manager (FPEM), state emergency management certification, and/or Certified Emergency Manager (CEM), preferred.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

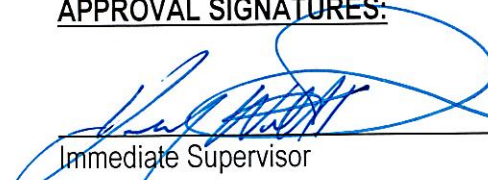
- May provide guidance and supervision to staff, maintaining safe, secure and orderly operations during emergency events.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Operational decisions and input into policies that affect the day-to-day operations of the airport
- Work independently with minimal supervision or direction
- High level of latitude in initiative, judgment and authority
- Provide indirect leadership to aviation authority employees
- Provide accurate instant decisions in emergency situations to maintain efficient utilization of airport facilities, staff, and operations

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor

4/18/23

Date



Chief of Operations

04-18-2023

Date



Vice President, Human Resources

4/25/23

Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Manager, Airport Operations (Emergency Management)

Department: Operations Admin

Date: March 22, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting: 0 – 20 lbs 20 – 50 lbs 51+ lbs					X		2
						X	1
						X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		3
Noxious Fumes						X	2
Chemicals						X	2
Insects						X	2
Heights, Confined Areas						X	2
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
SUPERVISOR COMMENTS:							

4/18/23
Immediate Supervisor Date

04-18-2023
Chief of Operations Date

4/25/23
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Manager, Automation Software

Date: July 11, 2014

Department: Information Technology

Grade/Level: Exempt; L33

Title of Immediate Supervisor: Director, Information Technology

POSITION SUMMARY: Supervises the Database Administration, Applications Development and Control Systems staff on mission-critical Financial, Operations and Security applications. Responsible for all aspects of the group design, development, modifications, integration, and maintenance on new and existing applications, databases and web sites.

RESPONSIBILITIES:

The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

- Manage complex application analysis, design, development, implementation, integration, enhancement and maintenance of complex systems. Responsible for feasibility studies, time and cost estimates, and projecting software and hardware requirements.
- Define, maintain and manage standards of use for the enterprise integration metadata and component reuse repository as well as correct use of integration metrics for project estimates.
- Map business requirements to technology capabilities, identifying gaps and omissions and designing end-to-end solutions.
- Monitor systems, applications and interfaces for error conditions. Work with the proper support team to resolve the problem with little downtime and minimal loss of data.
- Perform database administration tasks on Oracle and MS SQL servers to ensure security and optimize performance by establishing, scheduling and monitoring systems logs, reports and alerts for disk space, backups and data anomalies while maintaining adequate system resources for supported systems and databases.
- Establish and maintain the security and integrity of supported databases, the enterprise integration and infrastructure.
- Update database software/applications in accordance with any maintenance contracts pending or as necessary to keep systems within recommended version guidelines.
- Work closely with end users, application development teams and business partners to ensure the success of multiple system integration projects. Work closely with departments to develop business and functional requirements, ensure systems are appropriately stable and smoothly integrated with existing systems.
- Prepare specifications for acquisition and development of automation systems and components, and prepare test plans and procedures as appropriate.

RESPONSIBILITIES (continued):

- Develop and maintain detailed documentation to support all phases of the SDLC.. Define, create and ensure all databases and integration integrity of the enterprise data vocabulary and semantics.
- Ensure that proposed application deliverables from the development teams can properly plug into the deployed infrastructure. Analyze and document processes or portions of processes that are identified as candidates for automation.
- Review emerging technologies and standards and utilize this knowledge towards the progression of the authority's systems. Research promising, cost-effective and efficient new applications and hardware technology.
- Prepare activity and progress reports/updates as needed.
- Maintain current knowledge of developments in both hardware and software to ensure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system.
- Monitor software licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Adjust work schedule to include working late evenings and/or weekends when the need arises.
- Responsible for the maintenance of supported systems software to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Collaborate with management in the preparation of the Information Systems budget.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor's Degree in Computer Science or related field, and five (5) years experience as DBA and/or Application Developer of medium to large corporate databases and applications on a variety of application and database platforms, or an equivalent combination of related education, training, and experience. Experience with Microsoft SQL Server and Oracle Financials features and configuration.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Excellent verbal and written skills.
- Excellent documentation skills.
- Self-motivated with demonstrated ability to perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems.
- Demonstrated ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors.
- Thorough knowledge of data processing concepts, client server technology and database design.
- Able to alter work schedule to include weekends if necessary. Provide coverage for, or to perform duties necessary to ensure the Authority's normal operating schedule.

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Management responsibility for approximately eleven (11) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Independent judgment to analyze and resolve complex technical issues is critical and required on a daily basis. Direction is not frequent or detailed.
- Judgment and knowledge to provide proper advice and recommendations to managers and employees at all levels.

APPROVAL SIGNATURES:



Immediate Supervisor/Department Director

8.26.14
Date



Senior Director

09-15-14
Date



Director of Human Resources

9-24-14
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Manager, Automation Software
Department: Information Technology

Date: July 11, 2014
Section 521

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		3
Sitting	X					3
Lifting A. 0 - 20 lbs. B. 21 - 50 lbs. C. 50+ lbs.					X	2
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing			X			2
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Constant
Very Frequent
Frequent
Occasional
Rare

- Importance
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicle					X	2
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

Immediate Supervisor / Department Director: J. Nourine Date: 8.26.14
 Senior Director: Dolly Samuel Date: 09-15-14

**Manager, Aviation Planning and Development**

Department: Planning, Engineering, & Construction

Date: May 4, 2021

Title of Immediate Supervisor: Director, Planning

Pay Level: L29

POSITION SUMMARY: Serve as the Greater Orlando Aviation Authority's (GOAA) primary staff member responsible for the development, implementation, and update of the Planning related aspects of the Airport Master Plan (MCO and ORL), the Airport Layout Plan, Exhibit A Map Book and select projects from conceptual planning inception through one or more phases such as: project scope, development of alternatives, refined concepts, cost estimating/project funding, final design, and bid and contract award, including coordination of project closing. Work in conjunction with local governments and other agencies relative to surface transportation and land development projects, master planning, rail and multimodal planning.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develop, implement, and update the Planning related aspects of the Airport Master Plan, Airport Layout Plan (ALP), Exhibit A, and select GOAA projects (on- and off-airport airspace and tall structure issues, aerial photography and photogrammetry, small to mid-sized projects such as demolition, tenant, airfield and utility infrastructure expansion) from inception to final design, bid and award. Work is performed in close coordination with department staff, general and continuing consultants, legal counsel and end users.
- Complete technical planning analyses relating to short and long-term/ultimate airfield and other airport and aviation facility requirements. Prepare conceptual and layout plans, construction project cost estimates, drawings and studies for the development of airport and tenant facilities. Conduct site visits as needed.
- Coordinate with local governments relative to Growth Management plans, Development of Regional Impact (DRI), Master Development plans, Land Use compatibility, noise overlays and similar activities.
- Direct consultants in the preparation of planning and engineering projects related to on-airport facilities serving highways, road access, and intermodal transportation needs.
- Work on wide range of real estate issues with other local governments and private entities. May include land sales or swaps for new off-airport road projects and rights-of-way, obtaining applicable FAA and FDOT approvals, etc.
- Serve as advisor for GOAA Board representative at MPO ("MetroPlan Orlando") meetings and represent GOAA interests on the MPO Transportation Technical Committee and Plans & Programs Subcommittee.
- Interpret federal, state, and local regulatory agency requirements for departments and GOAA senior staff relative to Transportation and Land Planning and Development issues which relate to their projects.
- Represent GOAA interests in local meetings and matters involving various planning agencies related to transportation systems planning (especially roads, rail, and mass transit) and land development.
- Coordinate contracted services for consulting firms providing services related to transportation planning and land development studies and analysis for Orlando International and Orlando Executive Airports.
- Manage update of Authority's property maps, boundary surveys, easements and right-of way abandonment.
- Assist in the development and support updating of the Airport Capital Improvement Programs (CIPs), project funding strategies and preparation of agency grant applications.
- Provide staff support to advisory committees and quality control on planning/engineering related studies.
- Remain current on changing regulatory issues in the field; review and comment on pending/proposed federal and state agency rulings.
- Serve as the Aviation Authority representative in aviation industry functions.
- Coordinate planning for various on-site aviation industry functions and activities.
- Maintain regular contact with the FAA's Line of Businesses (LOB's) and other regulatory agencies.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Planning or Engineering and six (6) years directly related work experience in aviation, transportation, or land use planning for a consulting firm and/or a medium to large hub airport, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- A thorough understanding of both theoretical and practical aspects of airport and aviation/aerospace industry matters required
- Comprehensive knowledge as to methods of collection and analysis of planning data and the preparation of planning reports and studies
- Expert level knowledge of FAA and FDOT airport planning guidelines; airspace and land use related issues
- Strong oral and written communication skills and professional interpersonal relationship skills
- Excellent analytical skills, attention to detail
- Working knowledge of CAD/GIS programs
- Knowledgeable in the use of computers and familiarity Microsoft Office programs and airport aviation software applications
- Strong leadership skills to effectively oversee the work of multiple contracted staff

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License
- AAAE and/or APA-AICP related certifications preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Manage the work of staff extension personnel and oversee the work of outside consultants

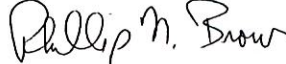
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work very independently, with little supervision or direction; substantial latitude in initiative and judgment
- Propose and implement recommendations for making the Authority compliant with internal requirements as well as regulatory agency statutes and mandates

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:


 Immediate Supervisor/Director 5/6/2021
 Date


 Phillip N Brown
 Chief Executive Officer
 Approval
 May 14 2021 9:52 AM
 Chief Executive Officer DocuSign
 Date


 Sr. Director, HR & Risk Management 5-18-2021
 Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Physical Requirements and Working Conditions

Manager, Aviation Planning and Development

Department: Planning, Engineering, & Construction

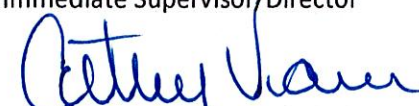
Date: May 4, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting: 0 - 20 lbs						X	1
20 - 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							

SUPERVISOR COMMENTS:


 Immediate Supervisor/Director
 Date: 5/6/2021


 Human Resources - Compensation
 Date: 5/14/2021

Phillip N. Brown
 Chief Executive Officer
 Approval
 May 14 2021 9:53 AM
 Date

DocuSign



Manager, Board Services

Department: Board Services

Date: September 4, 2020

Title of Immediate: Chief Executive Officer

Pay Level: L28

POSITION SUMMARY: Provide advanced technical, analytical and executive level administrative functions related to Board Services. Manage the administrative requirements and procedures for the Aviation Authority Board and other GOAA executive level committees, maintaining compliance with Sunshine Law as required. Answer inquiries from various officials and receives all formal documents.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the board meeting process: prepare and/or review materials and documents submitted for distribution to the Board; compile agenda packages, post/advertise board documentation as required, and forward to Board Members, Aviation Authority Staff, General Counsel, City Attorney, and City Clerk. Support may include regular contact with elected officials, community leaders, etc.
- Manage the board agenda process, coordinate with internal departments and General Counsel ensuring that all documents include the correct recommendation and language, required approvals are requested and received, and necessary backup is provided. Research historical information for previous authorizations or actions as needed.
- Appointed Assistant Secretary of the Board by the Chief Executive Officer (CEO). Attest to the Chairman's, Vice Chairman's, and CEO's execution of documents; notarize documents as needed. Maintain custody of the official seal. Solely responsible for maintaining, documenting and providing official records of the Aviation Authority as mandated; determine and assign all documentary numbers; route documents through execution/approval process.
- Manage other Sunshine Committees' meetings. Recording Secretary for Aviation Authority Board meetings and other sunshine committees. Schedule meetings; prepare and distribute agenda packages; record, transcribe, compose and distribute official minutes.
- Manage the appeals process: distribute appeal letter to CEO, General Counsel, Chair of Committee, and others as necessary, schedule appeal hearing, and process decision letters.
- Provide administrative support to Board Members including correspondence, mail, scheduling, follow-up with staff and General Counsel and other duties as requested. Maintain task assignments as delegated by the Board to the Chief Executive Officer and staff.
- Manage the new/exiting Board Member process; public bond application; sign and file the completed oath; issue parking space and hang tag; and other administrative tasks.
- Prepare and prioritize items for signature, process and track ahead of supervisor approval; make sure deadlines are met.
- Complex recordkeeping responsibility includes preparing agendas, recording/transcribing meeting minutes, and following up on action items for next meeting. Recording secretary for Finance Committee, Capital Management Committee, Concessions/Procurement Committee, Commercial Properties Development Committee, and serve as back-up for additional Sunshine meetings.
- Assist with special projects/assignments/reports as assigned. May include organizing complex data, designing spreadsheets, etc. Often requires compiling and evaluating data from multiple sources into presentations or reports; researching information using independence regarding sources.
- Serve as back-up for coordinating travel schedules and arrangements and reconciling, preparing and submitting complex expense reports, including international travel.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance

evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

- Serve as backup to the Executive Assistant in the day-to-day tasks.
- Serve as backup to the Records Management Specialist assisting with public records and lobbyist requests.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and four (4) years related administrative support experience at an executive level or an equivalent combination of education, training, and experience. Knowledge of State Sunshine Law and State Public Records Law required. Experience in municipal and/or county/state governmental agency or in a legal firm with responsible administrative and supervisory experience highly desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess thorough knowledge of Authority Bylaws, Policies & Procedures, and City ordinance governing Airports; and have considerable knowledge of legal requirements in complying with state and city legislation, as well as considerable knowledge of parliamentary procedure
- Must be knowledgeable of the Government in the Sunshine (pertaining to public records)
- Excellent oral and written communication skills, including demonstrated ability to communicate effectively and diplomatically with executive level personnel, Aviation Authority Board members, elected officials, and the general public
- Type 60 CWPM; transcription 35 CWPM or other acceptable method
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Strong organizational skills and attention to detail
- Excellent composition and grammar skills
- Ability to multitask and change priorities as needed
- Must be able to work in a changing environment, under pressure, with tight schedules and constant interruptions
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Demonstrated leadership skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida Notary Public at time of hire or within six (6) months of hire/promotion

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

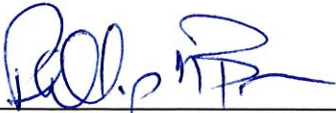

- Directly supervises a staff of approximately one (1) employee

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Work independently with little supervision
- High level of initiative, judgement in decisions, planning, researching and evaluating data
- Schedule and coordinate meetings with senior management, consultants, airline officials, tenants and other Authority departments
- Set work priorities, analyze telephone inquiries and make referrals, make office operations decisions
- Demonstrate good judgment in communicating with executive management, elected officials, community leaders, and other Authority departments regarding schedules, etc.

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APPROVAL SIGNATURES:

	10-14-2020		12-29-2020
Immediate Supervisor/CEO	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Professional

Shift Premium: N/A

Rotating Shift: N/A

Manager, Board Services

Department: Board Services

Date: September 4, 2020

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

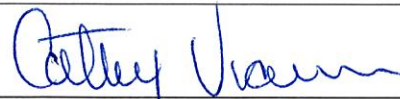
<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting: 0 – 20 lbs						X	1
20 – 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							



 Chief Executive Officer

10-14-2020

Date



Human Resources - Compensation

10/15/20

Date



Manager, Budgets

Department: Finance

Date: April 26, 2023

Title of Immediate Supervisor: Senior Manager, Budgets and Accounts Payable

Pay Level: L29

POSITION SUMMARY: Manage the preparation of the Authority's annual revenue budget, including rates and charges. Support the Senior Manager, Budget & Accounts Payable by researching and analyzing finance, budget, and capital data. Responsible for monitoring of budget compared to actual revenues and availability of capital funds.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the preparation of the annual revenue budget including preparation of budget and Oracle Planning and Budgeting Cloud Services (OPBCS) reference manuals.
- Prepare the annual rates and charges model including monthly forecasts by gathering information required from OPBCS, GL and Treasury.
- Manage the Capital Initiation Requests (CIR) process and analyze current capital funding for prioritization of capital items to be included in budget.
- Calculate tenant charges and coordinate with Accounts Receivable on invoicing of these charges.
- Perform variance analysis between estimated and actual revenue for the current year and proposed budget for the next year; document variance explanations provided by departments.
- Analyze and interpret contracts; review and approve modification in PROPworks including scheduled rental adjustment, insurance compliance, rent commencement, and termination based on signed contracts. Oversee Propworks billing issues and work with the Financial Application Supervisor on obtaining resolution by requesting and testing changes.
- Manage the Revenue Management Solution financial process by verifying accuracy of data, identify discrepancies, identify report enhancements to assist management decisions, and direct Accounts Receivable and Operations on billing adjustments.
- Manage the encumbrance process to direct Departments to close purchase orders and oversee the accrual process with Accounts Payable.
- Work with Accounts Receivable, Commercial Properties or Concessions on any issues that may arise during the variance analysis (i.e. tenants not billed or billed incorrectly).
- Prepare other detailed schedules to assist upper level management in effective decision making.
- Assist other departments with funding issues related to capital expenditure funds.
- Back up for Senior Manager Budget and Accounts Payable.
- Back-up for the Financial Analyst Budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor of Science or Bachelor of Business Administration degree in Accounting, or similar degree or field, and six (6) years experience in the preparation of budgets for a large entity, or an equivalent combination of education, training and experience. Experience in preparation of government entity budgets desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of budgetary process
- Demonstrated leadership skills

- Strong research, analytic and technical accounting skills
- Problem-solving skills, attention to detail and a high degree of proactive/reactive ability
- Strong computer skills including Microsoft office suite and extensive knowledge of spreadsheet software required
- Knowledge with computerized accounting systems
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors and the general public
- Graphics experience a plus

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant (CPA) desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) employee.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with limited supervision and direction- high level of initiative, judgment, and authority
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Review financial and accounting reports and initiate appropriate action
- Make some payroll policy decisions and procedural changes and interpretation of applicable payroll pronouncements.
- Interpret all aspects of policy and procedure

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Andrea Hauer 6-5-23
 Immediate Supervisor/ Sr Manager Date

Elsie Alfors 6.9.23
 Department Assistant Vice President Date

Maui Dennis 6/9/23
 Department Vice President Date

Laura M Shawen 6/5/23
 Chief Financial Officer Date

[Signature] 6/15/23
 Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Manager, Budgets

Department: Finance

Date: April 26, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:

Andee Harper 6-9-23
 Immediate Supervisor Date

Maui Demm 6/19/23
 Department Vice President Date

Angela Sunda 6/14/23
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Manager, Building Services

Date: November 30, 2016

Department: Maintenance

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Assistant Director, Maintenance Contracts

POSITION SUMMARY: Manage airport wide custodial services contract and assigned staff of inspectors to ensure the cleanliness and appearance of all public spaces at all times. Initiates, plans, organizes, and manages all building services contracts at OIA. Manages additional assigned maintenance contracts and requirements associated with satellite buildings.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Prepares new contracts and negotiates modifications to existing contracts. Identifies and proposes remedies for gaps in current contracts; develops specifications, writes and reviews contracts, addendums, amendments, and bid proposals; initiates the procurement process and participates through contract award.
- Serves as the Authority's Authorized Representative (AAR) to ensure timely compliance of all contract requirements. Contract administration includes, but is not limited to: Terminal Janitorial (includes office spaces), Satellite Buildings Janitorial, Parking Garage Janitorial, High Rise Glass Pressure Washing, Pest Control at OIA & OEA (negotiation , not administration at OEA), Dock Levelers.
- Responsible for cleanliness and appearance of all public spaces at all times; evaluates procedures and practices, initiates changes to achieve a high quality and quantity of work at the most reasonable cost.
- Monitors contractors' performance in all functions in accordance with the performance-based contract requirements, coordinating contractor activities to ensure minimal disruption to the various airport tenants and to the general traveling public. Responsible for real time changes to contractor's action plan to ensure the traveling public has access to safe and clean facilities.
- Applies budgets across multiple cost centers; processes complicated invoices. Reviews and verifies contractor pay requests for accuracy and compliance with the contract terms and conditions. Reconciles paperwork with work performed, mediates conflicts and disagreements between staff and contractor personnel.
- Calculates and applies deductions and penalties per contract specifications. Validates costs, estimates, and additional work requests outside the scope of each contract.
- Provides leadership and direction to staff; ensures efficient and effective processes are in place for contract inspection activities, work practices, training, and maintenance of administrative records. General oversight responsibility for approximately 200-300 contract staff.
- Manages assigned requirements associated with GOAA's satellite buildings, coordinating with multiple departments and contractors to ensure maintenance concerns are addressed in a timely manner with minimum disruption to the occupants.
- Ensures compliance with OSHA; knowledgeable of MSDS and other safety issues related to a variety of chemicals.
- Establishes and maintains records and reports appropriate to the area of responsibility.
- Investigates problems and develops solutions in area of responsibility.
- Gathers data and evaluates requirements for O&M and Capital budget preparations. Develops and administers multi-line annual budget; recommends budget adjustments across lines as appropriate.

RESPONSIBILITIES (Continued):

- Evaluates/establishes testing for new products or equipment; makes recommendations based on results.
- Responsible for staying current on all GOAA emergency response and security procedures, ensuring proper response as required.
- Performs other tasks as requested.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Business Administration, Management or a related field and six (6) years progressively responsible experience, including management level experience for contract administration in a large, dynamic, diverse public setting, managing staff and overseeing contracted staff, budgeting across multiple cost centers, processing complicated invoices, and managing performance-based contracts. Demonstrated supervisory experience and skills required. An equivalent combination of related education, training and experience may be considered. Public sector AAR experience and experience with custodial/janitorial contracts highly desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must demonstrate a high degree of organizational skills
- Must be able to work independently
- Must be able to read and interpret technical data and drawings
- Must be able to provide effective leadership and supervision to subordinates
- Familiarity with and ability to utilize MS Office products (Outlook, Word, Excel)
- Must have the ability to maintain professionalism and diplomacy at all times while interacting with Aviation Authority management, employees, tenants, and contractors
- Must have familiarity with relevant Federal, State, and Local regulations
- Skilled in dealing with contractor accountability, dispute resolution, and related follow-up/follow-through.
- Skilled in administering performance-based contracts, deductions, penalties, etc.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license.

SUPERVISORY REQUIREMENTS: *(Indicate number supervised)*

One direct report and six indirect reports (Custodial Inspectors); oversees multiple contracts and the activities of contractor site managers and their service staff (approximately 200-300).

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works very independently with little supervision or direction
- Substantial latitude in initiative/judgment

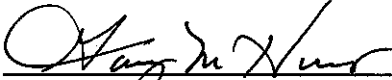
APPROVAL SIGNATURES:



Immediate Supervisor/Assistant Director

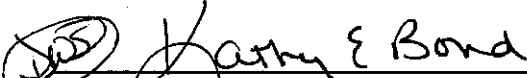
11/30/16

Date


Department Director

11-30-16

Date


Director of Human Resources

12-2-16

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Manager, Building Services
Maintenance

Date
Section

November 30, 2016
631

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 Occasional - 6-20% (1-2 hours per 8 hour day)
 Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking		X				3
Sitting			X			3
Lifting			X			2
A. ___ 0 - 20 lbs.						2
B. ___ 21-50 lbs.				X		2
C. ___ 50+ lbs.					X	1
Bending/Stooping			X			2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head				X		2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing						3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals			X			2
Insects				X		1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)				X		3
GOAA Vehicle				X		3

Supervisor Comments:

St. J. P.
 Immediate Supervisor

11/30/16
 Date

Henry M. X...
 Department Director

12-7-16
 Date

Manager, Business Applications

Department: Business Applications

Date: February 19, 2018

Title of Immediate Supervisor: Assistant Director, Business Applications

Pay Level: L31

POSITION SUMMARY: Manage the Business Application's team on mission-critical, Authority-wide business applications process. Responsible for advising, leading and assisting departments throughout the Authority with business application implementation and changes including requirements gathering, process improvement, training and integration with other business applications.

RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage and analyze business processes and their relationship with business applications and identify and recommend opportunities to solve business problems and improve processes through new technology or alternative uses of existing technology;
- Manage complex application analysis and assist with the design, development, implementation, integration, enhancement and maintenance of complex systems.
- Work with departments to develop as-is and to-be business/functional requirements for current and future business applications. Use this requirements gathering to assist with the preparation of specifications to be used to for the procurement and implementation of business applications, coordinate system testing and user acceptance testing
- Identify gaps between the business requirements and software functionality and develop workarounds (electronic or manual) or customizations to fill the gaps
- Manage the implementation process and testing of new business applications to confirm the delivery of established scope, quality, time and cost parameters, including near term post production support
- Evaluate and analyze data and information, including overseeing development of new or customization of existing reports, dashboards or business intelligence
- Assist with identifying integration opportunities and coordinate integration between business applications; identify the interface requirements and work with IT on the design or interfaces; test interfaces to confirm they meet the requirements and work properly, coordinate with individual departments to confirm the proper testing has been completed and signed off
- Monitor interface failures and timely resolution of issues, work with IT and the user departments to resolve and test issues with interfaces on a timely basis
- Maintain user access for specified business applications and system security, determine access and internal controls are properly maintained
- Maintain and inventory of Authority business applications, including integration with other business applications and upgrades or replacement cycle
- Coordinate the development of new or customization of exiting reports, dashboards or business intelligence
- Identify training opportunities and coordinate with various departments in the development and delivery of business application training, develop training materials and develop/deliver formal and informal user training
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science, Business Administration or related field and a minimum of six (6) years with medium to large ERP systems and business applications; experience in developing, integrating, implementing, testing and administering business applications, knowledge of business practices, or an equivalent combination of education, training, and experience. Knowledge and experience with relational database concepts preferred. Supervisory/Management experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent verbal and written communication skills are required, including good interpersonal and presentation skills
- Excellent documentation skills
- Self-motivated with demonstrated ability to perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems
- Must have a strong knowledge of word processing, database and spreadsheet software
- Must have the ability to handle multiple projects and issues
- Strong troubleshooting and training skills
- Strong analytical skills

LICENSES/CERTIFICATIONS:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately two (2) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- High degree of independence in judgement, minimal supervision, extensive latitude, initiative, and discretion required with little to no direction
- Addresses functional problems with business applications, procedures and training, then develops recommended solutions and implement as necessary
- Interacts with persons of various levels throughout the Authority as well as with outside consultants.
- Creates commitment to common goals, identifies competing interests and assist in finding a way to balance them.
- High level technical problem-solving skills

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:


 _____ 3/1/18
 Immediate Supervisor Date


 _____ 3/7/18
 Sr. Director, HR & Risk Management Date


 _____ 3-10-18
 Chief Operating Officer Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: 2 - Professionals

Rotating Shift: N/A



Manager, Business Applications

Department: Business Applications

Date: February 19, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	1
Walking						X	1
Sitting		X					3
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
SUPERVISOR COMMENTS:							

[Signature] 3/1/18
 Immediate Supervisor Date

[Signature] 3-6-18
 Department Director, COO Date

Cathy Vance 3/6/18
 Human Resources - Compensation Date



Manager, Commercial Development

Department: Commercial Properties

Date: February 16, 2018

Title of Immediate Supervisor: Sr. Director, Concessions & Commercial Properties

Pay Level: L29

POSITION SUMMARY: Assist the Senior Director of Concessions and Commercial Properties in generating optimum revenue through the effective management, marketing and development of assigned commercial properties at Orlando International Airport and Orlando Executive Airport. Serve as a primary contact for dealings with assigned properties.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage multiple lease related tasks and assignments and communicate regularly with the airport, airline and commercial stakeholders including but not limited to, existing and prospective airline and non-airline tenants and users, real estate brokers, owners and developers, cargo carriers, freight forwarders, general aviation fixed base operators, commercial service providers, economic development agencies, governmental agencies, and other various entities. The focus of this position is existing airline and non-airline tenant and user changes, renewals, and local projects, but other types of projects may be assigned.
- Create and implement methods and strategies to market and lease Authority properties to produce optimum revenues.
- Serve as a primary contact for assigned individuals or entities interested in leasing commercial properties at the Orlando International Airport and Orlando Executive Airport.
- Prepare financial analysis of new lease opportunities, amendments and renewals; provide recommendations to the Senior Director of Concessions and Commercial Properties and to various committees as directed.
- Negotiate lease terms and conditions for new agreements, amendments and renewals of existing long-term leases; interface with legal counsel in the preparation and execution of documents.
- Coordinate with various GOAA departments to determine the feasibility and desirability of various lease and development opportunities.
- Work with Finance and various other departments as needed to analyze and determine prospective tenants' operational and financial capability.
- Coordinate the development and implementation of RFQs, RFPs and ITPs as required for existing lease opportunities.
- Communicate with assigned lessees, subtenants, and management companies in all matters pertaining to the maintenance and/or modification of existing leases.
- Communicate with assigned passenger and cargo airlines, warehouse providers, freight forwarders and cargo handlers pertaining to new and existing leasehold operations.
- Prepare memoranda, reports, term sheets and presentations; prepare draft legal documents as requested for Senior Director and legal counsel's review.
- Coordinate with the Engineering, Planning, Construction, Operations, Maintenance and Access Control departments, government agencies, contractors and utility companies to facilitate timely completion of assigned tenant improvement projects.
- Stay abreast of current market conditions, lease rates, anticipated absorption, and other related market information.
- Coordinate with the Authority's Planning, Customer Service, Marketing and IT departments to develop methods, systems and tools to further the marketing of commercial properties via the Authority web site, other internet and traditional media.

DUTIES AND RESPONSIBILITIES (continued):

- Supervise assigned employees. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; monitors compliance with established policy, procedure and standards. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Advise the Senior Director of areas of concern, investigate alternatives and recommend solutions.
- Other responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in business administration, finance, real estate development or related field and five (5) years of commercial real estate and asset management experience including dealing with commercial real estate owners, tenants and users, brokers, developers and consulting firms, or an equivalent combination of education, training and experience. Supervisory experience required; airport commercial management experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Considerable knowledge of airport commercial real estate leasing practices and the ability to negotiate and present lease terms and conditions
- Knowledge of principles, practices, techniques, and methodologies of airport commercial real estate business, public administration and airport management
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Demonstrated ability to understand and interpret complex lease documents
- Ability to read, interpret and draft contracts, leases and routine real estate transaction documents
- Ability to understand basic architectural and engineering drawings and specifications
- Knowledge of standard industry management practices and techniques to assist tenants and users in developing space requirements, layouts, designs and timetables for build-out of tenant space
- Excellent written, interpersonal, communication and public presentation skills, and the ability to effectively interact with internal and external technical and non-technical personnel
- Demonstrated integrity, ingenuity, and inventiveness in the performance of tasks and assignments and the ability to represent the Authority in a professional manner
- Proficient computer skills to perform financial analysis, prepare documents, exhibits and presentations
- Computer skills required in Microsoft Word, Excel, PowerPoint, Adobe and database applications; familiarity with PROPworks and OASIS is desirable

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- A.A.E., C.P.M., SIOR, CCIM, Real Estate Broker or other related designation desired.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4) employees.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Frequent external stakeholder contacts in which the Authority's policies and procedures must be consistently and accurately represented.
- Provide a continual high standard of customer service with professionalism and efficiency.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.


APPROVAL SIGNATURES:



Immediate Supervisor 2/16/18
Date



Sr. Director, HR & Risk Management 3/7/18
Date



Chief Operating Officer 3-6-18
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Manager, Commercial Development

Department: Commercial Properties

Date: February 16, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			2
Walking				X			3
Sitting				X			2
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise					X		2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor 2/16/18 Date

Chief Operating Officer 2-21-18 Date

Human Resources - Compensation 3/6/18 Date

Manager, Commercial Development – (Real Estate)

Department: Commercial Properties

Date: October 20, 2021

Title of Immediate Supervisor: Director, Planning and Development

Pay Level: L29

POSITION SUMMARY: Assist the Director of Planning and Development in generating optimum revenue through effective asset management, marketing and development of assigned commercial properties at Orlando International Airport and Orlando Executive Airport. Serve as a primary contact for dealings with assigned non-aviation commercial properties.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Negotiate and draft term sheets, long term leases, amendments, space and use agreements, licenses, permits and Committee memorandums for the use and development of real property at Orlando International Airport and Orlando Executive Airport. Provide recommendations to the Director and to various committees as required.
- Draft and administer Request for Qualifications (RFQs), Request for Proposals (RFPs) and Invitation to Bids (ITBs) including advertisements, addendums and presentations as required for existing lease, use and development opportunities. Conduct financial analysis and prepare spreadsheets to assess lease and development opportunities, including proposed new leases, amendments and renewals. Provide reports and recommendations to the Director and various committees as required.
- Work with various Authority departments to determine the feasibility and desirability of various use, lease and development opportunities, including office, retail and industrial facilities.
- Manage the assessment of proposed tenant improvement projects, including feasibility, alternatives, the review of conceptual design drawings, floor plans and specifications. Prepare committee memorandums and presentations as required.
- Manage multiple lease related tasks and assignments. Communicate regularly with real estate community including, but not limited to, existing and prospective commercial tenants and users, real estate brokers, owners, developers, and service providers.
- Seek opportunities to collaborate marketing and other initiatives to promote the use, lease and development of the Authority's real property. Establish and maintain communications with existing and prospective tenants, City of Orlando Office of Business Development Division, City of Orlando Economic Partnership (OEP), Orange County Economic Development Corporation (OCEDC), National Association of Foreign Trade Zones (NAFTZ), Port Canaveral, Port Tampa Bay and other economic development and trade organizations
- Represent the Authority at economic development, trade organizations and industry meetings, as necessary, to identify and respond to use, lease, and development opportunities.
- Prepare and implement methods and strategies to market and lease properties to produce optimum revenues.
- Serve as a primary contact for individuals or entities interested in use, lease or development of commercial properties at Orlando International Airport and/or Orlando Executive Airport.
- Work with real estate consultants and the Authority's Planning Department to prepare marketing and/or development plans.
- Create and maintain policies and procedures related to commercial properties.
- Work with Finance and various other departments as needed to analyze and determine prospective tenants' operational and financial capability.
- Communicate with assigned lessees, subtenants, and management companies in all matters pertaining to the maintenance, compliance and/or modification of existing use, lease, and development agreements.
- Communicate with assigned airport tenants, users and service providers, pertaining to new and existing leasehold operations.

- Monitor approved tenant improvement projects and coordinate with the Authority's departments, government agencies, contractors and utility companies to facilitate timely completion of assigned tenant improvement projects when required.
- Interact with real estate brokers, appraisers, and consulting firms to keep the department abreast of current market conditions, lease terms and conditions, lease rates, anticipated absorption, and other related market information.
- Coordinate with the Authority's Planning, Marketing, Customer Service and IT departments to develop methods, systems and tools to further the marketing of commercial properties via the Authority web site, other internet and traditional media.
- Work closely with department administrative and professional employees who support assigned projects; contribute input for staff performance reviews, coaching, training or disciplinary action. Participate as appropriate in interviewing and selection of new employees.
- Advise the Director of areas of concern, investigate alternatives and recommend solutions.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in real estate development, finance, land use planning or related field and five (5) years of related commercial real estate, property asset management, commercial lease management, or an equivalent combination of related education, training and experience. Experience dealing with airport operations, governmental entities, public administration, commercial real estate tenants and users, brokers, developers and consulting firms is highly desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Considerable knowledge of commercial real estate leasing and development practices, including principles, practices, techniques, and methodologies, and the ability to negotiate and draft lease terms and conditions
- Excellent command of the English language, grammar, organizational and writing skills
- High level of demonstrated proficiency in writing formal communications and drafting real estate documents, including leases, amendments, solicitations, addendums, licenses and permits
- Excellent word processing, spreadsheet and presentation skills to efficiently draft, merge, compare and redline a variety of legal documents, perform financial analysis, create exhibits and formal presentations
- Excellent interpersonal skills, communication and public presentation skills, and the ability to interact effectively with internal and external professional, technical and professional/non-technical personnel
- Knowledge of the rental car industry, business practices and operations preferred
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Demonstrated ability to understand and interpret complex legal documents
- Ability to read, interpret a variety of legal and real estate transaction documents.
- Ability to collaborate and build consensus among diverse interests and personalities
- Demonstrated management and leadership skills
- Demonstrated integrity, ingenuity, and inventiveness in the performance of tasks and assignments
- Computer skills required in Microsoft Office Suite, property management and data base applications is required

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Real Estate Broker's License or other Commercial Real Estate designation preferred.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately one (1) employee

LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)


- Work independently with little or no supervision, substantial latitude in initiative, judgement, and authority
- Establish general operating procedures, quality and quantity of work in an area of responsibility
- Frequent external stakeholder contacts in which the Authority's policies and procedures must be consistently and accurately represented
- Provide a continual high standard of customer service with professionalism and efficiency

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor Date 10/26/2021



Chief Executive Officer Date 10-27-2021



Sr. Director, HR & Risk Management Date 11-1-2021

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Manager, Commercial Development (Real Estate)

Department: Commercial Properties

Date: October 20, 2021

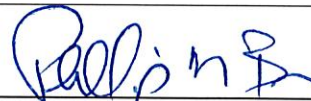
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			2
Walking				X			2
Sitting				X			2
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							N/A
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise					X		1
Other							
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
SUPERVISOR COMMENTS: 							




 Immediate Supervisor

 10/26/2021
 Date



 Chief Executive Officer

 10.27.2021
 Date



 Human Resources - Compensation

 10/29/2021
 Date

Manager, Contract and Grants

Department: Engineering and Construction

Date: May 16, 2022

Title of Immediate Supervisor: Assistant Director, Project Controls

Pay Level: L29

POSITION SUMMARY: Responsible for the Greater Orlando Aviation Authority's (GOAA) federal and state grants programs and serve as GOAA's primary contact with the local FAA Airports District Office and Florida Department of Transportation (FDOT). Responsible for all construction-related professional service agreements, addenda and contracts and non-construction professional service agreements. Work closely with consultants, contractors, external agencies, and GOAA staff.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develop grant candidate lists, verify eligibility, and position projects for grant award.
- Prepare and submit grant pre-applications, applications and other supporting scope data in accordance with GOAA's CIP and budget programs.
- Participate in federal, state, and local grants planning with GOAA staff and monitor project procurements to maximize eligibility of costs.
- Provide local, state and federal agencies with periodic project status and quarterly reports.
- Coordinate grant acceptance with the City of Orlando.
- Develop scope documents for FDOT Joint Participation Agreements and prepare GOAA board memos and resolutions.
- Confirm that all grants coincide with project durations, obtain timely extensions and prepare grant closeout packages.
- Plan coordination meetings to review for grant-funded project compliance.
- Compile project information for CIP program including scope, justification, cost, escalation, maps and schedule data.
- Oversee and prepare all Planning, Engineering, Construction and Environmental contract documents in accordance with actions approved by the Construction Committee, Professional Service Committee and/or GOAA Board. Monitor timely execution of documents.
- Interpret new federal and state regulations for grant and contract compliance, and work with legal counsel to confirm that documents are modified accordingly.
- Negotiate and maintain current billing rates for consultants and subconsultants providing services to the Planning, Engineering, Construction and Environmental Departments as well as non-construction related professional service agreements.
- Direct staff in insurance verification and oversee maintenance of certificates of insurance, statements of agent or broker and associated coverages in accordance with agreement requirements.
- Supervise assigned employees. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; oversee compliance with established policy, procedure and standards. Identify areas of concern and develop solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing/selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Serve as backup to the Assistant Director, Project Controls, and Manager, Project Control, as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Public Administration, Engineering, Construction Management or closely related field and five (5) years experience of contract and grant administration preferably with an airport authority, FAA, or FDOT; experience in a consulting firm, law firm, or a government agency ensuring compliance and enforcement activities will be considered, or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Advanced knowledge of Microsoft Office Products and Visio, and advanced experience with Adobe Acrobat Pro required.
- Strong contract writing skills.
- Organizational skills to manage multiple and diverse activities and projects.
- Able to interpret detailed information and provide analysis to senior management.
- Excellent oral and written communication skills, as well as interpersonal skills.
- Able to develop and implement policies and procedures.
- Demonstrate attention to detail.
- Knowledge of related construction, design, legal and scientific terms is preferred.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license.
- Certified Federal Contracts Manager or Certified Professional Contracts Manager certification is desired.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees, as well as indirect oversight of contracted staff.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little or no supervision, substantial latitude in initiative, judgement, and authority.
- Monitor compliance with policies, procedures, local, state, and federal statutes.
- Make decisions in areas of expertise.
- Interpret policy, contracts, laws, etc.
- Responsible for decisions with high monetary impact.
- Management and supervision of an assigned functional area.
- Responsible for quality and quantity of work, costs, methods, and maintenance of discipline, transfers, promotions, performance appraisals, salary increases and terminations.
- Act as designee for Assistant Director when authorized.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 17 May 2022

Immediate Supervisor Date

 5/19/22

Department Senior Director Date

 6-7-2022

Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Manager, Contracts and Grants

Department: Engineering and Construction

Date: May 16, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting			X			2
Lifting: 0 - 20 lbs				X		2
20 - 50 lbs					X	2
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	2
Reaching over head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise				X		2
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:
 Field project site visits and meetings on/off GOAA properties

[Signature] 17 May 2022
 Immediate Supervisor Date

[Signature] 5/19/22
 Department Senior Director Date

[Signature] 5/24/2022
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Manager, Cost Control & Contracts

Date: May 4, 2017

Department: Operations Administration

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Deputy Executive Director

POSITION SUMMARY: Provides varying levels of budget, cost control and contract support to Operations departments. Develops and maintains special reports/analysis for Management and Executives.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- For assigned departments, monitor the revenue, O & M and capital budgets. Review all financial transactions for proper allocation of funds and compliance with policies and procedures. May be responsible for preparing budget, or may review and analyze budget prepared by the department.
- For assigned areas, develop and maintain tools to effectively manage cost control for project and expense budgets, budgets, expenditures and revenues, working with key department personnel. Effectively control budgets, detect and report deviation trends, and generate cost forecasts based on historical data. Confirm proper allocation and utilization of funds.
- Develop and maintain budget analysis and contract activity reports for use by management and executive staff.
- Develop or assist/advise department management in preparing budget justification for review committees or Board approval; budget controls; funding sources for unbudgeted items; etc.; responsible for justifications and required backups to Finance and senior staff throughout the budget process.
- Responsible for or assist departments as needed with procurement process for goods and services, Oracle processes, procurement policy documents; etc.
- Liaison with purchasing for contracts and procurements from technical specification preparation through contract execution. Provide estimated value figures for contracts, amendments and renewals.
- Provide contract assistance as assigned, either in conjunction with the department AAR, or as the designated AAR. Assistance may include: establishing an audit procedure, monitoring contractor performance for compliance, oversee contract invoices, addressing or assisting with contract compliance issues as they arise, etc.
- Perform statistical and trend analysis as needed.
- Manage employees in assigned area. Assign work; monitor hours of work and authorize time sheets; evaluate quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Identify areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Continuously evaluate procedures and practices in area of expertise, making recommendations for achieving high quality and quantity of work at the most reasonable cost.
- Performs other related duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Accounting, Finance, or Business Administration and five (5) years experience in accounting, finance and budget administration, three (3) years experience in governmental or nonprofit organization budgeting, or an equivalent combination of education, training and experience. Three (3) years supervisory experience desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Skilled in the use of spreadsheet, database, and word processing software
- High level of attention to detail
- High level of analytical ability
- Good communication and interpersonal skills
- Knowledge of public procurement processes
- Demonstrated leadership; supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license

SUPERVISORY RESPONSIBILITIES:

Manages approximately two (2) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT:


- Works very independently with little supervision or direction – high level of initiative, judgment and authority
- Contract interpretation; variety of budget analysis

APPROVAL SIGNATURES:



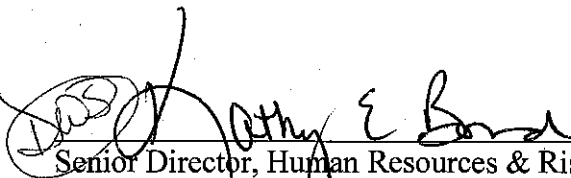
Immediate Supervisor/Deputy Executive Director

05/22/2017
Date



Chief Operating Officer

6-15-17
Date



Senior Director, Human Resources & Risk Management

6-21-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Manager, Cost Control & Contracts
 Department: Airport Operations

Date: May 4, 2017
 Section: 417

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 Occasional - 6-20% (1-2 hours per 8 hour day)
 Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					3
Lifting					X	1
A. 0-20 lbs.					X	1
B. 21- 50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Company Vehicle					X	1
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

[Signature]
 Immediate Supervisor/Deputy Executive Director

05/22/2017
 Date

[Signature]
 Chief Operating Officer

06/16/17
 Date

Manager, Electrical Systems

Department: Maintenance

Date: April 25, 2023

Title of Immediate Supervisor: Assistant Vice President, Maintenance Operations

Pay Level: L29

POSITION SUMMARY: Oversee the operation of various electrical and electronic systems for the Orlando International Airport (OIA) and Orlando Executive Airport (OEA). Oversee the development and management of in-house maintenance personnel and repair service contracts.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide leadership and be accountable for the Electronics, Terminal Electrical, and Airfield Electrical programs and shops at OIA and OEA; oversee contract administration personnel and various electrical contracts.
- Oversee the capital assets' replacement and renewal programs for all electrical systems.
- Oversee all electrical construction job order contracts, develop scope of replacement and renewal projects, inspect jobs in progress, generate close out procedures, and confirm Greater Orlando Aviation Authority's (GOAA) good return on investments.
- Plan and organize maintenance activities & work plans, identify needs, develop maintenance schedules, coordinate with contract maintenance activities.
- Monitor and control personnel requirements and performance, equipment and material needs, and budget expenditures and confirm effective and efficient maintenance of the above areas.
- Oversee review, study, and interpret architectural drawings, plans, and specifications for proposed projects prior to the bidding process; review construction drawings for accuracy and completeness.
- Review and develop technical specifications, initiate the procurement process, participate through contract award, and confirm compliance with service and material contracts.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Manage approval of time sheets in electronic timekeeping system.
- Confirm compliance with applicable Federal, State, and local codes, and establish maintenance standards consistent with OSHA standards and NFPA regulations.
- Responsible for staying current on all Aviation Authority emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Electrical Engineering or Construction and six (6) years progressively responsible electrical experience in a large scale operations and maintenance organization to include supervisory responsibilities, or an equivalent combination of related education, training, and experience. Airport experience desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of electrical codes, OSHA regulations, FAA, and NFPA 70E and other safety standards
- Technical training in various types of electrical/control systems maintenance
- Ability to provide proper advice and recommendations to executive levels
- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Ability to work effectively in a stressful environment
- Strong verbal and written communication skills
- Ability to multitask, prioritize and analyze information
- Ability to set standards for consistency
- Problem solving skills
- Basic knowledge of Computerized Maintenance Systems desirable
- Demonstrate ability to use professional etiquette when dealing with Authority personnel and outside vendors
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Valid Orange County Journeymen's Electrical Licenses or equivalent
- Master Electrical license highly desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


Directly supervise a staff of approximately one (1) employee; indirectly supervise a staff of approximately forty (42) including non-bargaining and bargaining unit personnel

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work very independently with little or no supervision, substantial latitude in initiative, judgment and authority
- Establish plans, procedures and guidelines for a department
- Evaluate, analyze, design and initiate appropriate actions

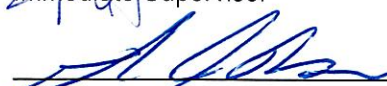
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APPROVAL SIGNATURES:




Immediate Supervisor
5/3/23

Date



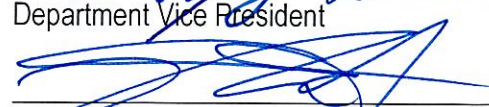
Chief of Operations
05-23-2023

Date



Department Vice President
5-18-2023

Date



Vice President, Human Resources
5/24/23

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and administrators

Rotating Shift: N/A

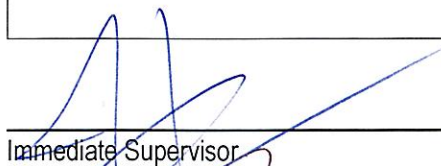
Manager, Electrical Systems

Department: Maintenance

Date: April 25, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 - 20 lbs					X	1
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X		3
Other						



 Immediate Supervisor

 5/3/23

 Date



 Department Vice President

 5-18-2023

 Date



 Human Resources - Compensation

 5/22/23

 Date

Manager, Emergency Communications

Department: Security

Date: June 10, 2019

Title of Immediate Supervisor: Director, Security

Pay Level: L29

POSITION SUMMARY: Manage, plan and provide direction to staff to maintain an effective operation of the Communications Center. Oversee the effective training and quality initiative programs of the Communication Center employees and comply with certification standards and local requirements.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversee the operation of the Communications Center.
- Oversee the development and implementation of training and quality initiative program for Communications Center employees.
- Review and approve guidelines and procedures for Communications Center employees.
- Coordinate radio and pager repairs, programming and repair of 800 MHz components with contractors. Maintain current inventory and history of communications equipment locations, repairs and other pertinent information. Programs 400 MHz Trunking Repeaters, base stations, mobile and portable radios, and associated equipment.
- Coordinate access for all equipment, including FCIC/NCIC terminals and printers; monitors terminal use, enforces system discipline assuring compliance with FCIC/NCIC system policies and procedures. Troubleshoot system problems as it relates to FCIC/NCIC.
- Prepare for FDLE/FBI audits; assembles supporting documentation, statistics and logs; participates in exit interviews; receives letter from FDLE/FBI advising of any problems/infractions; initiates any needed changes or corrections, notifies appropriate personnel, and enforces corrections.
- Coordinate with consultants/contractors regarding equipment installations throughout the airport, maintaining FAA and other regulatory compliance as required.
- Serve as the Greater Orlando Aviation Authority (GOAA) Point of Contact for all FCIC/NCIC, and DAVID (Drivers and Vehicle Identification Database) matters.
- Develop and manage the Communications Center annual operating budget and authorizes expenditures.
- Manage Airport Announcement and Emergency Evacuation System; serves as focal point for maintenance contract paging system.
- Assist Purchasing and other departments by providing radio specifications and price information, confirm radio equipment requisitions are correct.
- GOAA representative and voting member of County wide Emergency Management Committees; i.e. Public Safety Answering Point Managers (PSAP) and Emergency Medical Services (EMS).
- Maintain GOAA compliance with Florida Statutes as Legal Custodian of Logging Recorder tapes (911).
- System administrator for GOAA's Public Safety Communications System.
- Assist OIA tenants and others requiring use of OIA facilities for radio, microwave, and satellite equipment and/or antennas installations.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.

- Conduct quarterly Criminal Justice Information System (CJIS) audits and maintain compliance requirements.
- Verify User Agreements are current with current agency head signature.
- Maintain accurate communication center documentations in accordance with records retention schedules.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration or a related field and six (6) years experience in police and/or fire dispatching, or an equivalent combination of education, training and experience. Dispatching supervisory experience required; four years (4) years supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Interpersonal and leadership skills to handle disciplinary matters, policy changes, training, scheduling and performance evaluations
- Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Must have knowledge of principles of emergency dispatch and triage; and coordination of resources
- Familiarity with 800 MHz public safety systems, 400 MHz radio systems, and 911 computerized answering systems, including troubleshooting skills.
- In-depth knowledge of Communications Center guidelines
- Knowledge of numerous safety and security systems
- Knowledge of Public Safety Answering Point (PSAP) regulations
- Excellent oral and written communication skills
- Able to effectively communicate with staff, other GOAA management and local communications entities
- Strong interpersonal and supervisory skills
- Willing and able to work nonstandard hours and be flexible to adjust schedule as conditions warrant

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- CPR Certified
- TDD Certified
- NIMS 100, 200, 247a, 300, 400, 700, 800
- Florida State Certification for Public Safety Dispatchers F.S.S. 401.465
- Florida Criminal Information Computer/National Criminal Information Computer (FCIC/NCIC)
- Emergency Medical Dispatch Quality Assurance (EMDQ) preferred

The following are required at time of hire or must be obtained within 12 months:

- Emergency Medical Dispatch (EMD)
- Certified Training Officer (Communications Training Officer) (CTO)
- Terminal Agency Coordinator (TAC)
- Local Agency Security Coordinator (LASO)
- Driver and Vehicle Information Database (DAVID)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately six (6) employees; indirectly supervises a staff of approximately seventeen (17) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Decision pertaining to sectional policy and procedures; establish operating procedures, quality and quantity of work performed in area of responsibility
- Personnel decisions such as overtime usage, hiring or termination of employee, merit recommendations, travel or training decisions, employee leave
- Decision regarding budget and annual expenditures; manage department fiscal budget
- Work very independently with little supervision or direction – substantial latitude in initiative, judgment and authority

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 5-10-19

Immediate Supervisor Date

 6-10-2019

Chief Operating Officer Date

 6-13-19

Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Manager, Emergency Communications

Department: Security

Date: June 10, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting				X			3
Lifting:	0 - 20 lbs					X	2
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)				X			3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	3
Noxious Fumes						X	2
Chemicals						X	1
Insects						X	1
Confined Areas				X			3
Excessive Noise				X			3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones				X			3

SUPERVISOR COMMENTS:

Due to the computers' sensitivity to heat, the temperature in the Comm Center cannot exceed 72 degrees. Most of the time and especially at night the temperature ranges from 68-70 degrees. All equipment is either alarmed for prompting the operator to an immediate response or designed for two-way communications. Therefore, the employee must be extremely mobile and able to instantaneously respond from a sitting to a standing or walking position.

[Signature] - 5-10-19
Immediate Supervisor Date

[Signature] 6-10-2019
Chief Operating Officer Date

[Signature] 6/12/19
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Manager, Environmental Compliance

Date: June 30, 2017

Department: Planning, Engineering, Construction

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Director, Planning

POSITION SUMMARY: Oversee the development, implementation and maintenance of Authority and tenant environmental programs with a focus on all compliance, monitoring, clean-up, auditing and reporting activities. Lead development and administration of environmental policies and budget. Oversee the work and progress of all environmental related consultants; monitor projects and consultants for regulatory compliance from conception through post construction maintenance. Manage multiple phases of internal and external environmental remediation programs, environmental databases and the quality assurance programs for the Authority.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Determine appropriate consultant for specific job, evaluate/approve their assessment of project, negotiate cost for project (up to established limit), and monitor the project to completion, ensuring compliance with agreement
- Monitor projects and consultants for compliance with all federal, state, and local regulations; oversee the work and progress of all related consultants
- Work closely with regulatory agencies to provide project details and obtain concurrence with proposed plans
- Responsible for completion of required inspections, such as: GOAA fuel tanks, SPCC inspections, National Pollutant Discharge Elimination System (NPDES), etc.
- Update manuals, permits as required, such as: Drainage Atlas, Master De-Watering permit, asbestos O&M manual. Monitor compliance with environmental permits during construction, etc. Utilize specialized software for tracking permit compliance.
- Responsible for the accurate and timely completion of environmental reports, such as: water quality, environmental management programs, etc.
- Manage environmental programs such as: storm water management system; ambient water monitoring, QA and QC programs; Indoor Air Quality throughout the airport; City of Orlando Industrial Pre-Treatment program, etc.
- Manage projects related to Governmental Accounting Standards Board (GASB) 49 Costs (Site Cleanup, Asbestos Abatement projects, Storm Water retrofits, Mold Remediation, and any other projects that have the potential liability to cost the Authority monies due to non-compliance with environmental regulations
- Plan and conduct training in a variety of environmental areas, such as: Haz-Mat, stormwater pollution prevention, environmental compliance and reporting issues, etc.
- Prepare and monitor environmental budget; review and recommend changes to environmental policies
- Serve as the departmental representative on GOAA's 24 Hour Emergency Response Team; liaison to local agencies and contractors responding to emergency notification on Authority properties
- Represent GOAA with local Environmental Groups. Team member for the GOAA Reduction, Recycling Program
- Work closely with the Wildlife Management staff concerning Bird Surveys, Threatened and Endangered Wildlife Surveys, relocation of species, etc.
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in the Environmental Sciences or related field and six (6) years of related experience. Experience to include field testing and sampling activities for a consulting firm or a public agency; environmental compliance and enforcement activities within Florida, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Excellent interpersonal skills
- Proficient in the use of computers, communication devices, hand tools, scientific procedures and test equipment
- Strong leadership skills to effectively oversee the work of multiple consultants/contracted staff
- Excellent planning and organizational skills
- Strong attention to detail
- Knowledgeable about Florida controlled land burns, environmental monitoring, Ocules environmental software, water quality, wetlands, wildlife, and vegetation with a clear understanding of how these areas benefit and protect the Aviation Authority's property
- Knowledge of design, construction, legal and scientific terms desirable

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Must have current or obtain within first six months in the position: National Pollutant Discharge Elimination System (NPDES) and Spill Prevention, Control and Countermeasure (SPCC)


SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Manage and direct the work of multiple consultants /contracted staff

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

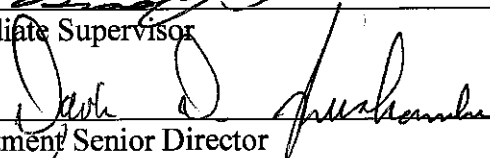
- Works very independently with little supervision
- High level of initiative and judgment
- Manages and directs the work of several environmental projects, major work areas or functions of the organization, consultants and contractors; usually involving two or more functional areas, or phases of work of primary importance. Coordinates operations and activities, establishes standards of performance, provides counsel for unusual problems, evaluates performance and compliance with policies, programs, etc.

APPROVAL SIGNATURES:



 Immediate Supervisor

7/6/17
 Date



 Department Senior Director

7/6/17
 Date



 Senior Director, Human Resources & Risk Management

7-7-17
 Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Manager, Environmental Compliance
Department Environmental

Date June 30, 2017
Section 612

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

	Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting	A. __ 0 - 20 lbs. B. __ 21- 50 lbs. C. __ 50+ lbs.					X	2
Bending/Stooping						X	3
Pushing, Pulling, and/or Digging						X	2
Reaching over Head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Other							

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.


- Frequency
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)

- Importance
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes				X		2
Chemicals				X		3
Insects				X		2
Heights, Confined Areas				X		2
Excessive Noise				X		2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicles			X			3
Petroleum Storage Tank monitors				X		3
Water Quality Station monitors				X		3
General office equipment (computer, copier, fax, etc.)			X			3

Supervisor Comments:
Field project site visits. Meetings on and off GOAA properties.


Immediate Supervisor

2/6/17
Date


Senior Director

7/6/17
Date

Manager, Environmental Permitting

Department: Environmental Services

Date: April 26, 2022

Title of Immediate Supervisor: Director, Planning & Development

Pay Level: L30

POSITION SUMMARY: Manage the Greater Orlando Aviation Authority's (GOAA) environmental permit process through multiple governmental agencies at the Federal, State, and local levels. Oversee the permit auditing and reporting requirements and maintain compliance. Perform permitting review, compliance monitoring, field inspections, and technical support services in relation to air, water, waste, wetland, ecological, and other environmental programs. Manage and maintain GOAA's online environmental database permit related databases. Perform site visits for verification of wetland lines along with photo-interpretation of aerial surveys and identify indicators of protected species. Prepare budgets and review cost analysis for environmental projects, permits, and programs.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage all environmental permits such as GOAA's State and Federal Wetland ERP permits; Wildlife permits; Multi Sector Generic Permit; Avian Surveys; Notice of Intent stormwater permit; City of Orlando Industrial Pre-Treatment permit; GOAA's Master De-Watering permit; along with maintaining and updating the OIA and OEA Drainage Atlas.
- Implement and manage spill prevention programs.
- Update and modify permits as needed for future planning and development purposes. Assess and maintain concurrence with future proposed plans and permit conditions. Monitor compliance with environmental permits for all phases of project construction.
- Review permit applications drafted by consultants prior to agency submittal.
- Maintain and monitor permit compliance for GOAA fuel tanks, SPCC inspections, SWPPP and National Pollutant Discharge Elimination System, etc.
- Investigate the nature and extent of soil, sediment, erosion, groundwater, and other media contamination.
- Maintain and update GOAA's online environmental database & permit tracking software.
- Plan and conduct environmental training in a variety of environmental areas for permit compliance.
- Implement effective employee training programs.
- Liaison with Wildlife Management staff concerning Bird Surveys, Threatened and Endangered Species Surveys, relocation of species, and other wildlife permitting needs.
- Work closely with regulatory agencies to provide project details and obtain concurrence with proposed plans and permits.
- Determine data collection methods for consultants and assist with collection and analysis of samples of soil, water, air, and other materials.
- Prepare and monitor environmental budget; recommend changes to environmental policies.
- Develop and recommend solutions to eliminate pollution and environmental hazards and minimize ecological impacts on GOAA property.
- Work closely with consultants, regulatory personnel, and staff extension to manage projects to completion.
- Serve as the departmental representative on GOAA's 24 Hour Emergency Response Team; liaison to local agencies and contractors responding to emergency notification on Authority properties
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in the Environmental Sciences or related field and six (6) years of related experience. Experience to include prior permitting background, coordination with regulatory staff, field testing and sampling activities for a consulting firm or a public agency; environmental compliance and enforcement activities within Florida, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of the Florida Administrative Code in relation to various State environmental permitting policies and procedures
- Knowledge of environmental program procedures, methods, practices, and their application to specific situations
- Understanding of the State 404 Assumption rule as it relates to permitting with the ACOE and FDEP
- Fundamental understanding of environmental and ecological program procedures, methods, practices, and their application to specific situations and permitting
- Knowledge of federal, state and local environmental laws, rules, ordinances, permits, and reporting procedures on environmental monitoring, water quality, wetlands, wildlife, and vegetation
- Ability to coordinate environmental projects with other departments, outside consultants and contractors to meet regulatory compliance
- Excellent written and oral communication skills and the ability to communicate technical information with efficient report writing
- Excellent planning, organizational and interpersonal skills, to work with a diverse, multi-cultural staff
- Strong attention to detail and multitasking skills
- Proficient use of communication devices, hand tools, monitoring devices, test equipment and scientific procedures used for environmental inspections and procedures
- Intermediate computer skills and Microsoft Office programs required; knowledge of environmental data management systems desired
- Ability to read and understand storm drain atlas and geographic information systems (GIS). Navigate the FDEP Oculus permit database website
- Strong leadership skills to effectively oversee the work of multiple consultants/contracted staff
- Ability to coordinate environmental projects with other departments, outside consultants, contractors, and government agencies to meet regulatory and permit compliance

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Class A/B UST Operator Training
- Spill Prevention, Control and Countermeasure (SPCC)
- 40-hour Hazardous Waste Operations and Emergency Response training

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Manage and direct the work of multiple consultants/contracted staff

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little supervision. High level of initiative, discretion, and judgment
- Manage and direct the work of several environmental projects, major work areas or functions of the organization, consultants and contractors; usually involving two or more functional areas, or phases of work of primary importance

- Coordinate operations and activities, establish standards of performance, provide counsel for unusual problems, evaluate performance and compliance with policies, programs, etc.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



 Immediate Supervisor Date



 Chief Executive Officer Date



 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Manager, Environmental Permitting

Department: Engineering & Construction

Date: April 26, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 - 20 lbs					X	2
	20 - 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping						X	3
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		3
Noxious Fumes					X		2
Chemicals					X		3
Insects					X		2
Heights, Confined Areas					X		2
Excessive Noise					X		2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Petroleum Storage Tank Monitors					X		3
Water Quality Station Monitors					X		3
Other							

SUPERVISOR COMMENTS:

Field project site visits.

_____ 9/30/22
 Immediate Supervisor Date

_____ 10/4/22
 Chief Executive Officer Date

_____ 10/5/2022
 Human Resources - Compensation Date

JOB DESCRIPTION

JOB TITLE: Manager, Facility Assets

DATE: June 23, 2014

DEPARTMENT: Maintenance

GRADE/LEVEL: Exempt; L29

TITLE OF IMMEDIATE SUPERVISOR: Director, Maintenance

POSITION SUMMARY: The Manager, Facility Assets is responsible for the development, implementation, and administration of an asset management program and associated asset management systems (AMS) that include policies, standards, methods, procedures, and manual and automated processes.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Implement and manage all phases of the overall CMMS business plan
- Develop and maintain a complete hierarchy for Authority assets, including:
 - a posting matrix that will establish the level of asset detail to be maintained in the database
 - a “smart numbering” system that will allow for the data capture of work detail against assets
 - a business flow of work that will gather the needed information without added resources
 - support and train users of the CMMS in their day-to-day responsibilities
 - build and manage the necessary program to manage and “bill” for the services captured in the CMMS in accordance with the latest lease agreements, including airlines and tenants
- Create, execute and sustain a comprehensive, multi-faceted asset management system (AMS) encompassing, but not limited to:
 - land, including environmental protection areas; runways, taxiways, aprons and roadways
 - buildings and structures, including their electrical and mechanical systems and inventories
 - aviation-unique assets such as aircraft boarding bridges and pre-conditioned air units
 - signage inventories for both passenger facilities and roads
- Develop asset management program concepts and engage other appropriate persons and departments in comparative assessments of those concepts to prepare recommendations
- Define concepts and make comparative assessments, specify automated process functional and integration requirements, data requirements, and measurement and reporting requirements
- Utilize in-depth understanding of the capabilities and configuration options of the CMMS (Computerized Maintenance Management System) and other enterprise automated systems to meet AMS program requirements and ensure successful implementation
- Recommend improvements and/or additions to asset management program policies, standards, methods, and procedures and lead their implementation. Includes Automated methods for tracking parts, a comprehensive preventive maintenance schedule and work tracking program, etc.
- Recommend improvements and/or additions to asset management program processes, both manual and automated, and document automated process functional and interface requirements, data requirements and measurement and reporting requirements
- Participate in the implementation of automation requirements and in the testing, training and use of those processes as incorporated into the CMMS and other applications such as GIS and Oracle Financials.
- Participate in and facilitate collection of asset condition data and input of the data into the appropriate databases using CMMS and other applications including:
 - The development and implementation of RF tag technology
 - The use of hand-held wireless tablets to gather field data
 - Continued training and support of field personnel
- Participate in continuing efforts to improve location information for assets using GIS standards and methods

RESPONSIBILITIES (continued):

- Perform comprehensive assessments of assets using the automated processes encoded in CMMS modules and other application modules. Perform complex analysis and re-assessments as needed to accurately complete asset condition assessments.
- Prepare asset management plans and expenditure forecasts based on assessments of assets' current conditions and probable useful life (e.g., Facilities Asset Renewal and Replacement Program)
- Supervise employees in assigned area. Assign work; monitor hours of work; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Address areas of concern and implement solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Present recommendations and supporting rationale to appropriate management and committees.
- Respond to rapid-response requests for asset condition and renewal information and other related requests as required
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

A Bachelor degree in Computer Science or related field and six (6) years experience in development, implementation, management and monitoring of information systems. Experience in the asset management and planning domain is also a requirement, including basic understanding of financial planning and business processes. An equivalent combination of education, training and experience will be considered.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Requires proven abilities for complex data analysis and for reporting the results in an understandable form
- Requires excellent communication and personal professional relationship abilities
- Proficiency in Computerized Maintenance Management System, MS Access, MS Excel, GIS
- Demonstrated leadership/management skills

LICENSES / CERTIFICATIONS REQUIRED:

- A valid Florida driver's license

SUPERVISORY RESPONSIBILITIES:

Manages a staff of approximately three (3) employees. May oversee the work of consultants and/or others in a project management role.

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*


- Works very independently with little supervision or direction – substantial latitude in initiative, judgment
- Considerable latitude in defining the methods and procedures to be used to respond to asset management requirements and ad hoc requests and in the preparation of reports and other informational material
- Exercises independent judgment in the preparation of recommendations from high level direction and descriptions of end results desired

APPROVAL SIGNATURES:



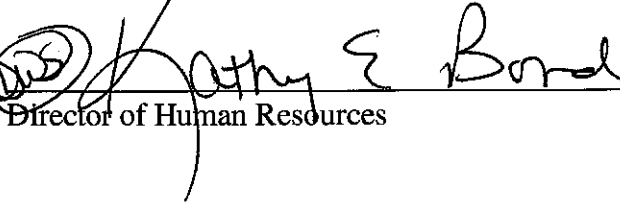
Immediate Supervisor/Department Director

23 June 14
Date



Deputy Executive Director

24 June 14
Date



Director of Human Resources

7-23-14
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Manager, Facility Assets
 Department Maintenance

Date June 23, 2014
 Section 631

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

	<u>Frequency</u>
Constant	- More than 80% (6 1/2 hours or more per 8 hour day)
Very Frequent	- 51-80% (4 1/2-6 hours per 8 hour day)
Frequent	- 21-50% (2 1/2-4 hours per 8 hour day)
Occasional	- 6-20% (1-2 hours per 8 hour day)
Rare	- 0-5% (Less than 1 hour per 8 hour day)

<u>Importance</u>
3 - Critical part of Job; can't be done any other way
2 - Important, but may be performed in some other way
1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	1
Walking					X	1
Sitting	X					2
Lifting A. __ 0 - 20 lbs.				X		2
B. __ 21- 50 lbs.					X	1
C. __ 50+ lbs.					X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)				X		3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)			X			3

Supervisor Comments:



Immediate Supervisor

6/23/14

Date



Deputy Executive Director

6/24/14

Date



Manager, Finance (Financial Reporting)

Department: Finance

Date: May 18, 2021

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L29

POSITION SUMMARY: Provide assistance to the Assistant Director, Director of Finance, Chief Financial Officer and Finance Department with the management of the day to day financial operations of the Greater Orlando Aviation Authority (GOAA) as well as fiscal, accounting and reporting activities including preparation of the monthly, quarterly, and annual financial statements.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinate all aspects of the preparation of the GOAA's Annual Comprehensive Financial Report .
- Review and analyze monthly, quarterly and year-end financial statements, interpret applicable accounting pronouncements and initiate appropriate changes.
- Coordinate with external auditors on GOAA's quarterly financial statement reviews and year-end audit.
- Prepare, within established timeframes, all compliance reporting with State and Federal regulatory agencies and other filings as required by law.
- Review and approve journal entries, direct pays, wire transfers, credit card, and travel expense reports,
- Prepare financial analysis of data used in the negotiation and re-negotiation of contracts, leases, and agreements and determine results of data and trends affecting GOAA's overall financial status.
- Research and prepare special reports on financial matters as requested.
- Assist in the review, development, and/or implementation of effective financial procedures and provide guidelines to achieve objectives of the overall financial operation.
- Supervise the work of assigned staff. Participate in hiring, monitoring of time, and completing performance evaluations. Recommend disciplinary actions in accordance with policy. Provide guidance and training to develop and improve the skills, knowledge, and abilities of staff.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on public finance, economics, and accounting required. Six (6) years experience in financial reporting with emphasis in governmental accounting and Annual Comprehensive Financial Report preparation, or an equivalent combination of education, training and experience. Public accounting experience with governmental auditing preferred. MBA or advanced degree desirable. Experience with supervision of staff required. Experience with Oracle EBS preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of current GAAP, GASB and financial reporting practices for enterprise fund accounting
- Knowledge of and experience with various financial areas and handling multiple responsibilities
- Extensive knowledge of accounting for municipal securities and related compliance matters
- Extensive knowledge of Excel, computerized accounting systems including General Ledger and Fixed Assets modules; experience with Oracle preferred
- Strong technical accounting skills
- Ability to understand and carry out complex oral and written instructions
- Ability to deal tactfully and courteously with employees and the general public

- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*



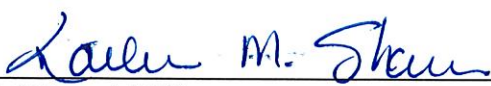
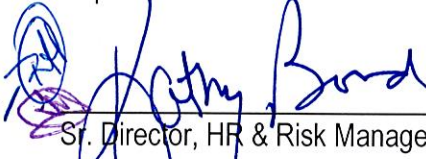
- Directly supervises a staff of approximately two (2) employees and indirectly supervise a staff of four (4)

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with limited supervision or direction; substantial latitude in initiative and judgment
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Review financial and accounting reports and initiate appropriate action
- Make some accounting policy decisions and procedural changes and interpretation of applicable accounting pronouncements.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	<u>5.25.21</u>		<u>6/14/21</u>
Immediate Supervisor	Date	Department Director	Date
	<u>5/25/21</u>		
Chief Financial Officer	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Manager, Finance (Financial Reporting)

Department: Finance

Date: May 18, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking					X	2
Sitting		X				3
Lifting: 0 – 20 lbs				X		2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						
SUPERVISOR COMMENTS:						

Elsie Alfonso 5.25.21
 Immediate Supervisor Date

Marie Dennis 6.14.21
 Department Director Date

Cathy Vance 6/23/2021
 Human Resources - Compensation Date

Manager, Finance Administration & Strategic Projects

Department: Finance

Date: June 19, 2023

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: L29

POSITION SUMMARY: Manage strategic procurements and contracts process from start to finish for the Finance department. Provide project and contract management for the Finance department. Plan and manage deliverables for organizational and departmental projects. Coordinate project team meetings, track assigned tasks, and verify timely completion of all deliverables. Responsible for the day to day management of Finance department's administrative staff. Manage the Corporate Travel Card Program and serve as travel request administrator to the Authority's integrated travel booking and expense reporting system.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage procurement process from start to finish for financial services including, but not limited to, Hotel Consulting Services, Banking Services, Lines of Credit, Bond/Tax and Disclosure Counsel, Financial Advisors, Airport Consultants, Investment Advisors, Financial Auditors, and Financial Consultants. Manage successful transition of new professional consultants and vendors.
- Manage the planning and successful execution of projects from inception to final product for the Finance Department, maintain smooth and effective workflows, and meet established deadlines within budget. Develop project timelines based on prioritization, planning and resource utilization. Coordinate project team meetings, track assigned tasks, and verify timely completion of all deliverables. Manage project budget.
- Identify issues: manage the department leadership's expectations, and offer recommendations for creative solutions or workarounds based on knowledge of priorities and contributing factors.
- Manage document control to confirm successful execution and publication (if applicable) of critical project documentation. Review project deliverables for completeness, quality, and compliance with established standards.
- Attend meetings on behalf of the CFO and provide status of projects as needed.
- Manage the Finance department's office administration by coordinating resources and maintaining optimal departmental administrative coverage for the Chief Financial Officer, Finance Vice President and Assistant Vice Presidents. Maintain proper cross-training and functionality between administrative assistants, adequate coverage during lunch breaks, vacations and other out of office instances, and create a system where all shared work is maintained and kept up to date on the finance administration network drive.
- On behalf of the CFO, manage the Board agenda process to verify all items for Finance department are submitted to the appropriate Committee and Aviation Authority Board in a timely manner. Prepare all memos and supporting documents for submission to Finance Committee, Capital Management Committee, Procurement Committee, and Aviation Authority Board.
- Assist with financial analysis on concessions, engineering and construction procurement proposals, and others as requested.
- Authority Authorized Representative (AAR) for assigned contracts, including but not limited to, Financial Advisors, Airport consultants, Investment Advisors, Financial Consultant, and Workforce Management System. Verify insurance requirements through Risk Management for all applicable contracts; manage and coordinate contract execution(s), timely renewals/amendments, and verify invoices for payment; provide recommendations to management for problem resolution. Negotiate renewals and amendments as assigned.
- Manage Department budget coordination; develop and monitor the budget, review invoices process such as purchase requisitions, releases for professional services, and service receipt/direct pay, etc.
- Serve as Corporate Travel Card Program Administrator. Provide management reporting and orientation training to new Travel Card users and oversee all activity. Perform administrative and record keeping tasks in accordance with policy. Monitor card violations and notify appropriate management personnel.

- Serve as Travel Request Administrator for the Authority's integrated travel booking and expense reporting system. Assist with implementation and training users on the system.
- Manage, evaluate, and recommend changes to the Finance and Travel policies as needed.
- Prepare Project Initiation Forms (PIFs) and Requests For Proposal (RFPs) in coordination with the Purchasing department; circulate as required to obtain approvals.
- Manage the process to ensure all Finance organizational policies are evaluated and updated as needed.
- Maintain assigned contract and agreement files.
- Serve as back-up recording secretary for sunshine meetings
- Supervise employees in assigned area. Assign work; monitor hours of work, and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommended solutions. Prepare and conduct performance evaluation; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field and five (5) years of contract and /or project management related experience, or an equivalent combination of education, training and experience. Knowledge of and experience with document control, supervising staff, project management, accounting functions and contracts/agreements is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Project management skills
- Basic negotiation skills
- Ability to pay attention to detail and meet deadlines; strong organizational skills
- Demonstrated ability to analyze data and to analyze and plan projects
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Ability to present information to large diverse groups
- Demonstrate ability to maintain confidential and sensitive information.
- Working knowledge of the solicitation and award process
- Working knowledge and experience in maintaining contract files and enforcing contract provisions.
- Ability to read and interpret contracts and agreements
- Demonstrated ability to work independently.
- Excellent verbal and written communication skills
- Strong computer skills in Oracle Financials and Microsoft Office including, Word, Excel, Outlook, PowerPoint etc.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) employees
- Supervisor activities of personnel involved in special projects

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little supervision, high level of initiative judgment and authority.

- Independently manage and prioritize multiple concurrent projects, completing work under pressure to meet strict deadlines.
- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents complete tasks and carry out responsibilities.
- Expected to manage job responsibilities in a timely manner to meet deadlines
- Establish priorities to maximize productivity and efficiency.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 Immediate Supervisor/Chief Financial Officer Date

 Chief Executive Officer Date

 Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Manager, Finance Administration & Strategic Projects

Department: Finance

Date: June 19, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor/CFO

Date

Chief Executive Officer

Date

Human Resources - Compensation

Date

Manager, Human Resources (Compensation & Benefits)

Department: Human Resources

Date: October 25, 2018

Title of Immediate Supervisor: Senior Director, Human Resources & Rick Management

Pay Level: L31

POSITION SUMMARY: Plan, develop and oversee Authority wide compensation and benefit programs. Set the organization's pay structures and benefits offerings in compliance with applicable federal and state regulations. Recommends promotion, reclassification, new hire and selective increase pay adjustments. Manages the job evaluation team responsible for aligning all positions to the appropriate pay level classification. Supervise assigned staff.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor market conditions and applicable regulations to design and maintain current and competitive pay structures and pay rates; oversee the performance evaluation process for the organization; manage job description process; determine participation in applicable salary surveys and other tools to maintain integrity of pay structures and pay rates.
- Oversee the job evaluation team responsible for aligning all positions to the appropriate pay level. Determines the FLSA overtime exemption status.
- Recommends promotion, reclassification, new hire and selective increase pay adjustments.
- Administer employee benefit programs including but not limited to insurance policies such as health, life and disability, leaves of absence, wellness initiatives; participate in the selection of benefits vendors, manage enrollment, renewal and delivery of benefits to employees; monitor applicable regulations to maintain compliance.
- Develop and implement strategies, programs, plans, policies and procedures for assigned areas. Align initiatives with department/GOAA goals and objectives. Manage duties personally or through assigned staff.
- Identify the needs of the organization and measure the effectiveness of programs in assigned areas of responsibility.
- Formulate and interpret policy and continuously update so all assigned programs are in compliance with federal, state, and local laws and regulations and Authority policy. Facilitate adherence to legal reporting requirements. Maintain up-to-date knowledge of industry trends and laws.
- Administer assigned programs for compliance, consistency, and equity throughout the organization.
- Develop and monitor assigned areas of the department budget.
- Oversee records retention (destruction & classification) of Human Resources files and records.
- Represent the Authority/Department at unemployment hearings.
- Negotiate and monitor contracts with outside suppliers so the level and standard of service, schedules, quality, responsiveness, and cost are provided at the expected level.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Develop reports, interpret data and formulate related responses.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Business, Human Resources or related field, and seven (7) years progressively responsible experience in compensation and benefits, or an equivalent combination of education, training and experience. Master degree desired. Supervisory and management experience in assigned program areas required. Experience working for a Florida public sector entity a plus.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong skills in planning and analysis
- Oral and written communications and presentation skill
- Ability to work effectively with employees and managers at all levels
- Ability to communicate clearly and concisely, in English, both orally and in writing
- Knowledge of related laws, regulations, policies and procedures
- Ability to conduct research, organize, analyze data and formulate recommendations, and to create and promote programs
- Ability to work cooperatively with human resource staff and Aviation Authority management to solve problems and make sound decisions based on available information
- Ability to work on several projects at once, and to plan and organize a wide variety of activities
- Strong negotiating skills
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees
- Must be able to maintain the confidentiality of sensitive information
- Strong computer skills using Microsoft Office, Excel, Word, Access and other business applications; knowledge of HRIS systems (i.e. Oracle, ADP, etc) required
- Multilingual skills a plus

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional Human Resources, Compensation, and/or Benefits certifications preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2); indirectly supervises a staff of approximately one (1)

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- High degree of independence, minimal supervision
- Extensive latitude in initiative, judgment, and authority
- Interpret policy, law, bargaining unit contracts, etc.
- Develop strategic plans

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Sr. Director, HR & Risk Management 10-31-18 Date




Chief Executive Officer 11-6-18 Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Human Resources (Compensation & Benefits)

Department: Human Resources


Date: October 25, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting		X					3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	1
	51+ lbs						
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing		X					3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:

 11-1-18
 Sr. Director, HR & Risk Management Date

 11-8-18
 Chief Executive Officer Date

 10/30/18
 Human Resources - Compensation Date

Manager, Human Resources (Training & Development)

Department: Human Resources

Date: August 11, 2023

Title of Immediate Supervisor: Vice President, Human Resources

Pay Level: L30

POSITION SUMMARY: Design and administer Greater Orlando Aviation Authority's (GOAA) training, development and succession planning programs.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Conduct training needs analysis and develop training materials, communications, and activities to meet organization needs.
- Develop and obtain training content to include the analysis, design and development of online, instructor-led and printed training materials.
- Determine the training needs of the organization; modify and create course materials and training manuals to meet specific training needs. Align initiatives with department/GOAA goals and objectives.
- Oversee Training and Succession modules in the Talent Management System (CSOD); testing, upgrades, etc.
- Develop and maintain eLearning programs utilizing various course authoring tools, i.e., Adobe Captivate.
- Analyze and apply trends and best practices in learning technologies and instructional design.
- Review external content for use in GOAA's Learning Management System (LMS) and mobile learning applications.
- Develop modes of assessments, such as surveys, tests, and evaluation tools to measure the effectiveness and application of training courses.
- Align succession planning initiative with organization's strategic plan.
- Identify core competencies and skills for key positions and job families.
- Conduct competency gap analysis and create competency-based learning outcomes.
- Develop career development plans to support core competencies and skills of key positions and job families utilizing incremental timeframes.
- Confirm inclusivity and diversity practices are taken into consideration when developing and implementing training strategies.
- Coordinate the performance appraisal process. Establish timetable, coordinate communications, update materials, present training sessions, and monitor and record throughout the process. Continuous follow-up on "Needs Improvement" ratings. Evaluate and make recommendations regarding performance appraisal process.
- Administer assigned programs for compliance, consistency, and equity throughout the organization.
- May assist in receiving and investigating employee complaints; coordinate resolution with applicable department management, making recommendations for resolution and providing guidance regarding past practice throughout organization to promote consistency.
- Monitor contracts with outside suppliers so the level and standard of service, schedules, quality, responsiveness, and cost are provided at the expected level.
- Coordinate and administer registration for in-house training activities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Business, Human Resources or related field, and seven (7) years progressively responsible experience in training, organizational development, or an equivalent combination of education, training and experience. A Master degree is desired. Supervisory and management experience in assigned program areas required. Experience working for a Florida public sector entity and knowledge of Cornerstone on Demand (CSOD), a plus.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to develop, deliver and facilitate training programs
- Ability to conduct research, organize, analyze data, formulate recommendations, and create and promote programs
- Strong presentation and coaching skills
- Knowledge of Talent Management systems to include LMS and Succession Planning modules
- Knowledgeable in the techniques and styles of adult learning
- Knowledgeable in instructional design model
- Ability to work effectively with employees and managers at all levels
- Ability to communicate clearly and concisely, in English, both orally and in writing. Multilingual skills a plus
- Strong skills in planning and analysis
- Ability to work on several projects at once, and to plan and organize a wide variety of activities
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees
- Must be able to maintain the confidentiality of sensitive information
- Strong computer skills using Microsoft Office, video conferencing software, and eLearning authoring tools

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional Human Resources certifications are desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little or no supervision, substantial latitude in initiative, judgement, and authority
- Interpret policy, law, bargaining unit contracts, etc.
- Develop strategic plans

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	Aug 29, 2023		Aug 29, 2023
_____ Immediate Supervisor	_____ Date	_____ Chief Administrative Officer	_____ Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Manager, Human Resources (Training & Development)

Department: Human Resources

Date: August 11, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way 2 - Important, but may be performed in some other way 1 - Not Critical; may be reassigned or not performed at all					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)						
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)						
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing		X					3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							


 Aug 29, 2023
DATE
 Immediate Supervisor _____ Date


 Aug 29, 2023
DATE
 Chief Administrative Officer _____ Date


 Aug 29, 2023
DATE
 Human Resources - Compensation _____ Date

Manager, IT Infrastructure

Department: Information Technology

Date: September 5, 2019

Title of Immediate Supervisor: Chief Information Officer

Pay Level: L33

POSITION SUMMARY: Responsible for the overall operations and oversight of the Greater Orlando Aviation Authority's (GOAA) data and voice networks, servers, storage and communications infrastructure. Develop, implement and manage GOAA's network, server, storage, voice, and data infrastructure. Support a mid-sized local-area network (LAN) in a campus environment.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage and facilitate the direction of the IT Infrastructure section to provide effective support and service for GOAA's operations.
- Coordinate the planning, engineering, and utilization of GOAA's voice and data systems to maintain maximum efficiency and operational performance within budgetary limits.
- Serve as the liaison with other GOAA departments and committees to make sure that the information technology infrastructure concerns and requirements are addressed during all phases of a project, including planning, design, development and construction. Provide counsel and solution options to construction and engineering team relative to project issues.
- Approve testing of system modifications before implementing modifications on the production system.
- Coordinate and manage the installation, relocation, maintenance, and repair of network servers, interface hardware, routers, switches, firewalls, communications infrastructure, and peripheral equipment.
- Responsible for the coordination of software or hardware vendor support calls and applicable transfer of knowledge to appropriate staff members.
- Review emerging technologies and standards.
- Establish network and system usage policy for GOAA.
- Verify that backups are completed successfully, stored in the appropriate fashion and documented for other staff members. Manage the restoration of system software, GOAA data and applications on an as needed basis.
- Confirm that the data and voice networks perform adequately.
- Collaborate with management in the preparation of the IT Infrastructure budget.
- Prepare and maintain resource loaded schedules of activities and milestones.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Computer Science or related field and ten (10) or more years of relevant experience in a medium to large enterprise, or an equivalent combination of education, training and experience. Five (5) or more years of medium to mega airport experience is preferred. Experience with the current GOAA network components and network packet analysis tools required. Experience with GOAA's currently used network management software is highly desired. Supervisory/leadership experience managing IT staff and contracted staff required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be knowledgeable in both voice and data network design, system design, protocols, topologies, software installation, backup procedures and system and network security
- Familiarity with serving as the primary point-of-contact to confirm information technology infrastructure requirements and concerns are addressed during all phases of facilities construction projects, including planning, requirements definition, concept to final design, development, and testing.
- Experience coordinating and managing the installation, relocation, maintenance, and repair of: servers and storage and other data center products and services; routers, switches, firewalls, and other network products and services; copper and fiber cables and conduit infrastructure and related components.
- General comprehension of enterprise networking infrastructure (routers, switches, firewalls, etc.)
- Excellent analytical skills related to the job functions and requirements and must possess excellent verbal and written skills
- Ability to manage multiple priorities and projects while anticipating possible impacts and benefits of change
- Ability to provide proper advice and recommendations to managers and employees at all levels. Strong ability to communicate technical concepts in a non-technical manner
- Demonstrated accomplishments in project management and planning
- Demonstrated ability to analyze, isolate, duplicate and resolve problems
- Exhibit self-sustaining initiative motivated to comprehensively learn and assume responsibility for new technologies
- Able to work effectively in a stressful environment and use professional etiquette when dealing with GOAA personnel and outside vendors
- Must be able and willing to work both standard and non-standard work schedules, including weekends as needed to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certifications relevant to the responsibilities of the position are a plus. Standard sources of products and services include but are not limited to HP for servers, Tegile for storage, Cisco for wired network devices, and Aruba for wireless network devices.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

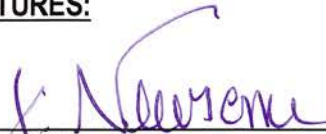
- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately twelve (12), as well as indirect oversight of contracted staff

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- High degree of independence under minimal supervision or direction – extensive latitude in initiative, judgment, and authority in regards to complex technical issues. Direction is not frequent or detailed
- Provide proper advice and recommendations to managers and employees at all levels
- Negotiate with business partners to set project priorities and determine what resources will be available

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor/CIO Date



Chief Operating Officer Date

9-26-2019



Sr. Director, HR & Risk Management Date

10-3-19

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrator

Rotating Shift: N/A

Manager, IT Infrastructure

Department: Information Technology

Date: September 5, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

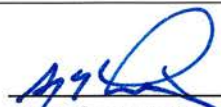
Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking					X		3
Sitting			X				3
Lifting:	0 - 20 lbs				X		3
	20 - 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping						X	3
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	3
Kneeling, Crawling						X	3
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing					X		3
Detailed Inspection/Reading/Editing				X			3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:



 Immediate Supervisor/CIO

Date



 Chief Operating Officer

Date

9-26-2019



 Human Resources - Compensation

Date

9/30/19

Manager, Information Technology Projects

Department: Information Technology

Date: September 11, 2019

Title of Immediate Supervisor: Chief Information Officer

Pay Level: L33

POSITION SUMMARY: Responsible for the oversight of Information Technology (IT) related projects, contracts and department budgets. Manage the strategic planning and successful execution of projects from inception to final product. Apply understanding of project requirements, targets and goals, confirming system quality and conformance to standards. Lead the department budget planning, forecasting, performance analysis and reporting process.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the strategic planning and successful execution of projects from inception to final product, maintain smooth and effective workflows and meet established deadlines within budget. Develop project timelines based on strategic prioritization, planning and resource utilization. Review project deliverables for completeness, quality, and compliance with established standards.
- Determine the definition and implementation of best practices related to the assigned programs / projects; determine and/or formalize functional interfaces and performance requirements; define and/or assess current and desired states, trends, issues and options.
- Identify issues; manage executive team's expectations, and offer recommendations for creative solutions or workarounds based on knowledge of priorities, development roadmap, and contributing factors. Manage project budget schedule.
- Manage the department budget and financial process. Implement financial controls, planning, forecasting, conducting performance analysis and reporting as needed.
- Liaison with Purchasing and Finance departments to manage the IT cost control processes.
- Develop or re-tool business processes to support current department financial activities.
- Manage the Common Use Passenger Processing System (CUPPS) and Common Use Self Services (CUSS) contracts and associated projects. Oversee contracted staff that support and maintain all Greater Orlando Aviation Authority (GOAA) Common Use equipment.
- ~~Oversee IT Contracts and Professional Services delivery processes and procedures.~~
- Facilitate the planning and prioritization of IT projects based on budget and IT Governance directives.
- Review and evaluate opportunities to improve the project management best practices in order to achieve higher maturity in Project Portfolio Management (PPM)
- Prepare project and/or financial presentations, reports and other materials adapted to the needs of a range of audiences and interests
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science, Engineering or related field and seven (7) years experience in budget analysis and project management on a broad spectrum of Information Technology products and services, or an equivalent combination of education, training and experience. Experience with technical alternatives and basic knowledge of emerging technologies required. Supervisory/leadership experience required. Advanced degree preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to prepare business case and recommendations to management
- Excellent oral and written/grammar communication skills

Manager, Information Technology Projects

Department: Information Technology

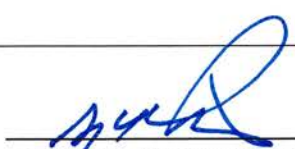
Date: September 11, 2019

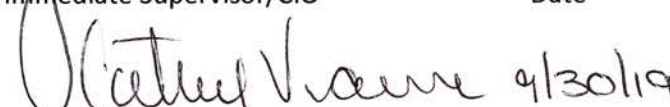
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 – 20 lbs				X		3
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:


 Immediate Supervisor/CIO _____ Date _____


 Chief Operating Officer _____ Date 9-27-2019


 Human Resources - Compensation _____ Date 9/30/19

Manager, IT Security

Department: Information Technology

Date: May 8, 2023

Title of Immediate Supervisor: Vice President, Information Technology

Pay Level: L36

POSITION SUMMARY: Oversee the development and maintenance of security policies and procedures. Manage the analysis and response to system and application audits. Oversee the IT Business Continuity team. Perform research, develop solution concepts and designs. Specify, operate, support procurement of, configure, install, and test components. Components include hardware, firmware, software, combinations, and security components. Lead the security team in isolating and correcting problems related to security. Work with the Senior Security Systems Engineer in engineering new and existing products and solutions.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversee the development and document controls designed to maintain the security and integrity of the network and computer systems and monitor for compliance.
- Responsible for developing and document Business Continuity Plans (BCP) for Information Technology.
- Test BCP Plans with various operation and support groups.
- Manage IT disaster recovery testing and documents findings, verify the IT disaster recovery plan are kept up to date.
- Responsible for developing and implementing the Information Technology Computer Incident Response Team (CSIRT) policy and procedures.
- Responsible for PCI DSS compliance efforts, including but not limited to, Assessments, Scanning, Pretesting, completing the Self-Assessment Questionnaire (SAQ), implement remediation plans if necessary, etc.
- Integral voting/approving member of the change control process, analyzing changes for security risks.
- Oversee staff, which provides data security to meet the organization's needs.
- Architect products and solutions that support the IT Security function, including SIEMs, Endpoint Security Systems, Network Security Systems, PKI Systems and Vulnerability & Patch Management Systems.
- Manage information security risk assessments, internal audits and other security testing processes of computer systems and networks to include vulnerability assessment, threat modeling, and penetration testing.
- Oversee the development and delivery of computer systems security awareness program.
- Develop security policies and procedures. Monitor compliance with security policies and procedures, and prepare compliance reports.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications.
- Review reports of malware infection or other intrusions and manage the design, document processes and procedures for incident response.
- Develop policies and configuration standards for Microsoft Active Directory (AD). Work with system administrators in developing standards for secure server and application configurations.
- Maintain a current knowledge of developments in both security hardware and software to ensure that upgrades and installations are performed as efficiently as possible.
- Collaborate with other members of management in the preparation of the Information Technology budget.
- As part of the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for

thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and eight (8) years' experience required in the administration of security for medium to large corporate networks, or an equivalent combination of education, training and experience.

REQUIRED (or equivalent education, training, experience):

- Extensive knowledge of computer and data security principles.
- Experience with Microsoft Server and Client Operating Systems (OS),
- Experience with Linux OS
- Experience with administration of McAfee ePO and other McAfee Endpoint Security Products such as NSP, TIE, ATD
- Experience with Splunk and Splunk Enterprise Security
- Experience with Nexpose vulnerability scanner
- Familiar with public key cryptography

DESIRED:

- Experience with CISCO network components and Palo Alto security components
- Experience with network management systems (NMS)
- Experience with security information and event management (SIEM) software
- Experience with SNMP and network packet analysis tools.
- Working knowledge of Oracle eBusiness Suite (or related Financials package) security, audit and control methods and concepts
- Working knowledge of information security programs using best practices methodologies such as Florida's 'Security of Data and Information Technology Resources Act' (Rule Chapter 60DD-2 Florida Information Resource Security Polices and Standards), ISO, COBIT, PCI DSS, etc. that include administration, technical and physical safeguards.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent analytical skills related to the job functions and requirements
- Excellent verbal and written skills
- Self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems
- Ability to provide proper advice and recommendations to managers and employees at all levels
- Ability to work effectively in a stressful environment
- Demonstrated ability to use professional etiquette when dealing with Authority personnel and outside vendors.
- Must be able and willing to work both standard and non-standard work schedules, including weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- IT Infrastructure Security Certifications such as CISSP, CISM, CRISC, CISA, McAfee, Splunk, and Palo Alto combined with other IT management certifications such as MCSE, RHCE, CCNP are required

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- High degree of independence, extensive latitude in initiative, judgement and authority
- Independent judgment for complex technical issues is critical and required routinely on a daily basis.
- Establish plans, procedures, and guidelines for a division
- Evaluate, analyze, design and initiate appropriate actions

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor/Vice President 7/5/2023
Date



Chief Executive Officer 7/6/23
Date



Vice President, Human Resources 7/10/23
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, IT Security

Department: Information Technology

Date: May 8, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting			X				3
Lifting:	0 – 20 lbs			X			3
	20 – 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)					X		2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	2
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor/Vice President Date: 7/5/2023


 Chief Executive Officer Date: 7/6/23


 Human Resources - Compensation Date: 7/7/23

Manager, Land Use & Transportation Planning

Department: Planning & Environmental

Date: April 12, 2023

Title of Immediate Supervisor: Senior VP, Multi-Modal Planning & Environmental

Pay Level: L29

POSITION SUMMARY: Serve as the Greater Orlando Aviation Authority's (GOAA) primary staff member for land use and multi-modal transportation planning matters. Work closely with airport stakeholders as well as local, state, and federal agencies to confirm and maintain airport development projects are completed efficiently and effectively based on strategic thinking and technical analyses. Coordinate activities with local governments and other agencies while providing direction and advisory support for GOAA actions relative to transportation and land development projects, master planning, rail and multimodal planning.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develop, implement, and update the Planning related aspects of the land development projects, master planning, rail and multimodal planning, and select GOAA projects from inception to final design, bid and award. Work is performed in close coordination with department staff, general and continuing consultants, legal counsel and end users.
- Prepare conceptual and layout plans, construction project cost estimates, drawings and studies for the development of land development projects, master planning, rail and multimodal planning. Conduct site visits as needed.
- Coordinate with local governments relative to Growth Management plans, DRI's, Entitlements, Master Development plans and similar activities.
- Direct consultants in the preparation of planning and engineering projects related to on-airport facilities serving highways, road access, and intermodal transportation needs. Skills include knowledge of traffic modeling techniques.
- Work on wide range of real estate issues with other local governments. May include land sales or swaps for new off-airport road projects and rights-of-way, obtaining applicable FAA and FDOT approvals, etc.
- Serve as advisor for Authority Board representative at MPO ("MetroPlan Orlando") meetings and represents GOAA interests on the MetroPlan Transportation Technical Committee and Plans & Programs Subcommittee.
- Interpret local regulatory agency requirements for departments and GOAA senior staff relative to Transportation and Land Planning and Development issues which relate to their projects.
- Represent GOAA interests in local meetings and matters involving various planning agencies related to transportation systems planning (especially roads, rail, and mass transit) and land development.
- Coordinate contracted services for consulting firms providing services related to transportation planning and land development studies and analysis for Orlando International and Orlando Executive Airports.
- Manage update of Authority's property maps, boundary surveys, easements and right-of way vacations.
- Monitor and verify availability of resources for planning projects, reconciles planning budget with the associated projects.
- Provide staff support to advisory committees and quality control on planning/engineering related studies.
- Remain current on changing regulatory issues in the field; review and comment on pending/proposed federal and state agency rulings.
- Serve as the Aviation Authority representative in aviation industry functions.
- Coordinate planning for various on-site aviation industry functions and activities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Urban Planning, Engineering or related degree, and six (6) years directly related experience in transportation, or land use planning for a consulting firm and/or a medium to large hub airport, or an equivalent combination of education, training and experience. Require a thorough understanding of both theoretical and practical aspects of land use and transportation planning.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Detailed knowledge of land use and transportation planning, local regulations, requirements and procedures
- Knowledge of next generation mobility concepts, such as, autonomous vehicles, advanced air mobility, mobility as a service.
- Detailed knowledge of the theories, methods and procedures involved in airport or urban planning, including knowledge of FAA Advisory Circulars, planning requirements and design standards, including land development principles and practices.
- Considerable knowledge of the principles and practices of airport and comprehensive planning, including knowledge of the principles and practices of public capital improvement programs, budgeting, facilities, regional strategic economic development and transportation planning.
- Ability to integrate land use, urban design and multi-modal transportation perspectives in review, coordination and development of public improvement projects.
- Knowledge of Growth Management, DRI's and Entitlement programs
- Knowledge of federal, state and local environmental land use laws and ordinances applicable to airports.
- Excellent written and oral communication skills and the ability to communicate technical information
- Excellent planning, organizational and interpersonal skills
- Strong attention to detail and multitasking skills
- Intermediate computer skills and Microsoft Office programs required
- In-depth knowledge and experience of business research methods, and relevant computer applications.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- AICP certification is preferred
- Relevant professional accreditations and/or AAAE desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

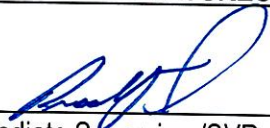
- Manage the work of staff extension personnel and oversee the work of outside consultants

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*


- Work independently, with little supervision or direction; substantial latitude in initiative and judgment
- Apply knowledge and expertise relative to Transportation and Land Development issues in developing responses to regulatory agency requests for information/coordination of both on-site and off-site property
- Manage plans and programs related to airport transportation development
- Position exercises judgement and leadership of the Authority consultants and contractors coordinating activities involving phases of work of primary importance
- Frequent public and outside business contacts and must represent GOAA's interests with consistent credibility
- Require a clear and complete understanding of relevant policy, procedure, contracts, legislation, and regulations in order to interpret and communicate them for staff, tenants and current and potential users of Authority resources.
- Coordinate inspections and activities, set up performance standards, refer unusual problems, evaluate compliance with policies programs

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor/SVP 4/20/23
Date



Chief Executive Officer 4/20/23
Date



Vice President, Human Resources 4/25/23
Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Manager, Land Use & Transportation Planning

Department: Planning & Environmental

Date: April 12, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Table with columns for Frequency (Constant, Very Frequent, Frequent, Occasional, Rare) and Importance (3, 2, 1). Rows include Physical Effort (Standing, Walking, Sitting, Lifting, Bending/Stooping, etc.) and Working Conditions (Extreme Weather, Noxious Fumes, etc.).

SUPERVISOR COMMENTS:

Signature of Immediate Supervisor/SVP, Date 4/20/23

Signature of Human Resources - Compensation, Date 4/20/23

Signature of Chief Executive Officer, Date 4/20/23

Manager, Maintenance Budgets & Contracts

Department: Maintenance

Date: July 25, 2018

Title of Immediate Supervisor: Assistant Director, Maintenance Contracts

Pay Level: L29

POSITION SUMMARY: Manage the planning, budgeting, implementation, and monitoring of maintenance projects including long-range planning and financial coordination. Manage the department Capital and O&M budgets.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develop, monitor and maintain the Maintenance Department Capital and O&M budgets. Identify funding issues and work with Finance to determine appropriate funding sources, etc.
- Develop and maintain tools to effectively manage cost control for project and expense budgets, budgets, expenditures and revenues, working with key department personnel. Effectively control budgets, detect and report deviation trends, and generate cost forecasts based on historical data. Confirm proper allocation and utilization of funds.
- Develop and track long-range Maintenance plan, including budget estimates and schedules, for major repairs, refurbishment and/or replacement of airport systems and facilities. Coordinate with Finance and other departments to incorporate all adjustments to the Maintenance plan in conjunction with Authority's financial planning/modeling. Coordinate implementation of capital projects with Engineering, Construction and Purchasing departments.
- Develop and maintain budget analysis and contract activity reports for use by management and executive staff.
- Provide contract assistance as assigned, either in conjunction with the department AAR, or as the designated AAR. Assistance may include: establishing an audit procedure, monitoring contractor performance for compliance, oversee contract invoices, addressing or assisting with contract compliance issues as they arise, etc.
- Develop or assist/advise department management in preparing budget justification for review committees or Board approval; budget controls; funding sources for unbudgeted items; etc.; responsible for justifications and required backups to Finance and senior staff throughout the budget process.
- Prepare project items for presentation to Authority Board and the Concessions Procurement Committee, Construction Committee, and Construction Finance Oversight Committee.
- Responsible for remaining current on all GOAA emergency response and security procedures, in particular the Business Continuity Plan, maintain proper response as required.
- Supervise employees in assigned area. Assign work; monitor staff hours and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Establish and maintain records and reports appropriate to area of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, Finance or Business Administration and five (5) years experience in general contracting, project management, budget management and project development or an equivalent combination of education, training and experience. Airport or public entity experience preferred. Supervisory experience required.


Manager, Maintenance Budgets & Contracts

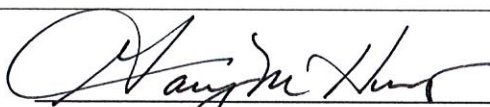
Department: Maintenance

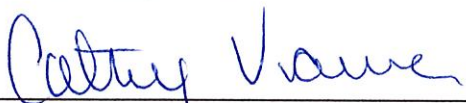
Date: July 25, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting				X			3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Other							
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							


 _____ 8/14/18
 Immediate Supervisor Date


 _____ 8-14-18
 Department Director Date


 _____ 8/14/18
 Human Resources - Compensation Date

Manager, Maintenance Contracts (Interiors/Landscape)

Department: Maintenance

Date: October 4, 2022

Title of Immediate Supervisor: Assistant Director, Maintenance Contracts

Pay Level: L29

POSITION SUMMARY: Responsible for the planning, organization, and management of airport wide interior and exterior terminal refurbishment projects for existing facilities from inception through completion. Provide leadership coordination to maintenance teams involved in the overall facility appearance and maintenance improvements. Develop and oversee the administration of contracts relating to Interiors and Landscaping services for the overall appearance and upkeep of the Orlando International Airport. Direct contract maintenance activities using a combination of in-house personnel and service contracts. Review proposed projects for interior finishes, exterior landscapes and hardscapes, maintaining compliance with all applicable standards and codes. Manage design reviews and acceptance of construction projects and maintain conformance of safety requirements and regulatory codes, and maintainability of landscaping, hardscaping and interior finishes.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the 24 hour Interiors/Landscaping operations, including development, modification, implementation, repair, and maintenance projects for the following areas:
 - Floor finishes and coverings
 - Wall finishes and coverings
 - Window shading and hardware
 - Ceiling systems and treatments
 - Furniture selection and layout
 - Grass maintenance
 - Campus wide irrigation systems
 - Aquatic Weed Control
 - Interior plants and trees
 - Aquarium maintenance
 - Holiday decorations
 - Other areas as determined by appropriate authority
- Monitor facility appearance and conditions; direct appropriate maintenance or contractor personnel to address any discrepancies noted; coordinate with other maintenance managers as needed.
- Identify maintenance needs, plan and organize projects, develop schedules, coordinate contract maintenance activities, and provide input for renewal and replacement programs. Monitor and control personnel requirements and performance, equipment and material needs, and budget expenditures to maintain effective and efficient maintenance of assigned areas.
- Continuously evaluate procedures and practices, create and update new goals, objectives and strategies, making recommendations to upper management for achieving high quality and quantity of work at the most reasonable cost.
- Perform routine site inspections of assigned areas to verify required services are being completed.
- Review, study, and interpret architectural drawings, plans, and specifications for proposed projects prior to the bidding process; review 'as-built drawings' for accuracy and completeness. Develop technical specifications, initiate the procurement process, and participate through contract award.
- Serve as the Authority's Authorized Representative (AAR) for the performance of specified contracts. Develop and oversee the administration of contracts relating to Interiors and Landscaping.

- Establish and confirm minimum standards for all building interior projects have been met. Verify compliance with applicable Federal, State, and local codes, OSHA standards and NFPA regulations, including compliance with FAR, FAA, and security regulations while operating in the airport operating areas.
- Survey new and existing buildings to verify compliance with approved plans and specifications, safety laws, and standards; make recommendations for major alterations, replacements, or repair work when warranted or where hazardous conditions exist.
- Plan the work of the Interiors and Landscaping areas; determine and establish manpower needs.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity, and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and administer disciplinary action as needed. Provide for the safety and security of the work area.
- Investigate problems and develop solutions in area of responsibility. Confer with supervisory staff and interface with other GOAA departments, tenants, airlines, consultants, and contractors regarding Interiors related problems and resolutions.
- Responsible for the development and administration of department budgets for assigned areas.
- Remain current on all GOAA emergency response procedures and verify proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility and complete other administrative duties as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Six (6) years experience in contract or project administration in a large scale operations/maintenance organization or an equivalent combination of education, training and experience. Supervisory experience managing multiple alterations, maintenance, and construction projects required. Airport experience desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of building codes, electrical, mechanical, and plumbing systems is desirable
- Ability to read, understand, and enforce contract specifications, project documents and drawings on a performance based contract
- Knowledge of federal, state, and local codes in assigned areas of responsibility.
- Able to effectively manage multiple projects simultaneously.
- Analytical and problem-solving skills, attention to detail and a high degree of proactive/reactive ability
- Intermediate computer-use skills, with emphasis on use of Microsoft Office programs required. Knowledge of Computerized Maintenance Management Systems, Geographic Information Systems, and Computer Aid Design programs desirable
- Experience project scheduling, efficient time management, contract monitoring, and use of communication devices (two-way radios)
- Effective oral and written communication skills
- Demonstrated leadership and/or supervisory skills
- Ability to maintain professionalism and diplomacy at all times while interacting with Aviation Authority management, employees, and contractors
- Must be able, willing and available to work both standard and non-standard work schedules, including weekends, to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)


- Directly supervises a staff of approximately (3) three employees; oversee contracted workers associated with all interior and landscaping contracts

LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might exercise independent and make decisions)

- Work independently with minimal supervision or direction
- High level of latitude in initiative, judgment, and authority
- May require negotiating skills
- Coordinate operations and activities of projects in Construction, Landscaping, and Interiors, provide counsel for problems, evaluate performance and compliance with project and program objectives.
- Participate in decisions and development of procedures that affect the day to day operations of the Maintenance Interiors and Landscaping Division
- Interpret existing regulations and policies applicable to daily decision making for the Maintenance Department
- Supervise and direct the work of a major functional area, including responsibility for costs, operational methods, as well as hire, transfer, promotion, and termination of staff.
- Responsible for decisions with high monetary impact relating to all issues pertaining to the planning, use, and operation of assigned areas
- Interpret contract language

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor 11/8/2022
Date



Department Director 11/8/2022
Date



Chief of Operations 11/16/2022
Date



Director, Human Resources 11/16/22
Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Manager, Maintenance Contracts (Interior/Landscape)

Department: Maintenance

Date: October 4, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking		X				3
Sitting			X			3
Lifting: 0 - 20 lbs				X		2
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging				X		2
Reaching over head				X		2
Kneeling, Crawling				X		2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	2
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Radio/Cell Phone Communications			X			3
SUPERVISOR COMMENTS:						

Janice Aug

Immediate Supervisor

11/8/2022

Date

Anthony M. White

Department Director

11/8/2022

Date

[Signature]

Human Resources - Compensation

11/16/22

Date

JOB DESCRIPTION

Job Title: Manager, Maintenance Contracts

Date: September 26, 2017

Department: Maintenance

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Assistant Director, Maintenance

POSITION SUMMARY: Responsible for the performance of assigned contracts, systems, and equipment including but not limited to Fleet Management/Motor Pool, Automated People Mover Systems (APMs), Elevators, Escalators/Moving Sidewalks, Life Safety, Interiors, Landscaping, Roofing, etc. Monitor contractor compliance with contract requirements, and maximizes system/equipment availability, reliability, efficiency, and safety. Overall responsibility for 24/7 operations.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every task, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Monitor that contractors performance is in compliance with all contract requirements, coordinate contractor activities so there is minimal disruption and risk to the tenants and public. Perform routine site inspections of assigned areas to verify required services are being completed. Verify and approve contractor's pay requests/invoices, or authorize those approved by staff. Serve as Authority's Authorized Representative (AAR) for the performance of contracts as assigned.
- Conduct research and provide analysis of equipment/system downtime, capacity, etc. Provide advanced scheduling, project coordination, and support for related interdepartmental projects.
- Write and administer new contracts, negotiate modifications to existing contracts. Interpret contract language and train staff in applicable terms, conditions, and remedies for non-compliance.
- Provide supervision, leadership, direction and training to management and/or technical staff assigned to the contract inspection/compliance activities. Establish work practices, provide oversight, maintain employee records, conduct or authorize performance reviews, effectively train staff. Recommend disciplinary action as necessary, participate in the interviewing and selection process.
- Investigate problems and develop solutions in areas of responsibility. Continuously evaluate procedures and practices, making recommendations to upper levels of management for achieving high quality and quantity of work at the most reasonable cost.
- Overall responsibility for short- and long-term plans for future replacements, upgrades, and/or refurbishments of equipment/systems/vehicles that result in minimal downtime and maximum system availability/reliability. Plan, prepare, and budget for equipment/system/vehicle obsolescence, replacement, enhancement and upgrade. Identify, prepare and support capital funding requests for equipment and system replacement or refurbishment. Validate project costs, repair estimates, and additional work requests outside of the contract scope.
- Project Manager for assigned projects. May include review technical specifications; draft scope of work; review contracts, addendums, amendments; set up contractor; schedule required meetings; manage payments, etc.
- Responsible for the development and administration of O&M and capital budget for assigned areas.
- Establish and maintain records and reports as required/appropriate for areas of responsibility. Input and track appropriate data; establish, maintain, generate and distribute records and reports as required. Maintain reports in a variety of databases, which, depending on area of assignment, may include Microsoft Office, Maximo, Oracle, etc.

RESPONSIBILITIES (continued):

- Review, evaluate, and respond to accidents/injuries related to equipment under contract and serve as Authority's representative in settlement proceedings.
- Monitor compliance with applicable federal, state, and local codes; established maintenance and safety standards; FAR, FAA, and Security regulations while operating on the Airport Operating Areas (AOA). Responsible for timely submission of required compliance reports to the FDOT and State of Florida.
- May be assigned responsibility for the Authority's vehicle fuel program, ensuring fuel is available at all times.
- Develop and train employees in emergency procedures specific to assigned equipment and programs. Update and submit safety documentation as required. Remain current on all GOAA emergency response procedures.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Business Administration, Engineering, or a closely related field, and six (6) years experience in an operations and maintenance organization to include managing multiple projects/contracts and technical expertise in assigned areas of responsibility or an equivalent combination of education, training and experience. Airport experience preferred.

Experience may be required in specific areas such as fleet management, automated people mover systems, elevators, escalators or moving sidewalks, life safety, landscaping, roofing, etc. Knowledge of mechanical equipment and systems, heavy equipment, fire apparatus and emergency response vehicles is preferred for some contracts. Supervisory or demonstrated leadership experience is required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of federal, state, and local codes in assigned areas of responsibilities.
- Ability to read and interpret technical drawings and information, comprehend complex systems and develop a logical approach to dealing with technical problems.
- Ability to provide leadership and effective supervision to both management and technical staff.
- Ability to maintain professionalism and diplomacy at all times while interacting with Aviation Authority management, employees and contractors
- Computer skills with proficiency in Microsoft Office suite and scheduling software required; experience with a CMMS system (Maximo preferred) and/or Auto CAD desired.
- Strong in the areas of reliability, accuracy, organizational and problem-solving skills.
- Ability to work independently.
- Excellent oral and written communication skills, ability to write technical specifications and contract documents.
- Working knowledge of heavy equipment and specialized training in repair and maintenance of fire apparatus and/or emergency response vehicles may be preferred.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license.

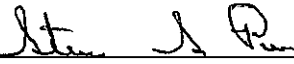
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately four-five (4-5) employees, depending on assigned contracts

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*


- Works very independently with little supervision or direction
- Substantial latitude in initiative, judgment

APPROVAL SIGNATURES:



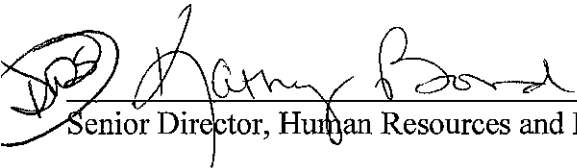
Immediate Supervisor

10/2/17
Date



Department Director

9-28-17
Date



Senior Director, Human Resources and Risk Management

10-2-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Manager, Maintenance Contracts
 Department Maintenance

Date September 26, 2017
 Section 631

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- | | | |
|---------------|--|---|
| | <u>Frequency</u> | <u>Importance</u> |
| Constant | - More than 80% (6 1/2 hours or more per 8 hour day) | 3 - Critical part of Job; can't be done any other way |
| Very Frequent | - 51-80% (4 1/2-6 hours per 8 hour day) | 2 - Important, but may be performed in some other way |
| Frequent | - 21-50% (2 1/2-4 hours per 8 hour day) | 1 - Not Critical; may be reassigned or not performed at all |
| Occasional | - 6-20% (1-2 hours per 8 hour day) | |
| Rare | - 0-5% (Less than 1 hour per 8 hour day) | |

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting					X	1
A. __ 0 - 20 lbs.					X	1
B. __ 21-50 lbs.					X	1
C. __ 50+ lbs.					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)


Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

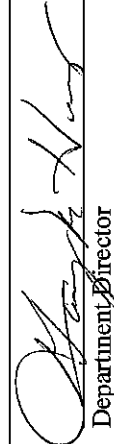
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle		X				3
Depending upon area of assignment, may be required to drive all GOAA vehicles					X	3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:


 Immediate Supervisor

 10/2/17

 Date


 Department Director

 Date

 9-28-17

Manager, Marketing Services

Department: Marketing & Air Service Development

Date: October 13, 2021

Title of Immediate: Assistant Director, Marketing Services & Analytics

Pay Level: L29

POSITION SUMMARY: Manage Orlando International Airport (MCO) marketing and incentive programs. Develop and recommend advertising campaigns to support the airport's airlines, marketing, parking and hotel operations. Manage contracts associated with creative agencies responsible for creating, developing, and publishing marketing materials aligned with the Greater Orlando Aviation Authority's (GOAA) marketing strategies.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the Air Service Incentive Program (ASIP) including but not limited to processing applications and agreements; approving marketing plans and creative; reviewing reimbursement requests; tracking and reporting on each agreement; verify compliance with plan requirements and FAA Guidelines; accurate and timely recordkeeping.
- Develop marketing strategies upon request by the Senior Director to strengthen Air Service Development efforts.
- Collaborate with Assistant Director to update and maintain the annual Marketing Plan, track progress and make any necessary adjustment to achieve departmental objectives.
- Develop and manage the department's annual advertising schedule and budget.
- Develop and recommend advertising campaigns to support the airport's airlines, marketing, parking and hotel operations; implement approved campaigns including contract management, negotiation of terms and price; collaboration on creative development, oversee production and execution for marketing media and evaluate the impact of marketing programs in achieving their stated objectives.
- Manage Authority's billboard inventory; develop advertising campaigns, using contract agency as applicable, to support airlines/routes/other business units.
- Identify and analyze strategic partner relationships for marketing/sponsorship opportunities for MCO.
- Create and publish marketing materials in line with marketing plans. Research and procure promotional items.
- Monitor and evaluate all relevant marketing trends as it relates to air travel and airports.
- Work with other GOAA departments, creative agencies and media providers to coordinate integrated marketing campaigns with consistent branding and messaging across television, radio, print digital, billboards, posters, social media, and other channels as needed.
- Research and procure promotional items.
- Contribute to the content and production of the marketing department quarterly newsletter.
- Represent GOAA and the Marketing & Air Service Development Department at industry related meetings & events.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Marketing, Management, Sales or related field and four (4) years' experience in marketing, advertising, aviation/tourism sales and communications, or an equivalent combination of education, training and experience. Knowledge of airline/aviation marketing industry desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Experience building and executing integrated marketing campaigns
- Strong project management skills

- Strong research and analytical skills as relates to target markets/demographics, digital marketing analytics, cost per impression, etc.
- Strong creative skills
- Meticulous attention to detail and numerical aptitude
- Excellent oral and written communications skills
- Professional communications skills to perform effectively as a team member and with clients/vendors
- Proficiency in MS Excel, Word, PowerPoint, PhotoShop, InDesign, Illustrator
- Able to prioritize, work independently, manage multiple assignments and meet deadlines
- Able to communicate clearly in English; multi-language skills desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work with high degree of independence with little supervision or independence – substantial latitude in initiative, judgement, and authority
- Evaluate, analyze, design and initiate appropriate actions
- Judgement required in identifying opportunities and creating/executing marketing strategies
- Exercise judgment in prioritizing completion of simultaneous projects



This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

[Signature] 1/14/2022
 Immediate Supervisor Date

[Signature] 3-17-2022
 Sr. Director, HR & Risk Management Date

[Signature] 1/19/22
 Senior Department Director Date

FLSA: Exempt
EEO Category: Professional

Shift Premium: N/A
Rotating Shift: N/A



Manager, Marketing Services

Department: Marketing & Air Service Development

Date: October 13, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					2
Lifting: 0 - 20 lbs					X	1
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
GOAA/Personal Vehicle				X		3

SUPERVISOR COMMENTS:

[Empty space for supervisor comments]

[Signature]

Immediate Supervisor

1/14/2022

Date

[Signature]

Senior Department Director

3/14/22

Date

[Signature]

Human Resources - Compensation

Date

Manager, Parking Operations

Department: Parking Operations & GT Services

Date: September 7, 2018

Title of Immediate Supervisor: Assistant Director, Airport Operations

Pay Level: L29

POSITION SUMMARY: Manage the day-to-day operations of the parking and shuttle operations associated with the various parking facilities. Provide oversight of the airport's Parking Revenue Control System (PRCS) hardware including public & employee parking, AVI, management card program, commercial ground transportation operations and other related systems. Manages the day-to-day operations of the Authority's Revenue Control Shop, and serve as the operational facilitator for the public, valet and employee parking.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Administer the day-to-day function of the parking and shuttle operations with strong emphasis on customer service, contract compliance determinations and quality control. Performs or coordinates after-hour response to PRCS issues and initiate/implement corrective measures.
- Manage the collecting, accounting, and validating of the Authority's parking revenue. Assist in budget forecasts and administration of funds.
- Manage the Employee Parking Lot (EPL) shuttle operations; respond to day-to-day operational issues and take a proactive approach to anticipating and preventing recurring issues.
- Maintain proper functioning of the PRCS hardware (public parking, employee parking, E-Pass/Sun Pass system, management card program, commercial ground transportation operations, license plate inventory, valet, etc.) to enable the accurate collection of revenue.
- Plan for and coordinate continued excellent customer service during PRCS hardware and software upgrades, new technology and improvements. Manage proper response to equipment issues and emergency incidents, compliance with Equipment Preventive Maintenance Program, and adequate supply of spare parts and equipment.
- Utilize detailed understanding of inter-related parking systems to conduct in-depth testing; coordinate with the PRCS Auditor in the analysis of system data, modification and documentation of records and report development.
- Administer the Authority's Parking Validation program. Responsible for issuing and tracking validation vouchers.
- Execute emergency response procedures related to parking and the shuttle bus contracts, as well as departmental emergency procedures. Serve as Alternate Resource Recovery Coordinator for the department Business Continuity Plan (BCP).
- Confirm parking programs adhere to applicable federal, state, and local regulations and guidelines.
- Supervise employees including: assign work, monitor hours of work and authorize time sheets, oversee quality, quantity and timeliness of work performed; maintain compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees; recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Coordinate with GOAA maintenance and contractors for peak and holiday parking periods.
- Maintain the safe, secure, and orderly operation of the Parking Departments, including overseeing measures to maintain maximum level of safety in all parking facilities / areas.
- Establish and maintain records and reports appropriate to area of responsibility.
- Assist in the development and implementation of procedures to enhance customer service and meet the requirements set forth in the contract documents. Investigate problems and propose solutions.
- Remain current with state-of-the-art electronic systems and components, to include reading and interpreting schematics.
- Serve as department liaison with other GOAA departments and outside agencies on matters related to parking, employee shuttle and economy shuttle operations.
- Oversee the Department's records retention process with the department's Records Coordinator.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Management or a related field, and six (6) years experience in parking revenue control systems or the parking industry, to include three (3) years customer service experience, or an equivalent combination of education, training and experience. Experience in airport parking industry preferred

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Skill in working with parking and ground transportation revenue control systems hardware and software
- Familiarity with reading diagrams, schematics and specifications
- Working knowledge and familiarity with the Authority's Ground Transportation Services functions.
- Knowledge of parking database or E-Pass/SunPass (AVI) systems, Access Control Systems, analog and digital circuitry, fiber optics, communication circuits, CCTV, audio and video systems
- Effective oral and written communication skills
- Computer skills – PRCS administration, Microsoft Office, Crystal Reports
- Supervisory/leadership skills
- Strong analytical/diagnostic skills
- Ability to operate a two-way radio and motor vehicle
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times and in potentially stressful, difficult and confrontational situations
- Ability to handle multiple tasks, manage time effectively, and pay close attention to detail
- Must be able and available to work weekends, holidays and special events as needed

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional parking certification (CAPP, CPFM) desirable.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*




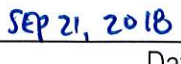



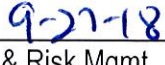
- Directly supervises a staff of approximately thirteen (13); oversees approximately 250 contracted personnel

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Works very independently with little supervision or direction – substantial latitude in initiative, judgment and authority.
- Determines validity of reimbursable expenses and adjustment of parking fees and charges.
- Interprets existing regulations and policies applicable to daily decision making for the Parking Operation

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

			
Immediate Supervisor	Date	Department Director	Date
			
Department Senior Director	Date	St. Director, Human Resources & Risk Mgmt	Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Manager, Parking Operations

Department: Parking Operations & GT Services

Date: September 7, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	3
	20 – 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)					X		3
Speaking & Hearing					X		3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes				X			3
Chemicals						X	3
Insects				X			3
Heights, Confined Areas					X		3
Excessive Noise					X		3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
2 Way Radio		X					3
Revenue Control Equipment			X				
SUPERVISOR COMMENTS:							



Immediate Supervisor



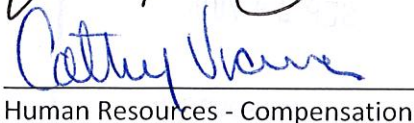
Date



Department Senior Director



Date



Human Resources - Compensation



Date

Manager, Payroll

Department: Finance

Date: September 9, 2022

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L29

POSITION SUMMARY: Manage the payroll functions of the Greater Orlando Aviation Authority (GOAA) to include compliance with policies and procedures; review month-end and year-end schedules including schedules prepared for the Annual Comprehensive Financial Report; design, test and implement automated solutions for payroll applications. Provide department management with up to date information, data and reports. Work closely with Human Resources on payroll edits and reporting. Prepare monthly and annual recording and reporting of the pension plans and Other Post-Employment Benefits (OPEB). Responsible for the development of internal controls.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the payroll process including time and attendance processing as well as review of payroll. Verify compliance with current governmental regulations relating to payroll.
- Establish and review payroll process to maintain adherence to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Confirm proper recording and reporting of payroll expenditures and related liabilities. Analyze expenditures for budgetary issues.
- Review reports generated by Payroll for reconciliation, journal entry, monitoring and reporting purposes. Review reconciliation of related Payroll accounts to the General Ledger.
- Review payroll related wire transfers and vendor's request for payment.
- Review the bi-weekly leave of absence/workers' compensation schedule to verify accuracy.
- Responsible for the recording of the monthly pension transactions, preparation of financial statements and related schedules and payments. Perform analysis of various general ledger accounts and verify that any reconciling items are resolved timely.
- Prepare the necessary documentation and schedules for the defined benefit, deferred compensation and OPEB audits.
- Prepare financial related documents for Board/Finance Committee approve related to pension and OPEB financial summaries
- Assist with the preparation of month-end schedules, fiscal year-end schedules for the Annual Comprehensive Financial Report (ACFR), and the annual budget.
- Design, test and implement automated solutions within Kronos and ADP
- Lead system implementation along with Financial Applications Team and staff training
- Serve as a project manager, department liaison, and technical expert for the payroll department
- Maintain expertise in the details of payroll laws and GOAA policy including payroll computations
- Manage calendar year-end Payroll process including preparation of W-2 for employees and reconciliation to W-2 form and general ledger.
- Supervise payroll staff. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; maintain compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Provide high level of customer service and guidance to internal/external customers to maintain the Authority's objectives.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or related field and five (5) years experience in payroll administration and financial statement preparation, or an equivalent combination of education, training and experience. Extensive experience with financial applications software required. Supervisory experience preferred. Experience with pension financial statement preparation, ADP WFN Payroll, Kronos, and custom reports highly desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess strong interpersonal skills. Ability to deal tactfully and courteously with employees and the general public
- Demonstrated leadership/supervisory skills preferred
- Strong technical accounting skills related to payroll and pension plans
- Extensive knowledge of Microsoft Office including Word, Excel required
- Knowledge with computerized accounting systems, payroll, and time keeping systems; experience with Oracle preferred
- Strong knowledge of payroll compliance, principals and taxes
- Strong knowledge of local, state and federal payroll/tax regulations, including Fair Labor Standards Act (FLSA) rules
- Knowledge of garnishment, child support and levy processes
- Knowledge of electronic timekeeping and payroll processing services
- Ability to handle multiple responsibilities with various financial areas
- Excellent verbal and written communication skills
- Strong technical accounting skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with limited supervision and direction- high level of initiative, judgment, and authority
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Review financial and accounting reports and initiate appropriate action
- Make some payroll policy decisions and procedural changes and interpretation of applicable payroll pronouncements.
- Interpret all aspects of policy and procedure

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

<u>Elsie Alfonso</u> Immediate Supervisor	<u>9.30.22</u> Date	<u>Maui Dummett</u> Department Director	<u>9/30/22</u> Date
<u>Kathleen M. Staman</u> Chief Financial Officer	<u>9/14/22</u> Date	<u>Harry E. Bond</u> Sr. Director, HR & Risk Management	<u>10-18-22</u> Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Manager, Payroll

Department: Finance

Date: September 9, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							

Elsie Alfonso 9.30.22
 Immediate Supervisor Date

Mari Dennis 9/30/22
 Department Director Date

Cathy Van 10/4/2022
 Human Resources - Compensation Date

Manager, Project Controls

Department: Engineering & Construction

Date: May 16, 2022

Title of Immediate Supervisor: Assistant Director, Project Controls

Pay Level: L29

POSITION SUMMARY: Responsible for the day to day management of engineering and construction project cost controls from start-up through closeout phases on all engineering and construction contracts, various studies, environmental items, continuing consultant selection, and other work items. Prepare and monitor departmental budget. Manage and track departmental capital funded projects and procurement processes. Administer the Integrated Project Management System (iPro). Manage the business process analysis and improvements process and the Florida State Statutes (Sunshine Committee) process. Work closely with consultants, contractors, external agencies, and Aviation Authority staff.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepare, monitor and track the Planning, Engineering, Environmental and Construction's Capital and O&M budgets and submittal process. Identify funding issues and work with Finance to determine appropriate funding sources. Review all financial transactions for proper allocation of funds and compliance with policies and procedures. Monitor both Construction Committee and Professional Services Committee agendas to confirm that the appropriate O&M funding sources have been used. Work with key department personnel to develop and maintain tools to effectively manage cost controls for projects and expenditures. Monitor budgets, detect and report deviation trends, and generate cost forecasts based on historical data. Confirm proper allocation and utilization of funds.
- Identify potential available funding sources for any unbudgeted projects as needed. Guide staff in developing and submitting Construction Finance Oversight Committee agenda items and associated backup for approval to use unallocated funds. Perform interim project cost updates and project cost/funding analysis as requested.
- Oversee the processing of invoices, project-specific pay applications, direct pays, and service receipts, and associated reporting. Monitor submission of department requisitions in Oracle Financial system, and timely conversion to purchase orders. Responsible for publishing and verify the data integrity of quarterly and annual reports for professional services and construction contracts for amounts paid/awarded. Monitor all EPs, Single Source, and Sole Source procurements in SharePoint K2 site to maintain compliance with GOAA policies and procedures. Manage all associated documents and EP billings.
- Coordinate with Finance for FDOT draws on construction projects. Prepare project status form, compile required backup, obtain appropriate signature, and return to Finance for submission.
- Manage the project start-up process. Confirm requests are prepared and executed in a timely manner through the SharePoint workflow and verify project accounts and funding are in place prior to related approvals and billings.
- Manage the project close-out process. Oversee coordination with Finance for closing any associated purchase orders, contracts, or projects. Verify all consultants validate final billing prior to authorizing associated purchase orders be reduced to actuals and closed, and available remaining balances returned to the program budget.
- Oversee the preparation of advertisements and submission requirements for Invitations for Bids and Requests for Qualifications/Letter of Interest for contractor and consultant selection including continuing contractors and consultants, in accordance with GOAA policies and procedures as well as Florida State Statutes (including CCNA as necessary). Review advertisements and submission requirements prepared by others for compliance prior to publication. Work with Purchasing on selections for non-construction professional services.
- Provide information and documentation as needed for audits, public records requests, or other reviews. Investigate issues and develop solutions in areas of responsibility as required. Work closely with Finance to provide any documentation needed for yearly audit. Compile and provide any documents requested by Internal Audit. Assist Records Coordinator, as needed, to compile contractual and financial documents for public records requests.

- Monitor the administrative support processes for select Sunshine committees to include Construction Committee, Professional Services Committee and Design Review Committee. Verify timely preparation and issuance of agendas and meeting minutes, and associated posting/upload/archive to SharePoint and website.
- Manage the Engineering and Construction iPro. Develop custom reports/queries/worksheets and provide data analyses on results. Design and prepare monthly and quarterly reports for Engineering and Construction projects based on the various databases and Oracle Financial information. Act as liaison with IT and iPro development/programming team regarding document criteria, functionality and reporting enhancements in iPro. Troubleshoot and validate any programming repairs or changes. Perform iPro administrator functions, verify data integrity, maintain user roles and permissions, and look-up datasets.
- Develop and implement SharePoint workflows. Perform administrator functions and maintain permissions for SharePoint sites managed by the Engineering and Construction Department. Manage the startup package, field change order, and scope modification workflow approvals. Analyze construction processes and data/file structures to maximize effective use of the SharePoint system.
- Perform continuous business process analyses and recommend improvements. Maintain Business Continuity Plan documents; upload new relevant information/documentation.
- Supervise the work of assigned employees and contracted personnel. Complete annual performance evaluations, and recommend disciplinary action. Approve time sheets, monitor and track employee time, sick, vacation, leaves of absence, etc. Participate in interviews, with hiring/promotion recommendations given particular weight. Provide new employees with training and orientation.
- Interpret contract documents to monitor compliance, verify that agenda requirements are met, and to interpret requests.
- Serve as a backup to the Assistant Director, Project Controls, and Manager, Contracts and Grants, when required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Accounting, Computer Science or closely related field, and five (5) years of work experience to include project administration, query/report building in relational databases, and the fundamentals of cost accounting, or an equivalent combination of education, training and experience. Experience in an airport or other public sector environment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Advanced knowledge of Microsoft Office system and Visio, and advanced experience with Adobe Acrobat Pro required.
- Knowledge of Oracle Financial system, iPro database, and Document Management system (SharePoint) preferred.
- Demonstrated knowledge of job costing and cost accounting.
- Organizational skills to manage multiple and diverse activities and projects.
- Able to interpret detailed information and provide analysis to senior management.
- Excellent oral and written communication skills, as well as interpersonal skills.
- Able to develop and implement policies and procedures.
- Demonstrated attention to detail.
- Knowledge of related construction, design, legal and scientific terms is preferred.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- Directly supervises a staff of approximately three (3) employees, as well as indirect oversight of contracted staff

LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)

- Work independently with little or no supervision, substantial latitude in initiative, judgement, and authority
- Interprets policy, contracts, laws, etc.
- Monitor compliance with policies, procedures, local, state and federal statutes.
- Responsible for decisions with high monetary impact.
- Management and supervision of an assigned functional area.
- Responsible for quality and quantity of work, costs, methods, and maintenance of discipline, transfers, promotions, performance appraisals, salary increases and terminations.
- Act as designee for Assistant Director when authorized.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 17/May/2022

Immediate Supervisor Date

 5/19/22

Department Senior Director Date

 6-7-2022
 _____
Sf. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Manager, Project Controls

Department: Engineering and Constructions

Date: May 16, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				2
Lifting: 0 - 20 lbs						X	2
20 - 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:

JM Keown 17 May 2022
Immediate Supervisor Date

[Signature] 5/19/22
Department Senior Director Date

[Signature] 5/24/22
Human Resources - Compensation Date

Manager, Public Affairs (Production)

Department: Public Affairs

Date: March 4, 2019

Title of Immediate Supervisor: Assistant Director, Public Affairs

Pay Level: L29

POSITION SUMMARY: Oversee, design, develop, research and prepare information for the public, including broadcast and print materials. Manage and coordinate film/video production for external network and corporate organizations. Establish and maintain cooperative relationships with representatives of community, represent the Authority on various committees, Boards, etc. Coordinate media staging area during emergency situations and serve as the mobile command unit liaison and coordinator.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversee, develop, copy edit and execute varied and integrated communications products including website, print publications, newsletters, online communications, media and public relations for special events as assigned.
- Provide oversight for feature length articles for trade publications and news releases.
- Monitor traditional and social media for response and sentiment. Distribute daily "hot topics" document for executive and GOAA staff.
- Serve as media spokesperson as assigned, organize press conferences, write remarks and coordinate press responses. Provide media with information regarding scheduled and breaking events, serve as designated contact for smaller community publications and the Executive Airport.
- Act as the mobile command unit liaison and coordinator for Public Affairs during emergency response.
- Manage content for the Authority radio station. Provide information for broadcast, oversee announcements and advertisements, schedule remote broadcasts from MCO. Suggest topics and develop once approved. Provide interview guests and questions; facilitate guest appearances. Consult on ideas and materials to promote the station.
- Manage data and reports collected from monitoring accounts (TVeyes and Meltwater News Services) and provide analytical review of use and status for traditional and social media.
- Manage and coordinate film/video production for external network and corporate organizations.
- For assigned publications, research, select and develop content, write copy, prepare photographs and other graphics, prepare layout, arrange distribution.
- Participate in emergency response and table top exercises; serve as on-site Public Affairs representative in the media staging area as required. Maintain knowledge of NTSB Airport Disaster Response & Family Assistance.
- Represent the Public Affairs department on a variety of boards and committees, including: ANAC (Noise), COOP plan committee, Customer Service Advisory Council (CSAC), Orlando Executive Airport Advisory Board and Veterans Advisory Group for the Col Joe Kittinger award. Develop/update related brochures, develop media statements and other communication tools as appropriate.
- Serve as special events producer, videographer and photographer as assigned. Serve as liaison between production companies and the Authority, monitoring that all filming and photographic criteria are met.
- Create and develop special projects (information construction brochures, laminated pocket MCO fact cards, GOAA animated Christmas card and custom ornaments, Veterans plaque, etc.).
- Provide voice track and monitoring of recorded announcements throughout airport as assigned.
- Responsible for a assigned portion of the overall presentation and execution of an airport "Special Event"
- Manage and coordinate tours of the airport; calendar and reservation tracking, factual research and monologue development, tour guide training, coordination with airline and airport tenant representatives.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and

standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

- Administer library of historical and current airport photographs and slides.
- Maintain department inventory of fixed asset items and giveaway items.
- Manage the aircraft "spotter" program, ensuring those requesting special access to observe aircraft are properly documented and authorized.
- Responsible for the records management activities for the department.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Public Relations, Journalism, English, or Communications and six (6) years of public relations related work experience including media interaction, monitoring traditional and social media platforms, writing articles, releases, etc., or an equivalent combination of education, training and experience. Experience in industry outreach and emergency response preferred. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent verbal and written communication skills
- Strong analytical skills
- Advanced writing skills for conveying information to different audiences
- Skill in the use of graphics software desirable
- Strong Internet research skills, social media skills
- Demonstrated ability to handle deadlines
- Demonstrated attention to detail
- Knowledge of inner workings of local news agencies and various types of media
- Ability to be available for emergency response and media coverage required
- Demonstrated discretion in dealing with media in a variety of situations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- NIMS 100 & 200 certifications within one year of hire/promotion into the position

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervise a staff of approximately two (2) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- While working as "on-call" and media escort roles during an emergency response, responsible for giving accurate, timely information to news organizations without compromising security aspects of the organization or its tenants
- Works independently under limited supervision and general direction
- Makes decisions, including emergency decisions, in accordance with established policy
- Position requires the highest degree of accuracy and judgment when serving as Authority's liaison and official representative to the public and community, and providing media responses.

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APPROVAL SIGNATURES:

 27 Mar. 19

Immediate Supervisor Date

 _____
Department Senior Director Date

 4-5-19

Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

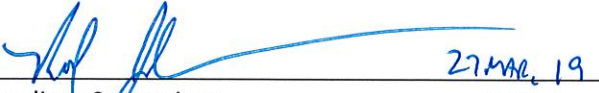
Manager, Public Affairs (Production)

Department: Public Affairs

Date: March 4, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	2
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Video and Camera Equipment				X		3
SUPERVISOR COMMENTS:						



Immediate Supervisor 27 MAR 19
Date



Department Senior Director Date



Human Resources - Compensation 4/3/19
Date

Manager, Records Administration

Department: Executive Administration

Date: July 16, 2021

Title of Immediate: Chief Administrative Officer

Pay Level: L28

POSITION SUMMARY: Provide advanced technical, analytical, and executive level administrative functions related to Records Management/Board Services. Manage the administrative requirements and procedures for the Greater Orlando Aviation Authority's (GOAA) record management functions, maintaining compliance with State of Florida records management regulations as required. Serve as a back-up to Board Services meeting/agenda process. Coordinate with internal departments and General Counsel ensuring that all documents include the correct recommendation and language. Answer inquiries from various officials and receive all formal documents.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assist GOAA's Record Custodian with the development and management of the Records Management Program, including but not limited to: record retention schedules, supervising the storage and retrieval and destruction of records in accordance with state guidelines. Authorize the destruction of GOAA records.
- Responsible for the review and maintenance of GOAA's electronic records on the website. Analyze data to seek standardization in current workflow processed to gain efficiency with current positing system.
- Supervise the operations of the public record request process. Coordinate the review, production, and dissemination of record responses. Manage the response to subpoenas Duces Tecum with and without deposition.
- Assist in the development and implementation of processes for monitoring compliance with established and new record retention policies and state regulations. Advise and train departmental Records Coordinators as needed.
- Manage the Sunshine Committees' meetings process. Supervise and review the Recording Secretaries' submissions, distribution, and posting of agenda packages and official minutes. Verify compliance of public records regulations and sunshine laws.
- Serve as a back-up to Board Services meeting/agenda process; prepare and/or review materials and documents submitted for distribution to the Board; compile agenda packages; post/advertise board documentation as required, and forward to Board Members, Aviation Authority Staff, General Counsel, City Attorney, and City Clerk. Support may include regular contact with elected officials, community leaders, etc.
- Coordinate with internal departments and General Counsel ensuring that all documents include the correct recommendation and language, required approvals are requested and received, and necessary backup is provided. Research historical information for previous authorizations or actions as needed.
- Assist in management of the appeals process: distribute appeal letter to CEO, General Counsel, Chair of Committee, and others as necessary, schedule appeal hearing, and process decision letters.
- Complex recordkeeping responsibilities include preparing agendas, recording/transcribing meeting minutes, and following up on action items for next meeting. Serve as back-up recording secretary for Sunshine committee meetings.
- Assist with special projects/assignments/reports as assigned. May include organizing complex data, designing spreadsheets, etc. Often requires compiling and evaluating data from multiple sources into presentations or reports; researching information using independence regarding sources.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity, and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Serve as backup to the Records Management Specialist assisting with public records and lobbyist requests.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and four (4) years records management and/or board services administrative support experience at an executive level or an equivalent combination of education, training, and experience. Knowledge of State Sunshine Law and State Public Records Law required. Experience in municipal and/or county/state governmental agency or in a legal firm with responsible administrative and supervisory experience highly desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess thorough knowledge of Authority Bylaws, Policies & Procedures, and City ordinances governing Airports; and have considerable knowledge of legal requirements in complying with state and city legislation, as well as considerable knowledge of parliamentary procedure
- Must be knowledgeable of the Government in the Sunshine (pertaining to public records)
- Excellent oral and written communication skills, including demonstrated ability to communicate effectively and diplomatically with executive level personnel, Aviation Authority Board members, elected officials, and the general public
- Type 60 CWPM; transcription 35 CWPM or other acceptable method
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Strong organizational skills and attention to detail
- Excellent composition and grammar skills
- Ability to multitask and change priorities as needed
- Must be able to work in a changing environment, under pressure, with tight schedules and constant interruptions
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Demonstrated leadership skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida Notary Public at time of hire or within six (6) months of hire/promotion
- Florida Certified Records Manager certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately one (1) employee

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little supervision
- High level of initiative, judgement in decisions, planning, researching and evaluating data
- Schedule and coordinate meetings with senior management, consultants, airline officials, tenants and other Authority departments
- Set work priorities, analyze telephone inquiries and make referrals, make office operations decisions
- Demonstrate good judgment in communicating with executive management, elected officials, community leaders, and other Authority departments regarding schedules, etc.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.


APPROVAL SIGNATURES:



Date 7-20-21

Immediate Supervisor/CAO

Date



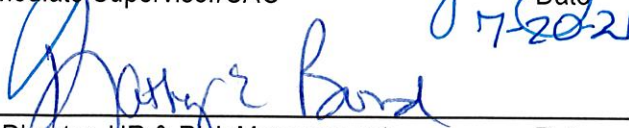
Date 7-20-21

Chief Executive Officer

Date

(7)

(8)



Date

Sr. Director, HR & Risk Management

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professional

Rotating Shift: N/A




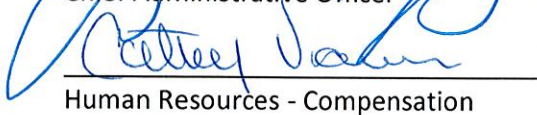
Manager, Records Administration

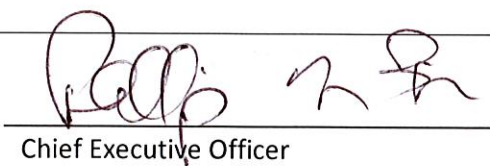
Department: Executive Administration

Date: July 16, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 - 20 lbs				X		2
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging				X		2
Reaching over head				X		2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						
SUPERVISOR COMMENTS:						

 7-19-21
 Chief Administrative Officer Date
 7/27/2021
 Human Resources - Compensation Date

 7-20-2021
 Chief Executive Officer Date

Manager, Rental Car Concessions

Department: Concessions

Date: January 24, 2023

Title of Immediate Supervisor: Vice President, Concessions

Pay Level: L29

POSITION SUMMARY: Manage a world-class rental car agencies agreement program for the traveling public, maintaining a convenient and comfortable experience for passengers at Orlando International Airport. Responsible for generating maximum revenues from airport tenants and users consistent with the Greater Orlando Aviation Authority's (GOAA) concession policy. Oversee day-to-day operations of the Rental Car Leasing program.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage all aspects of rental car concession and related agreements and provide daily oversight of on-site rental car operations.
- Evaluate new opportunities for rental car concessions and leasing services. Examine space and need and develop Request for Proposal (RFP) documents. Coordinate evaluation of proposals by finance, small business, legal, etc. Develop review for the Concession Procurement Committee (CPC), including minimum acceptable fees. Prepare draft Board agenda items for CPC recommendation. Review plans for expiring leases, develop contract amendments in conjunction with legal counsel as required. Confirm effective policies are in place for RFP process. Assist in negotiations for Rental Car contract renewals
- Continuously analyze North and South Terminal Complex master planning. Propose any improvements and enhancements available in the market place to GOAA executives. Keep up to date with national and international Rental Car concession market trends.
- Establish procedures for monitoring and follow-up of tenant payment performance, contract bond/letter of credit, insurance requirements. Oversee the maintenance, monitoring and reporting of revenue and performance statistics for tenants. Maintain financial data related to tenant performance and coordinate with the Finance Department regarding concessionaire billing and payment issues.
- Coordinate tenant and concessionaire construction projects with other departments and outside consultants. Work with planners and architects to prepare space and coordinate tenant work in finishing space.
- Overall responsibility for procuring available opportunities on time without delay or without leaving empty or dark spaces to the extent possible and optimal.
- Analyze technology trends and opportunities for Rental Car concession program and spaces.
- Work with any concessions consultants as it relates to rental car concessions.
- Prepare items for applicable committee approvals.
- Prepare items for presentation by an executive to the Aviation Authority Board.
- Verify maintenance of contract documents, lease records and permits for all tenants are in compliance with GOAA policies
- Establish and is responsible for compliance procedures for all aspects of contractual requirements.
- Periodically analyze Concessions Policy for suggestion of relevant or optimal revisions consistent with GOAA's vision and Rental Car industry standards.
- Oversee performance evaluation process for areas of responsibility. Manage approval of time sheets in electronic timekeeping system
- Prepare budgets for the related portfolio.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Business Administration, Finance, Retail Management or a related field, and four (4) years related experience with increasing responsibility in middle/senior management positions at airport, airline, or other aviation-related business, or an equivalent combination of education, training and experience. Experience in rental car concessions management preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of current industry policies and practices relating to aviation Concession management
- Demonstrated entrepreneurial skills; initiative in formulating and implementing revenue development plans for aviation concession facilities
- Demonstrated ability to prepare and assemble financial analyses and business plans
- Knowledge of contracts and contract negotiation and management
- Demonstrated ability to supervise, motivate, and develop staff to achieve departmental and GOAA goals.
- Experience in commercial, real estate, property management, marketing, and rental car concessions
- Ability to communicate effectively verbally and in writing; interact effectively with all levels of GOAA staff, legal, financial, management and planning consultants as well as representatives of local, state and federal government agencies, and make effective recommendations to senior management
- Ability to read and interpret architectural plans and complex concession documents
- Ability to effectively manage multiple projects simultaneously

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- High degree of independence, minimal supervision
- Extensive latitude in initiative, judgment and authority
- Negotiate, draft and interpret contracts and requests for proposal

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor

01.25.23

Date



Chief Administrative Officer

1-27-23

Date



Vice President, Human Resources

1/31/23

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Manager, Rental Car Concessions

Department: Concessions

Date: January 24, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			2
Walking				X			2
Sitting				X			3
Lifting:	0 - 20 lbs				X		1
	20 - 50 lbs				X		1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		2
Other							
Other							
SUPERVISOR COMMENTS:							


 Tracy C. Harris 01-25-23
 Immediate Supervisor Date


 Chief Administrative Officer 1-27-23
 Date


 Angela Mucato 1/31/23
 Human Resources - Compensation Date

Manager, Risk Management

Department: Risk Management

Date: September 10, 2023

Title of Immediate Supervisor: Vice President, Risk Management

Pay Level: L29

POSITION SUMMARY: Provide professional level management, coordination, analysis and/or support of assigned risk management, business continuity plan, contract review, and insurance compliance activities. Effectively communicate within all levels of the Authority, as well as with consultants, insurance brokers, claims adjusters, vendors, tenants, contractors, customers and passengers of the airport regarding GOAA risk management program, insurance and self-insurance, contractual obligations related to insurance and indemnification, business continuity plan, and risk mitigation related issues. Assist in fulfilling Risk Management department duties and responsibilities.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversight and management of the insurance renewal process in a timely manner, by coordinating with brokers to confirm insurance is procured, renewed, and amended as needed. Manage staff that will collect and prepare all required insurance renewal data.
- Manage the collection and review of insurance policies and binders. Oversee the coordination with insurance brokers and insurance consultants to resolve issues, verify the corrections are obtained, and the requested coverage terms/details are included in the policy.
- Support leadership with its evaluation of risk financing and risk tolerance, including annual actuarial study. Maintain self-insured coverage, large deductibles, and self-insured retentions.
- Manage risk analysis of scopes of services and contract review in coordination with various departments, implementing insurance and indemnification standards into contracts. Recommend to the organization improvement precautionary measures. Support department leader in the oversight of risk transfer opportunities.
- Lead GOAA's best practices for insurance compliance tracking. Oversight of third party COI tracking provider and its implementation and/or review processes in accordance with its contract with Risk Management. Manage staff in its performance of insurance verification process for Access Control vehicle decal requests. Train and monitor staff to verify insurance compliance with GOAA policy for access to Air Operations Area (AOA) and manage deficiencies.
- Facilitate the Business Continuity Plan program by managing day-to-day activities to support each departmental BCP functions for plan review and maintenance. Coordinate with BCP consultant for documentation, training, exercises, and meetings to meet BCP program goals and deliverables, in accordance with policy, procedures, BCP Leadership.
- Compile and maintain dashboard reflecting detailed factors on the risk management program, including insurance and self-insurance data, its related expenses, budget and allocation of costs to other departments and/or accounts. Participate in Vice President's interface with Finance and insurance brokers to manage expenses and budget. Review for accuracy and prepare supports for payment of insurance premiums, costs and credits.
- Lead Risk Assessment strategies in coordination with Claims Manager and Safety Manager. Attend meetings as assigned for optimal coordination and success of the Risk Management Department. Serve as backup for Claims Manager duties.
- Perform AAR role, as assigned, for Risk Management department service contracts, such as broker, consultant, insurance tracking, business continuity, etc. This includes managing the contract thru the RFP process and drafting scope of services and monitoring applicable budget and expenses thru the term of the contract. Develop and maintain relationships with these vendors and service providers. Review contract renewal process and provide to Vice President for final approvals.

- Monitor the collection of the Third Party Administrator (TPA) applicable reports which assist Risk Management and Finance to reconcile claims check registers, support documented expenses and regulatory & state compliance, and review of Medical Bill Reduction and Fees for review.
- Supervise department Record Coordinator; train them on the maintenance, storage, and destruction of department records, per applicable policies and regulations, working in conjunction with the Authority's designated records management personnel.
- Supervise department staff on accounting and cost control process for Risk Management; train them to prepare requisitions for purchase orders, process invoices and pay requests, run reports, submit accruals and request closure of purchase orders at fiscal year-end.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Risk Management, Business Administration or closely related field and seven (7) years experience in an area related to risk management, risk mitigation or insurance placement, or an equivalent combination of closely related training, education and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Functional knowledge and understanding of risk management practices and procedures, insurance specifications, contract terms and basic accounting principles
- Excellent oral and written communication skills
- Ability to maintain professionalism, diplomacy and confidentiality at all times while interacting with the internal and external contacts to maintain the integrity of the Risk Management program
- Advanced computer skills and in-depth knowledge and experience with Microsoft Office (Excel primarily) programs required
- Attention to detail and high degree of accuracy
- Excellent analytical, problem solving, and critical thinking skills
- Advanced organizational skills required
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Risk Management or Insurance professional certifications required at time of hire or within 12 months of employment.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little supervision, exercising a high level of independent judgment, initiative, authority and discretion
- Sound judgment and decision making ability are required so that risk management matters are recognized; and/or mitigated effectively for the Authority
- Analyze, research, and recommend actions that may impact significant financial factors
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Make some decisions, procedural changes, and/or processes as it relates to risk management policies or applicable regulations

Manager, Risk Management

Department: Risk Management

Date: September 10, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs				X		1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	3
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	3
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor/VP

Date

Chief Financial Officer

Date

Human Resources - Compensation

Date

Manager, Safety Program

Department: Risk Management & Safety

Date: December 21, 2021

Title of Immediate Supervisor: Director, Risk Management

Pay Level: L29

POSITION SUMMARY: Promote safety culture and awareness throughout the airport community by evaluating, developing and supporting risk-based health and safety programs, services, and training to minimize operational losses, occupational health issues, and accidents and injuries to airport employees and the public. Develop and manage a comprehensive Risk Management Workplace Safety Program that maximizes safe practices throughout the Greater Orlando Aviation Authority's (GOAA) workforce in order to minimize the frequency and severity of injury or property damage and to maintain compliance with relevant state and federal statutory and regulatory requirements. Areas of focus include but are not limited to: all aspects of GOAA-wide workplace safety initiatives, operations, transportation, facilities, conditions, Business Continuity Planning (BCP) and activities, and emergency response.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for developing/creating, implementing, and managing the comprehensive GOAA work place and facility safety management practices designed to prevent injury, occupational illness, and damage to property.
- Update GOAA policies and procedures, by interpreting and disseminating safety & environmental standards and regulations, which may apply to departmental safety procedures, incentive programs, remediation, precautions, vehicles, equipment, and facility enhancements.
- Implement and promote safety awareness and safety training objectives, plans, and schedules through coordinated efforts with various departments. Conduct departmental safety meetings and safety related initiatives, activities, and training that meet standards, regulations, and best practices. Track required and assign safety training and related records in safety tracking software.
- Create and promote a positive safety culture within all levels of the workforce and airport community; provide safety related information as supports.
- Monitor GOAA compliance with safety practices using guidance from Occupational Safety & Health Administration (OSHA) and other workplace and facility regulatory requirements concerning safety. Conduct inspections, and act as liaison to regulatory agencies regarding compliance issues. Maintain appropriate statutory record keeping requirements. Collect, evaluate and analyze data relating to safety standards and compliance. Evaluate and implement other relevant standards that may enhance safe practices at GOAA.
- Serve as Safety Program Administrator (SPA) in accordance with Policy 1170.02, Workplace Safety Group, and Policy 1170.03, Workplace Safety Program.
- Coordinate with the Director, Risk Management, to effectively enhance loss prevention and to provide insurers with evidence of safety emphasis and best practices. Perform ad-hoc investigation of public-related incidents or claims.
- Perform safety inspections to identify hazardous conditions and manage the corrective action in deficiencies of facility management, safety practices and training. Report safety initiatives and determine essential decisions to, stop work immediately as a result of a hazardous situation.
- Develop and conduct analysis of incident reporting and investigation processes, analysis of accident and hazard trends from a loss prevention perspective. Determine corrective actions and improvements.
- Establish and maintain effective working relationships with departmental management and staff and facilitate interdepartmental management of safety programs; interface with designated department safety specialists to verify implementation of risk-based workplace safety management, including but not limited to System Safety Program Plan (SSPP) for the Automated People Mover System (APM) required by the State of Florida, and Safety Management Systems (SMS). Interface as needed with safety personnel of airlines, tenants, vendors, and contractors to achieve positive safety-related results.

- Active member of Emergency Response Team, responsible for responding to incident pages related to safety as appropriate. Respond immediately to airport incidents related to life safety as required.
- Serve on the SSPP Working Group. Participate in safety meetings of all GOAA departments; be involved with and assist in coordinating drills and other safety activities. Work with SSPP Management to assist as needed to confirm related policies, procedures and documents comply with statutes. Assist Construction Safety Coordinators as needs arise.
- Participate as part of core team for Business Continuity Planning in exercises and continuity of operations as it relates to safety.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Risk Management, Occupational and Health Safety, Business Administration or a related field and five (5) years of experience in a leadership role for varied safety programs or initiatives, regulatory compliance (OSHA, NFPA, etc.), industrial/construction safety, or an equivalent combination of training, education and experience. Airport experience, and/or environmental compliance desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of fall protection, control of hazardous material, confined spaces, job hazard analysis, hazard communication, workplace accident prevention, investigation and reporting, proactive safety culture management, accident and claims reduction
- Strong organizational, writing and presentation skills to support development and implementation of safety programs.
- Understanding of team dynamics, creating effective teams, and organizational change principles
- Decision-making ability in critical safety situations
- Computer skills in Word, Excel, and Power Point and Outlook
- Ability to communicate effectively at all levels of the organization
- Negotiation skills to define, analyze and resolve differences among GOAA employees and departments and maintain workplace safety compliance
- Excellent driving record
- Ability to recognize risks and hazards and act appropriately in response to the situation
- Self-motivated to plan and carry out responsibilities independently
- Ability to effectively manage multiple projects and work activities simultaneously
- Ability to remain calm and focused in stressful situations involving life safety

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

The following certifications are required at time of hire or must be obtained within 12 months:

- OSHA 10-Hour Designation or higher or other similar safety/regulatory agency designation required
- One certification from Safety Alliance Council's programs (COSS, COSM)
- Or one certification from Board of Certified Safety Professionals (CSP, SMS, ASP, OHST, CHST, STS, STSC)
- National Incident Management System (NIMS) Certification in 100, 200, 300, 700 and 800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*



- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little supervision. Substantial level of initiative, discretion, judgment and authority
- Establish general operating procedures for the safety programs
- Interpret policy, laws, contracts, etc.
- Make decisions regarding safety. Develop solutions for unusual problems. Responsible for management of program administration
- Manage multiple projects with a wide variety of tasks, determining priorities

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APPROVAL SIGNATURES:

	01/20/2022		
Immediate Supervisor/ Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A


Manager, Safety Programs


Department: Safety & Risk Management

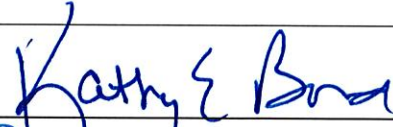
Date: December 21, 2021


In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

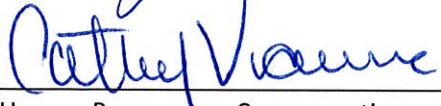
<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			2
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		3
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)					X		3
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Other							
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	2
Heights, Confined Areas						X	2
Excessive Noise						X	2
Other							
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							
Other							
SUPERVISOR COMMENTS:							



 Immediate Supervisor/Director


 Date


 Department Senior Director


 Date


 Human Resources - Compensation


 Date

Manager, Security Contracts

Department: Security

Date: September 30, 2022

Title of Immediate Supervisor: Director, Security

Pay Level: L29

POSITION SUMMARY: Manage the development, implementation, and activities of airport security contracts, including but not limited to: City of Orlando Police Department/Airport Police Division contract, employee-screening security guard contract, vehicle screening and airport property patrols contract and maintain compliance with regulatory requirements. Provide project management and program coordination on construction projects that require direct input from the Aviation Authority's security department. Assist in implementing and executing requirements of 49 CFR Part 1542 Transportation Security Administration (TSA) Airport Security Program.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage the development and implementation of airport security contracts. Establish contract objectives and performance standards to comply with Aviation Authority policies and Federal Regulations.
- Monitor contract compliance of assigned contracts with emphasis on standards of service, schedules, productivity, quality control and personnel utilization; implement adjustments as needed to improve service or address changing operational needs; draft contract amendments if required.
- Verify and approve contractors' pay requests and invoices, confirming accuracy and contract compliance. Develop and monitor annual budgetary requirements. Validate project costs, repair estimates, and additional work requests outside of the contract scope.
- Serve as Authority's Authorized Representative (AAR) for assigned contracts, and act as the liaison with regulatory agencies as required. Handle customer correspondence, complaints, and inquiries.
- Review and track contracts, proposals, addendums, amendments, and other contract related documents for assigned contracts; maintain timely renewal, amendment and solicitation schedules.
- Prepare internal Aviation Authority documents such as committee and board memos, as well as external documents such as correction/performance notices to contractors. Keep accurate records/files related to contractor's performance and contract compliance.
- Provide oversight of security requirements for new construction as well as existing security systems effectiveness.
- Serve as a security liaison with Aviation Authority departments, consultants, contractors, and committee on projects that impact airport security and related regulations. Provide input to these departments and committees to confirm the airport security concerns are being addressed. Assist in reviewing and monitor technical specifications for the projects.
- Seek solutions and resolutions to issues that arise in the planning, design and construction phases that involve the Airport Security Program (ASP) and/or effect 49CFR Part 1542.
- Attend meetings on behalf of the Director of Security and provide status of projects as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Criminal Justice, Management, Business Administration or related field and four (4) years experience in an airport environment managing security related contracts, or an equivalent combination of education, training and experience. Experience managing one or more airport security contracts preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic computer skills; familiarity with Microsoft Office Suite
- In-depth knowledge of local, state, and federal aviation security requirements.
- In-depth knowledge of Florida Statutes Chapter 493
- Experience/knowledge of general airport operations
- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to read and interpret technical drawings, technical information, and contract language
- Able to prioritize work to meet deadlines; highly organized and detail oriented

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida Class M (Security Manager) license preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little supervision of directions – substantial latitude in initiative, judgement, and authority
- Establish general operating procedures, cost management, quality and quantity of work performed in area of responsibility

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

9/30/2022
 Immediate Supervisor/Director Date

10-03-2022
 Chief of Operations Date

10-13-22
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Security Contracts


Department: Security


Date: September 30, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting				X			2
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Two-Way Radio				X			3
Other							
SUPERVISOR COMMENTS:							


 9/30/2022
 Immediate Supervisor/Director Date


 10.23.2022
 Chief of Operations Date


 10/17/2022
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Manager, Small Business Programs

Date: September 20, 2017

Department: Small Business Development

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Director, Small Business Development

POSITION SUMMARY: Assist the Director in the oversight of compliance with the Aviation Authority's Small Business Programs policies and procedures and in the planning and implementation of program goals. Responsible for compliance reviews and confirming that contractors meet project participation goals. Monitor payment compliance. Responsibility for regulatory compliance reporting.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Perform analyses and studies to determine compliance of complex construction and professional services prime and sub-consultants with Authority requirements, program goals, policies, directives, etc. Review findings with the Director. Analyze Good Faith Efforts, and coordinate with legal counsel as needed.
- Develop strategic initiatives and processes with Engineering, Construction, Concessions and Purchasing to ensure appropriate participation, communication and implementation of the Small Business Program in these departments. Analyze bids for compliance with recommended goals and report findings to the Construction Committee.
- Ensure goal language for RFP's, bids, proposals and contracts fits business opportunities and maximizes small business participation. May participate in negotiations.
- Work with Engineering, Construction, Concessions and Purchasing departments to create summary reports of the Program's activities on at least a semi-annual basis. Submit reports to the Director and annually to the Federal Aviation Authority.
- Develop and maintain methods to track awards and accomplishments. Track payment information submitted by Primes to ensure it matches sub-consultant figures; investigate and resolve discrepancies.
- Review Letters of Interest and Statements of Qualifications for compliance and report findings
- Serve as Authority's Authorized Representative (AAR) for assigned contracts
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Contribute to the development and implementation of initiatives and processes that are in conformance with the Authority's established policies and objectives for the Small Business Development Program. Coordinate these efforts with Engineering and Construction.
- Perform random site visits to monitor project participation, contract compliance and certification compliance; discuss deficiencies with Prime, etc.
- Plan, organize and conduct specialized tours, briefings and formal presentations related to the Small Business Program as required. Audience may include Authority staff, Authority Board Members, committees, individuals, or outside groups who are visiting or working on the GOAA properties.
- Attend pre-bid and pre-submittal meetings, Construction, Professional Services, Concessions and Purchasing meetings to address Small Business issues.

RESPONSIBILITIES (Continued):

- Provide assistance as requested to minority, women's, and disadvantaged business enterprises by providing instructions on the Authority's bid and proposal specifications, procurement policies, and general GOAA business requirements
- Assume the responsibilities of the Director in his/her absence.
- Perform other related duties as assigned

EDUCATION/ EXPERIENCE REQUIREMENTS: A Bachelor degree related to aviation, business development, construction/engineering management or public administration, and six (6) years of aviation related work experience with a consulting firm, a construction company, a public agency, and/or an airport authority managing MWBE, LDB, SBE and SDVOBE, or an equivalent combination of education, training, and experience. Construction/engineering education or experience required. Leadership and/or supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Excellent interpersonal and negotiation skills
- Proficient in the use of computers
- Must possess a strong layperson's knowledge of engineering and construction means and methods, and management principles
- Strong working knowledge of Federal, State and Local policies related to MWBE, LDB, SBE and SDVOBE and small business programs
- Demonstrate a high level of professionalism, leadership, and management ability

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license Certification in a construction or engineering area desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervisory responsibility for approximately two (2) GOAA employees and oversight of assigned contracted staff

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works very independently with little direction. Substantial latitude in initiative, judgment and authority.
- Assists the Director in handling the day-to-day departmental matters
- Assists the Director in the development of relevant GOAA policies and procedures on a continuing basis
- Coordinates operations and activities, implements standards of performance

APPROVAL SIGNATURES:

Immediate Supervisor

9-28-17
Date

Executive Director

10-2-17
Date

Senior Director, Human Resources & Risk Management

10-11-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Manager, Small Business Programs
 Department Small Business Development

Date: September 20, 2017
 Section 008

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting			X			2
Lifting					X	2
	A. 0 - 20 lbs.				X	1
	B. 21- 50 lbs.				X	1
	C. 51+ lbs.				X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

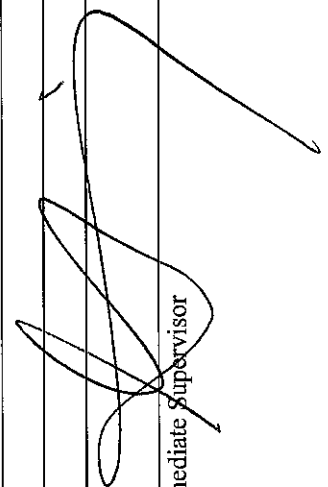
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
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- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicles					X	3
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:
Periodic site visits


Immediate Supervisor


Executive Director

9-28-17
Date

10-2-10
Date

JOB DESCRIPTION

Job Title: Manager, Tenant/Concessions Projects

Date: December 13, 2016

Department: Planning, Engineering & Construction

Grade/Level: Exempt; L30

Title of Immediate Supervisor: Senior Director, Planning, Engineering & Construction

POSITION SUMMARY: Plans, monitors, and manages tenant, concessions, and special projects from start-up through completion of construction. Coordinates projects with the applicable stakeholders, i.e., Concessions Department, Commercial Properties Department, airlines, tenants, concessionaires, and regulatory agencies, through successful completion.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Manage multiple projects related to tenants, concessions and other special projects from start-up through completion of construction. Oversee construction activities related to the construction management functions with the consultants, the contractor, the Owner's Authorized Representative (OAR), and the Authority.
- Manage project materials, including but not limited to: review and provide feedback for various documents including studies, technical reports, specifications, drawings, change orders, claim actions as directed; maintain specific contractual time windows to avoid claims and delays; set and manage specific deadlines on action items, job memorandum, shop drawings, submittals, and similar contract issues that have significant impact on ultimate contract cost and schedule.
- Analyze and assess project risk issues. Provide management with specific feedback, clarifying details of personnel conflicts, schedule impacts, claim risks, change order request, etc., along with a suggested solution or corrective procedures to prevent issues from occurring in the future. Feedback will be prompt and frequent as necessary.
- Negotiate fees/proposals/change orders and prepare scope and schedule of work. Prepare and manage written proposals for presentation to the various sunshine committees for approval. Review contracts for professional services and construction.
- Arrange and coordinate project meetings among GOAA staff, consultants and contractors as required to facilitate the project through design and construction phases.
- Prepare and provide specialized tours, briefings, and presentations on behalf of the Authority.
- Review and approve or reject progress payments, invoices, and schedules. Make regular site visits. Review execution of the work, contract documents, and drawings in compliance with all federal, state and local codes rules, regulations, laws, legislative acts, GOAA policies/procedures design standards.
- Serve as liaison with various GOAA departments, airlines, tenants, and agencies including Federal and local (County, City, OUC, etc.) regarding tenant, concessions, and special projects.
- Oversee technical reviews, job coordination meetings, budgeting, change orders, scheduling, and preparation of project correspondence. Monitor all phases of program and project development through close-out and final audits.
- Provide post construction analysis of performance by the contractor, architect, engineer and the Owner's Authorized Representative (OAR).
- Conduct analysis, claim reviews and claim defense for the Authority.
- Perform other related duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Architecture, Construction Management, Engineering, or related field and six (6) years of related experience, or an equivalent combination of related education, training, and experience. Previous airport experience and/or experience in an architectural or engineering firm, construction company or governmental agency with responsibility for compliance and enforcement activities is preferred. Experience with CM@R delivery method of project design and construction desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated planning and organizational skills
- Estimating, project and program scheduling, design, architectural, engineering and construction expertise
- Good communication skills
- Excellent attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional Engineer and/or Contractor license or certification in a specialty subject area(s), which may benefit the Authority, is desirable

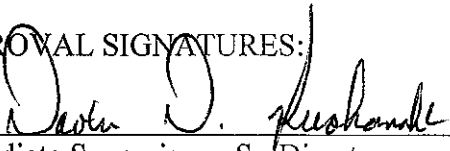
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Manages and directs the work of consultants and staff extension personnel.

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Monitors and interacts with airlines, tenants, and concessionaires on construction activities
- Works very independently with little supervision or direction
- Supervises and directs several major projects and project functions including the work of consultants and contractors and responsibility for quality and quantity of work, costs, methods, etc.
- Provides counsel for solution of unusual problems
- Evaluates performance of contractors and their compliance with policies and regulations
- Negotiates consultant fees and change orders

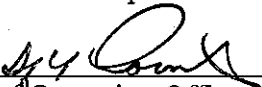
APPROVAL SIGNATURES:



 Immediate Supervisor - Sr. Director

12/14/16

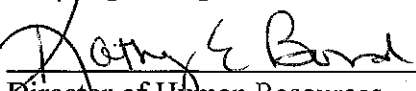
 Date



 Chief Operating Officer

12-14-16

 Date



 Director of Human Resources

12-14-16

 Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Manager, Tenant/Concessions Projects
 Department Planning, Engineering, and Construction

Date December 13, 2016
 Section 711

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X			2
Lifting				X		2
A. ___ 0 - 20 lbs.					X	1
B. ___ 21-50 lbs.					X	1
C. ___ 50+ lbs.					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging				X		2
Reaching over Head				X		2
Kneeling, Crawling				X		2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes				X		2
Chemicals				X		2
Insects				X		2
Heights, Confined Areas				X		2
Excessive Noise				X		2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicles			X			3
General office equipment (computer, copier, fax, etc.)				X		3
Two-way Radio			X			3

Supervisor Comments:

Field project site visits.
Meetings on and off GOAA properties.
Night and weekend work required occasionally.

Debra D. Pishomali
Immediate Supervisor - Sr. Director

[Signature]
Chief Operating Officer

12/14/16
Date

12-14-16
Date

Manager, Terminal Facilities

Department: Maintenance

Date: May 14, 2021

Title of Immediate Supervisor: Assistant Director, Maintenance Operations

Pay Level: L29

POSITION SUMMARY: Manage the overall facility appearance and maintenance improvements of terminal and airside buildings, parking garages and satellite support structures, including maintenance and repair of building envelope programs. Provide leadership to the Carpentry, Painting, and Graphics divisions and direct contract maintenance activities using a combination of in-house personnel and service contracts. Confirm compliance with contract documents, budget, and Greater Orlando Aviation Authority's (GOAA) policy and procedures.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor facility appearance and conditions; direct appropriate maintenance or contractor personnel to address any discrepancies noted; coordinate with other GOAA departments to correct discrepancies that are beyond the responsibility of the Maintenance Department.
- Identify maintenance needs, plan and organize projects, develop schedules, coordinate contract maintenance activities, and provide input for renewal and replacement programs. Monitor and control personnel requirements and performance, equipment and material needs, and budget expenditures to maintain effective and efficient maintenance of assigned areas.
- Provide leadership for the Carpentry, Painting, and Graphics divisions; direct supervisory staff and interface with other GOAA departments, tenants, consultants, and contractors.
- Manage the processes required for building envelope programs including the roofing, sealing, and expansion joints.
- Review, study, and interpret architectural drawings, plans, and specifications for proposed projects during the design phase.
- Review technical specifications, initiate the procurement process and participate through contract award. Verify compliance with contract requirements for service and material contracts.
- Investigate problems and develop solutions in area of responsibility.
- Maintain compliance with all applicable federal, state, and local codes; establish maintenance standards consistent with OSHA standards and NFPA regulations. In support of the Operations and Security departments, verify compliance with FAR, FAA, and security regulations.
- Responsible for managing and coordinating the Maintenance Department's emergency response programs and remaining current on all GOAA emergency response and security procedures, verifying proper response as required.
- Establish and maintain records and reports appropriate to the area of responsibility.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets in an electronic timekeeping system; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare, conduct performance evaluations, and oversee the process for areas of responsibility; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Building Construction, Management, or Facilities Management, and six (6) years experience in a large-scale Operations & Maintenance organization, or an equivalent combination of education, training, and experience. Airport experience preferred; supervisory experience managing operations and multiple alteration/maintenance projects required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of personnel and project management, construction, and overall maintenance functions
- Extensive knowledge of all applicable federal, state, and local codes and regulations
- Excellent oral and written communication skills
- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects
- Attention to detail
- Strong leadership and managerial abilities
- Proven analytical skills
- Efficient time management and implementation skills
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required
- Demonstrated understanding and ability to communicate with all levels of staff, tenants, consultants, regulatory authorities, and contractors in a professional manner
- Must be able, willing, and available to work both standard and non-standard work schedules, including weekends, to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Facilities Management Administrator (FMA) or Certified Facility Manager (CFM) upon hire or within 2 years of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately two (2) employees; indirectly supervises a staff of approximately seventeen (17) employees, as well as indirect oversight of work performed by contracted personnel.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with minimal supervision or direction
- High level of latitude in initiative, judgment, and authority
- May require negotiating skills
- Participate in decisions and development of procedures that affect the day to day operations of the Maintenance Terminal Facilities Division
- Interpret existing regulations and policies applicable to daily decision making for the Maintenance Department
- Supervise and direct the work of a major functional area, including responsibility for costs, operational methods, as well as hire, transfer, promotion, and termination of staff.
- Responsible for decisions with high monetary impact relating to all issues pertaining to the planning, use, and operation of assigned areas
- Interpret contract language

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APPROVAL SIGNATURES:



Immediate Supervisor 6/9/21
Date



Department Director 6-3-21
Date



Chief of Operations 06-07-2021
Date



Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Manager, Terminal Facilities

Department: Maintenance

Date: May 14, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 - 20 lbs					X	2
	20 - 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping				X			3
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas					X		2
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							

SUPERVISOR COMMENTS:

[Signature]
Immediate Supervisor
6/9/21
Date

[Signature]
Department Director
6-3-21
Date

[Signature]
Human Resources - Compensation
6/11/2021
Date

Manager, Threat Prevention

Department: Security

Date: August 11, 2023

Title of Immediate Supervisor: Assistant Vice President, Security

Pay Level: L29

POSITION SUMMARY: Manage and coordinate the Greater Orlando Aviation Authority Threat Prevention programs and Explosive Detection Canine Team (EDCT) Section. Act as Alternate Airport Security Coordinator which includes 24 hour point of contact response to any security concern at the airport. Coordinate resolutions directly with the TSA Federal Security Director. Act as liaison and coordinator for explosive detection technology installation and bomb threat incident response protocol with all pertinent parties. Assist in implementing and executing requirements of 49 CFR Part 1542 Transportation Security Administration (TSA) Airport Security Program.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage day-to-day operations the EDCT Section.
- Routinely assist and coordinate regulatory compliance requirements, Security Directives, and concerns as they relate to areas of responsibility.
- Establish goals and objectives for the EDCT Section's training, budget, federal reimbursement, operations and career development
- Liaison with other GOAA departments, local, state and federal law enforcement agencies regarding airport security threat prevention issues
- Serve as the airport liaison in regards to explosive detection installation and incident response
- Assist in the planning and implementation of security and operational exercises
- Assist in the coordination and implementation of airport threat assessment & prevention programs
- May provide oversight of security requirements for new construction as well as existing security systems effectiveness
- Manage employees in assigned area, including assignment of work; hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Recognize areas of concern and develops/implements solutions. Oversee or prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Oversee Security Department Business Continuity Program (BCP) and associated tasks
- Ensures operational status of all systems and equipment within the EDCT to ensure they maintain optimum operational status.
- Develop and administer EDCT section budget
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Criminal Justice, Management or Business Administration and six (6) years experience in an airport security environment with management responsibilities, or an equivalent combination of education, training and experience. Supervisory experience required; knowledge of airport specific security regulations preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of the Transportation Security Administration Regulations, the Airport Security Program and local, state and federal aviation security requirements
- Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones
- Intermediate computer skills; familiarity with Microsoft Office suite
- Experience/knowledge of general airport operations
- Excellent organization skills; demonstrated ability to plan, schedule, organize, prioritize and manage multiple task
- Strong communication skills and the ability to maintain positive and cooperative working relationships with different teams, contractor staff and customers
- Able to prioritize work to meet deadlines; highly organized and detail oriented
- Demonstrated leadership, supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Explosive handling certification desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

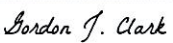
- Directly supervises a staff of approximately one (1) employees; indirectly supervises a staff of approximately ten (10)


LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work very independently with little supervision or direction – substantial latitude in initiative, judgment, and authority
- May establish general operating procedures, quality and quantity of work performed in area of responsibility
- Supervise and direct the work of a functional area, including responsibility for cost, methods, performance evaluations, hires and terminations
- Able to evaluate safety and security aspects of the airport system
- Must be capable of responding to any emergency that arises and provide support to all GOAA Departments


This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

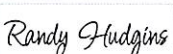
APPROVAL SIGNATURES:


Aug 11, 2023
box SIGN 427W9RWZ-4Q87RZQW

 Immediate Supervisor/AVP Date

Aug 11, 2023
box SIGN 159V9K1-4Q87RZQW

 Chief Operating Officer Date


Aug 11, 2023
box SIGN 18AQ7D1-4Q87RZQW

 Department Vice President Date

Aug 11, 2023
box SIGN 42ZV7VX-4Q87RZQW

 Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Threat Prevention

Department: Security

Date: August 11, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs				X		2
	20 – 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing					X		3
Writing					X		3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	3
Noxious Fumes						X	3
Chemicals						X	3
Insects						X	3
Heights, Confined Areas						X	3
Excessive Noise						X	3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Two Way Radio				X			3
Electronic equipment such as radio dispatch console, CRTs and telephones				X			3
SUPERVISOR COMMENTS:							



Aug 11, 2023



Aug 11, 2023

Immediate Supervisor/AVP

Date

Department Vice President

Date



Aug 21, 2023

Human Resources - Compensation

Date

Manager, Wayfinding & Signage Program

Department: Planning

Date: July 13, 2023

Title of Immediate Supervisor: Senior VP of Multi-Modal Planning & Environmental

Pay Level: L29

POSITION SUMMARY: Manage the Greater Orlando Aviation Authority's (GOAA) campus Wayfinding & Signage Program (interior & exterior) at Orlando International Airport and Orlando Executive Airport. Responsible for strategizing, implementing and maintaining program initiatives that adhere to organizational objectives. Prepare and manage the project scope, schedules, and budgets of wayfinding projects.. Develop program assessment protocols for evaluation and improvement and will maintain organizational standards of quality and performance. Oversee projects, from concept through fabrication and installation, confirming the program goals are met.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for strategic vision and long term strategy as it relates to campus-wide nomenclature, wayfinding, signage and graphic standards for GOAA.
- Establish, update, implement and manage campus wide wayfinding processes, guidelines and standards.
- Manage the staffing requirements internal and consultants related to project scope, schedule, and budgets to execute Wayfinding Program initiatives, projects and tasks.
- Manage intake/requests from various stakeholders, review requirements and initiate projects and staff requirements.
- Develop and oversee in-house signage graphics/artwork as needed.
- Coordinate and oversee outside fabricators on signage production and installation as needed.
- Key liaison within multiple GOAA departments in the coordination of overall program & organizational objectives. Verify all wayfinding standards and requirements are followed. Participate within multiple committees/teams such as Design Review Team, EASE, Customer Service Advisory Council, Video Steering Group, Video Working Group, among others
- Develop and maintain a project dashboard system that identifies new project requests, tracks ongoing project status, and offers a feedback loop to customers/clients
- Assist in the planning and administration of the annual operating, revenue and capital budgets of the wayfinding program budget.
- Quality Assurance Quality Control (QAQC) of work coming from the GOAA Wayfinding Program
- Report updates to the Senior VP of Multi-Modal Planning & Environmental.
- Partner with GOAA's in-house Graphics Shop to monitor overall program standards and guidelines for all in-house signage
- Stay current within industry standards and attend conferences such as ISA Expo, SEGD, SRF, AAAE etc.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor degree in the Project Management, Engineering, Architecture, Landscape Architecture, or a related field and five (5) years of professional wayfinding & signage project management experience in the related occupational group including planning, managing, and scheduling projects and preparing and reviewing contract documents within a campus-wide multi-modal environment, or an equivalent combination of education, training and experience. Strong experience in wayfinding/environmental graphics in a campus setting

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong leadership skills to effectively oversee multiple projects, within the program, simultaneously including but not limited to the consultants/contracted staff and stakeholders
- Ability to strategize and implement high-level program initiatives within a multi-modal campus.
- Strong talent for project coordination and delegation to achieve long term strategies of the program.
- Experience in problem solving, decision making, negotiations and conflict resolution skills to effectively reach sound conclusions and recommendations for wayfinding, signage and placemaking concept & design process
- Experience implementing signage and wayfinding graphic design standards pertaining to an overall signage & wayfinding system within a multi-modal campus
- Ability to coordinate wayfinding projects with other departments, outside consultants and contractors, and governmental agencies to meet GOAA's wayfinding standards
- Excellent written and oral communication skills and the ability to communicate technical information with efficient report writing
- Excellent planning, organizational and interpersonal skills, to work with a diverse, multi-cultural staff
- Strong attention to detail and multitasking skills
- Intermediate computer skills and Microsoft Office programs required; knowledge of Adobe - Creative Suite product line (Photoshop, Illustrator, etc) or Corel Draw suite desired
- Additional software experience a plus: Autodesk Revit, AutoCAD, SketchUp

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise activities of personnel involved in special projects including consultants/contracted staff

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little supervision. High level of initiative, discretion, and judgment
- Manage and direct the work of several wayfinding projects, major work areas or functions of the organization, consultants and contractors; usually involving two or more functional areas, or phases of work of primary importance
- Manage project budgets and scopes vary in size and complexity
- Coordinate operations and activities, establish standards of performance, provide counsel for unusual problems, evaluate performance and compliance with policies, programs, etc.

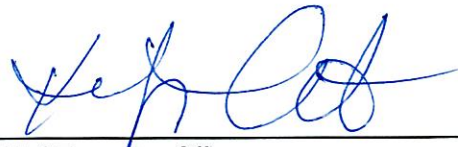
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APPROVAL SIGNATURES:




Immediate Supervisor/SVP

7-19-23
Date



Chief Executive Officer

7/24/23
Date



Vice President, Human Resources

8/3/23
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

RECEIVED
JUL 25 2023
HUMAN RESOURCES


Manager, Wayfinding & Signage Program

Department: Planning

Date: July 13, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking		X				3
Sitting			X			3
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	2
51+ lbs					X	2
Bending/Stooping					X	3
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)			X			2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	2
Heights, Confined Areas					X	2
Excessive Noise				X		2
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3



 Immediate Supervisor/SVP

 7-19-23
 Date



 Chief Executive Officer

 7/24/23
 Date



 Human Resources - Compensation

 8/3/23
 Date



Material Control Storekeeper I

Department: Purchasing

Date: October 10, 2018

Title of Immediate Supervisor: Assistant Manager and/or Supervisor, Material Control

Pay Level: B3

POSITION SUMMARY: Receive, prepare and complete orders for materials and supplies, confirm and maintain accurate documentation of materials received at the Material Control warehouses. Stock items into appropriate locations and pull items for sales orders. Deliver materials from the Material Control warehouses to requestors.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepare orders by processing requests and supply orders, pull materials and supplies and deliver to requestor.
- Unload and load delivery vehicles, confirm and maintain accurate documentation of materials received.
- Stock items into appropriate locations.
- Process transactions into the computer system. Verify receipts against the purchase order. Verify sales orders before processing into system.
- Operate warehouse vehicles and equipment to transport or pick up materials between warehouse locations and GOAA requesting departments.
- Operate forklift and pallet jack to move goods.
- Maintain safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintain clean warehouse areas; comply with procedures, rules, and regulations.
- Identify damaged, loss, or surplus of goods and materials stored in the warehouse.
- Perform cycle counting of inventory items as needed.
- Receive hazardous waste materials from GOAA departments.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma and two (2) years warehouse and inventory control experience, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be able to operate a forklift and other material handling equipment safely
- Knowledge of maintenance and repair materials is helpful
- Inventory, data entry and basic computer skills required
- Basic knowledge of Microsoft Office required; knowledge of Oracle Financial System desired
- Must possess good planning and organizational skills, with an ability to work individually and in a team setting
- Ability to communicate clearly and effectively, orally and in writing
- Must be proficient in reading and writing the English language, able to count and maintain reports

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Forklift Operator Certification, upon hire or within 90 days of hire.

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)


- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)

- Perform duties and responsibilities under the supervision of the Supervisor, Material Control with limited independence
- Determine accuracy of material shipments received and generates appropriate, accurate receiving documents
- Determine appropriate method for handling all materials safely

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APPROVAL SIGNATURES:

 10.15.18

 Immediate Supervisor Date

 10/10/18

 Department Manager Date

 10/10/18

 Department Assistant Director Date

 10/18/18

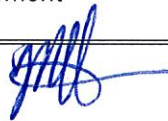
 Chief Financial Officer Date

 10-31-18

 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Technician



Shift Premium: N/A

Rotating Shift: N/A


Material Control Storekeeper I

Department: Purchasing

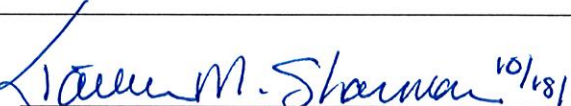
Date: October 10, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X				3
Walking			X				3
Sitting					X		2
Lifting:	0 – 20 lbs		X				3
	20 – 50 lbs				X		3
	51+ lbs					X	2
Bending/Stooping				X			3
Pushing, Pulling and/or Digging						X	3
Reaching over head					X		3
Kneeling, Crawling					X		3
Climbing (ladders, stairs, hills)					X		3
Typing/CRT (attention to detail)				X			3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing					X		3
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	3
Noxious Fumes						X	1
Chemicals						X	3
Insects						X	1
Heights, Confined Areas						X	3
Excessive Noise						X	1
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Fork Lift and warehouse equipment			X				3
SUPERVISOR COMMENTS:							


 Immediate Supervisor

10.15.18
 Date


 Chief Financial Officer

10/18/18
 Date


 Human Resources - Compensation

10/22/18
 Date



Material Management Specialist

Department: Purchasing

Date: October 10, 2018

Title of Immediate Supervisor: Assistant Manager, Material Control

Pay Level: L14

POSITION SUMMARY: Prepare and distribute daily cycle count lists and review reordering reports. Assist with daily and year-end inventories and discrepancies, inventory and ordering reports, re-stocking quantities, file/records maintenance, and HazMat responsibilities. Update data in the Authority's Financial System, develop reports to support Material Control and process internal documents.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepare and distribute daily cycle count lists to storekeepers and resolve discrepancies following established guidelines.
- Review the re-ordering reports for stores items and evaluate to determine the correct quantities needed for restocking.
- Assist with daily activities as assigned and with the year-end physical count of the stores items. Investigate and resolve inventory discrepancies for year-end count.
- Process Purchase Orders and coordinate shipping costs with requestors.
- Enter new items into the Master File and the manufacturer parts file, and audit entries.
- Process vendor and item number creation and maintenance activities in the Authority's financial system.
- Perform weekly inspection of the HazMat shed and maintain log as required.
- Serve as back-up for disposal of hazardous and non-hazardous materials with an approved vendor and maintain appropriate disposal records.
- Remain current in material management principles, theories, procedures, methods and processes and in the use of Authority's financial software.
- Coordinate with requestors and vendors to return damaged or excess inventory items, ordered incorrectly or incorrectly shipped from the vendor.
- Expedite past due Purchase Orders.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and one (1) year work experience in a material management related function, or an equivalent combination of education, training and experience. Experience with computerized inventory management system required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of material management processes involving the ordering, storage, management and issuing of goods
- Demonstrate an understanding of warehousing and distribution work flow
- Excellent verbal and written communication skills are required
- Intermediate computer skills including data entry and knowledge of Microsoft Office. Knowledge of Oracle Financial system desired
- Knowledge of inventory concepts and practices
- Must possess good planning and organizational skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Hazardous Waste Management certification upon hire or within one (1) year of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*



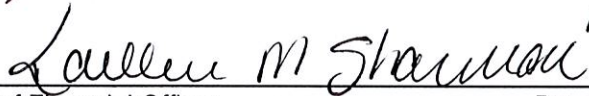

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Exercise limited independence under general supervision
- Make routine decisions following established guidelines/procedures

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	10.23.18		10/23/18
Department Manager	Date	Department Assistant Director	Date
	10/25/18		10/31/18
Chief Financial Officer	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Material Management Specialist

Department: Purchasing

Date: October 10, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking				X			3
Sitting				X			3
Lifting:	0 - 20 lbs					X	3
	20 - 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	3
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing						X	3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							

SUPERVISOR COMMENTS:

Empty box for supervisor comments.

Department Manager

10.23.18
Date

Chief Financial Officer

10/25/18
Date

Human Resources - Compensation

10/29/18
Date

Mechanical Contracts Coordinator

Department: Maintenance

Date: March 4, 2019

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L21

POSITION SUMMARY: Responsible for monitor testing, operation, calibration, repair and maintenance of mechanical systems throughout Greater Orlando Aviation Authority (GOAA) buildings and structures. Confirm that tested mechanical equipment and systems are operational and within industry and manufacturer's specifications. Plan, monitor and evaluate maintenance service and supply contracts verifying assigned contracts meet performance standards and specifications. Provide technical advice to develop scopes of work of new contracts. Serve as the Maintenance department representative for construction efforts and assigned contracts.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor and evaluate assigned contracts with emphasis on the levels, standards, and frequencies of service, productivity, quality control and personnel utilization.
- Review mechanical diagrams, mechanical plans, construction drawings and specifications for Maintenance and GOAA requirements.
- Provide advanced scheduling, project coordination and support for related interdepartmental projects.
- Assist Manager in inspections of new construction, and tenant upgrade projects.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level set forth in the contract documents.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and act as liaison with other GOAA departments.
- Assist Manager in evaluating the plans for future replacements, upgrades, etc.
- Monitor contractors' staffing levels, responsiveness, and productivity; report deficiencies to Manager as needed.
- Attend construction coordination meetings as required, serving as technical expert.
- Confirm enforcement of contract specifications.
- Provide assistance in developing scope, bidding, and awarding of assigned contracts. Validate project costs, repair estimates, and work requests outside of contract scope.
- Verify contractor pay requests for accuracy and compliance with contract terms. Approve contractor payment requests/invoices.
- Input and track appropriate data and generate related reports.
- Verify Oracle requisitions for materials and parts are initiated and processed in a timely manner.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in related field and three (3) years related experience with the maintenance and repair of facility mechanical systems, or an equivalent combination of education, training and experience. Preferred experience includes one (1) year experience with mechanical contracts, familiarity with mechanical contracts at an airport, and mechanical & building inspection experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of the function and utilization of mechanical systems/equipment and/or evaluating the condition of mechanical and motorized equipment

- Intermediate computer-use skills, with emphasis on use of database, spreadsheet, and word processing programs.
- Thorough working knowledge of mechanical and plumbing codes
- Knowledge of applicable OSHA regulations & applicable mechanical standards, essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools, and lock out tag out procedures
- Must be able to read, understand, and enforce contract specifications and mechanical drawings on performance based contracts
- Must have knowledge and stay current with all mechanical and plumbing codes and advanced mechanical maintenance practices
- Demonstrated attention to detail
- Self-motivated and able to work without direct supervision
- Must stay current on all GOAA emergency response procedures and ensuring proper response as required.
- Must be capable of scheduling & controlling Mechanical Utility Outages
- Excellent oral and written communication skills
- Good interpersonal skills with the ability to function effectively in a diverse work place
- Basic knowledge of project scheduling, efficient time management, and contract monitoring
- Must be willing and able to work nonstandard and various shifts including; early mornings, late evenings, nights, weekends and holidays to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Class A air-conditioning, Class B air-conditioning or Mechanical contractor license issued by State of Florida

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

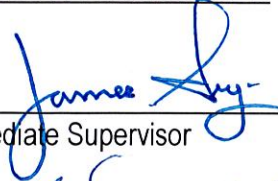
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision and general direction
- Exercise of sound independent judgment for technical issues and in recognizing conditions which contribute to material or equipment damage, or which could result in physical harm or injury to self or others.
- Determine when a task has been completed properly, and which task among those designated will be undertaken next.
- Routine technical decisions/analysis

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 4-15-19

Immediate Supervisor Date

 4/15/19

Department Assistant Director Date

 4-5-19

Department Director Date

 4-19-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Technician

Rotating Shift: N/A



Mechanical Contracts Coordinator

Department: Mechanical

Date: March 4, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 - 20 lbs					X	2
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise				X		2
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Other						

SUPERVISOR COMMENTS:

James [Signature] 4-15-19
Immediate Supervisor Date

[Signature] 4-5-19
Department Director Date

Cathy [Signature] 4/18/19
Human Resources - Compensation Date

Microsoft Exchange Administrator

Department: Information Technology

Date: November 12, 2018

Title of Immediate Supervisor: Assistant Manager, Unified Communications

Pay Level: L29

POSITION SUMMARY: Monitor the day-to-day operations of Microsoft Exchange servers including handling user support tickets, server maintenance, data migrations, backups, and deployments of Microsoft Exchange.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Analyze current resources and trends to enable planning for long-term performance and server expansion.
- Interact with users who submit email related support tickets; may interact with software vendors from time to time for troubleshooting within the system.
- Lead upgrades, account management, and changes to the system, including communication with users.
- Report on implementations, migrations, upgrades, and other activities that affect the software environment.
- Monitor server logs and overall performance, troubleshooting and resolving problems.
- Write up and enforce change management and compliance processes for Exchange server
- Perform migrations including Mailboxes, Public Folders, User Profiles
- Verify the Exchange Organization is meeting the defined Service Level Agreements (SLA)
- Follow defined engineering processes to confirm that all messaging projects meet all requirements and are delivered in a timely manner
- Work with the IT Security team to implement changes to limit risks and vulnerabilities.
- Provide Tier 3 level support to the operational staff
- Provide mentorship to the Tier 2 desktop team
- Provide guidance as a subject matter expert for Messaging and Collaborations Services.
- Maintain and recommend the product Road Maps and the related Project Plans for the program and future projects
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and five (5) years experience of high level administration with Microsoft Exchange 2007 through 2016 in a large Exchange Organization, or an equivalent combination of education, experience and training. Experience with Active Directory in support of Exchange Organizations required. Microsoft Certified System Engineer (MCSE) in Messaging desired. Experience with Microsoft Office Communicator & Skype for Business (formerly Lync) preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Solid experience supporting Mobility Solutions (ActiveSync / Airwatch)
- Advanced knowledge of Microsoft operating platforms (Windows Server 2003/2008/2012/2016).
- Advanced knowledge of Microsoft Office applications (including Visio & Project).
- Understanding of VMWare infrastructure and how to maneuver within the console.
- Proficient with TCP/IP and related applications such as DNS and TELNET.
- Excellent research skills
- Technical documentation skills
- Commitment to excellent customer service

- Good organizational skills; ability to deal with multiple tasks and finish tasks in a timely manner.
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving problems.
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with company personnel, customers and outside vendors.
- Able to identify business process improvement opportunities and escalate for evaluation, if applicable.
- Must consistently demonstrate a professional image and positive attitude.
- Desire and aptitude to learn emerging technologies
- Excellent verbal and written skills, including the ability to communicate effectively and work with others in a team environment.
- Excellent analytical skills and the ability to troubleshoot and resolve hardware and software problems
- Ability to make decisions and manage your time effectively to a delivery plan/schedule
- Ability to work independently, but also be part of a team

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

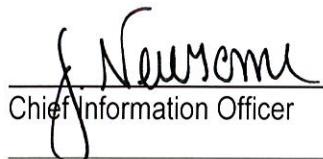
- Independent judgment for complex technical issues is required on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data
- Work independently with limited supervision or direction, substantial latitude in initiative and authority

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 _____ 11/12/18 _____
 Immediate Supervisor Date

 _____ 11-15-18 _____
 Department Manager Date

 _____ _____
 Chief Information Officer Date

 _____ 11-19-18 _____
 Sr. Director, HR & Risk Management Date

FLSA: Exempt
 EEO Category: Professionals

Shift Premium: N/A
 Rotating Shift: N/A



Microsoft Exchange Administrator

Department: Information Technology

Date: November 12, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

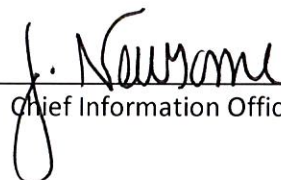
Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs				X		2
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
SUPERVISOR COMMENTS:							



Immediate Supervisor

11/12/18

Date



Chief Information Officer

Date



Human Resources - Compensation

11/16/18

Date

JOB DESCRIPTION

Job Title: Network Administrator

Date: December 5, 2017

Department: Information Systems

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Assistant Manager, Networks

POSITION SUMMARY: Perform research, configure, install, test and document components for converged data, wireless, video and voice networks. Maintain and monitor the security and integrity of the network. Coordinate the installation, relocation, maintenance and repair of various computer equipment. Monitor the network management console for error conditions. Maintain system and cable plant connection schemes.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Maintain code level, configuration and perform problem resolution for the Authority network switches, routers, and wireless equipment.
- Monitor network for illegal or unauthorized software installation
- Coordinate and resolve system usage conflicts between critical applications and/or peak hour conditions; perform LAN tuning and optimization
- Establish the timely distribution of critical and sensitive reports
- Oversee and document the orderly installation of cables by contractors or Authority personnel
- Coordinate the installation, relocation, maintenance, and repair of personal computers, network servers, network interface hardware, routers, bridges, hubs, modems, peripheral equipment, printers, plotters, removable storage, scanners, remote network components, and other related equipment
- Administer network monitoring software or any other network application requiring special licensing and security
- Review emerging technologies and standards; develop prototype demonstrations of promising, cost-effective and efficient new applications
- Establish the cataloging of installed equipment, software, repairs, maintenance, and upgrades. Prepare analytical reports and make refurbishment recommendations based upon this historical inventory
- Maintain a current knowledge of developments in both hardware and software so that upgrades and installations are performed as efficiently as possible
- Monitor the network management console for error conditions. Perform all functions related to the configuration and maintenance of the network management software.
- Assist in maintaining IP addressing, system and cable plant connection schemes. Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust own work schedule to include working late evenings and/or weekends when the need arises
- Collaborate with management in the preparation of the Information Technology budget
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Computer Science or related field and four (4) years experience required in the administration of medium corporate networks (1000 – 5000 connected devices), or an equivalent combination of education, training and experience. Experience with current Authority network components, enterprise WiFi networks and structured cabling is required. Experience with Authority's currently used network management software is desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must have excellent analytical skills related to the job functions and requirements and must possess excellent verbal and written communication skills
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems. Provides proper advice and recommendations to managers and employees at all levels.
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Must be able and willing to work both standard and non-standard work schedules, including weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- CCNA, CCNP, CCIE preferred

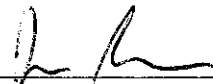
SUPERVISORY RESPONSIBILITIES:

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Work very independently with little supervision or direction – substantial latitude in initiative and judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.

APPROVAL SIGNATURES:



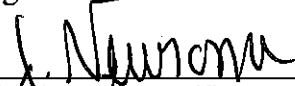
Immediate Supervisor

12/6/17
Date



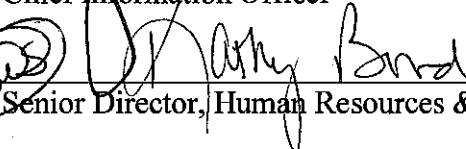
Manager

12/5/17
Date



Chief Information Officer

12/6/17
Date



Senior Director, Human Resources & Risk Management

12-11-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Network Administrator
 Department Information Technology

Date November 1, 2017
 Section 521

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting		X				3
Lifting	X					3
A. 0 - 20 lbs.					X	2
B. 21-50 lbs.					X	1
C. 50+ lbs.						
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing our job. Also describe the working conditions.

Frequency


- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	3
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		3
Excessive Noise					X	2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicles				X		3
General office equipment (computers, copiers, faxes, etc.)		X				3

Supervisor Comments:



 Immediate Supervisor 12/6/17
 Date 12/6/17
 Chief Information Officer 12/6/17
 Date

Human Resources - Compensation 1

OEA Airport Electrician

Department: General Aviation

Date: December 7, 2018

Title of Immediate Supervisor: Manager, OEA General Aviation and Supervisor, Airfield Electrical Pay Level: B9

POSITION SUMMARY: Install, repair, and maintain electrical systems and equipment on the airport property, including runways, taxiways, aprons, high mast lighting, security gates, and GOAA buildings and structures.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Install, operate, repair & maintain electrical equipment, including electrical services, switch gear, emergency generators & associated transfer equipment, lighting & lighting contactors, photo controls, lighting control relay panels, electrical/electronic security gates, security cameras, motor controls, airfield lighting, lighting vaults with constant current regulators, control equipment & transformers.
- Read wiring diagrams, electrical plans & specifications.
- Conduct routine inspections of premises.
- Determine appropriate materials and/or parts required for repairs.
- Responsible for staying current with all electrical codes & advanced technology maintenance practices.
- Inspect & perform regular cleaning & prescribed maintenance tasks on associated equipment.
- Responsible for staying current on all GOAA emergency response procedures and FAA Advisory Circulars, maintaining proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, & equipment information correctly and promptly to confirm accurate maintenance and repair records are kept.
- Operate small hand and power tools.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience troubleshooting and repairing motor controls, high voltage electrical systems in excess of 600 volts, lighting, power systems & associated electrical equipment; or an equivalent combination of education, training, & experience. Airfield lighting experience preferred.

Internal candidates must have at least two (2) years experience with GOAA in both airfield and building electrical systems plus ACE certification in Airfield lighting.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of airfield lighting systems
- Thorough working knowledge of electrical codes
- Knowledge of applicable OSHA regulations, FAA airfield lighting regulations & guidelines, NFPA 70E standard, and the rules, regulations & guidelines regarding the safe utilization & operation of hand and power tools
- Basic knowledge of essential safety equipment & protective devices, knowledgeable about safety standards
- Must be able to read & understand wiring diagrams, electrical drawings & specifications
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower.

- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Journeyman Electrician competency card recognized by the State of Florida required for external candidates at time of hire
- ACE certification required for internal candidates at time of promotion/transfer; must be obtained within one year of hire for external candidates

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

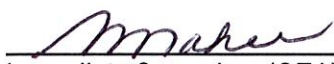
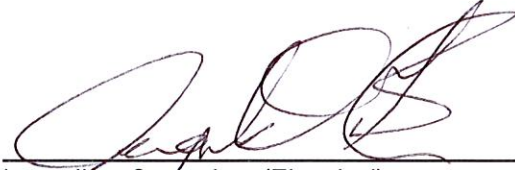



- None


LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Determine proper tools and equipment to be used for the assigned task and how they are to be used on a job.
- Exercise of sound independent judgement in recognizing conditions which contribute to material or equipment damage, or which could result in physical harm or injury to self or others.
- Constant exercise of sound independent judgement to ensure safety when working on equipment.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 _____ Immediate Supervisor (OEA)	1/2/2019 _____ Date	 _____ Immediate Supervisor (Electrical)	_____ Date
 _____ Department Director	1/2/19 _____ Date	 _____ Department Senior Director	01-23-2019 _____ Date
 _____ Sr. Director, HR & Risk Management	1-23-19 _____ Date		

FLSA: Non-Exempt		Shift Premium: Yes
EEO Category: Skilled Craft Workers		Rotating Shift: N/A

OEA Airport Electrician


Department: General Aviation


Date: December 7, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs		X				3
	20 – 50 lbs		X				3
	51+ lbs				X		3
Bending/Stooping			X				3
Pushing, Pulling and/or Digging			X				3
Reaching over head					X		3
Kneeling, Crawling			X				3
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)						X	2
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing					X		3
Writing						X	2
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		3
Noxious Fumes				X			3
Chemicals				X			3
Insects			X				3
Heights, Confined Areas			X				3
Excessive Noise		X					3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle		X					3
General Office Equipment (Computer, Copier, Fax, etc.)						X	2
High Reach Truck					X		3

SUPERVISOR COMMENTS:


 Immediate Supervisor (OEA) 11/21/2019
 Date


 Department Director 1/2/19
 Date


 Immediate Supervisor (Electrical) Date


 Human Resources - Compensation 1/24/18
 Date

OEA Building Maintenance Repair

Department: OEA General Aviation

Date: December 7, 2018

Title of Immediate Supervisor: Manager, OEA General Aviation

Pay Level: B4

POSITION SUMMARY: Perform general maintenance and repair of buildings and property at Orlando Executive Airport (OEA), including plumbing, carpentry, painting, general building maintenance, landscaping and painting task.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for all planned preventative maintenance to interior and exterior airport buildings and other facilities, including but not limited to proactive and reactive repairs.
- Responsible for plumbing, carpentry, painting, general building maintenance, landscaping, and repair of various buildings and other facilities as required.
- Responsible for airfield pavement repair, signage installation, and pavement markings.
- Assist the OEA Airport Electrician and Equipment Operators in the overall maintenance of the airport property.
- Conduct routine inspections of premises.
- Determine appropriate materials and/or parts required for repairs.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Complete maintenance work orders as assigned, confirm all time, materials, and equipment information are recorded correctly and promptly for accurate maintenance and repair records.
- Inspect and perform regular cleaning and prescribed maintenance tasks on associated equipment.
- Operate small hand and power tools.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three (3) years experience including general landscaping, general carpentry, plumbing, roof repairs, and painting; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of essential safety equipment and protective devices, knowledgeable about safety standards
- Able to perform general carpentry, plumbing, roof repairs and painting
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operations of hand and power tools
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower.
- Ability to read and understand blueprints, wiring diagrams and repair manuals as necessary
- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

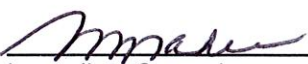


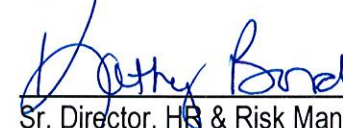
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LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Under general supervision, performs a variety of work in the general maintenance and repair of buildings, facilities, and equipment
- Must be able to determine the extent of damage or maintenance/repair necessary to repair
- Determine proper tools, equipment and materials/parts to be used for assigned task
- Constant exercise of sound independent judgment in recognizing conditions which contribute to facility damage or which could result in physical harm or injury to self or others; maintain safety when working on assignments

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	<u>11/2/2019</u> Date	 _____ Department Director	<u>1/2/19</u> Date
 _____ Department Senior Director	<u>01-23-2019</u> Date	 _____ Sr. Director, HR & Risk Management	<u>1-28-19</u> Date

FLSA: Non-Exempt

EEO Category: Service Maintenance

Shift Premium: N/A

Rotating Shift: N/A





OEA Building Maintenance Repair

Department: General Aviation

Date: December 7, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting: 0 - 20 lbs			X				3
20 - 50 lbs						X	2
51+ lbs						X	2
Bending/Stooping			X				3
Pushing, Pulling and/or Digging			X				3
Reaching over head					X		3
Kneeling, Crawling				X			3
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)						X	2
Speaking & Hearing					X		3
Detailed Inspection/Reading/Editing				X			3
Writing						X	2
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		3
Noxious Fumes				X			3
Chemicals				X			3
Insects			X				3
Heights, Confined Areas				X			3
Excessive Noise				X			3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)						X	2
Power/Hand Tools				X			3
Bucket Truck					X		3
Other							
SUPERVISOR COMMENTS:							

[Signature] 1/2/2019
Immediate Supervisor Date

[Signature] 1/2/19
Department Director Date

[Signature] 1/2/19
Human Resources - Compensation Date

OEA Grounds Maintenance Lead

Department: OEA General Aviation

Date: December 18, 2018

Title of Immediate Supervisor: Manager, OEA General Aviation

Pay Level: B5

POSITION SUMMARY: Lead operator for all common Orlando Executive Airport (OEA) buildings and landscaped areas/maintenance projects. Operate grounds maintenance, industrial lift, and construction equipment. Maintain, construct, and renovate airport grounds and landscaped areas.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Lead operator for grounds crew while engaged in airport/AOA maintenance activity
- Construct and renovate landscaped areas as required; maintain landscaped areas not covered under outside maintenance contracts.
- Advise manager, or designee, of equipment readiness, supply requirements and provide weekly fuel readings, month end fuel tallies, and Daily Work Activity Summaries.
- Assist manager, or designee, with prioritization of work. Coordinate daily work assignments of OEA grounds crew.
- Responsible for communication with the Control Tower to maintain safe operations on the AOA, whether by radio or alternative methods.
- Prior to beginning a group project, confirm all safety practices are in place and personnel are wearing issued PPE.
- Monitor the safe operation of standard construction equipment to perform small construction projects and repairs.
- Dispense fertilizers, herbicides, and pesticides for landscape maintenance.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required
- Operate and use small power tools and hand tools to perform all phases of horticultural and landscaping renovation and maintenance.
- Operate sweepers and scrubbers to remove foreign object debris, and grease from paved aircraft operating areas.
- Perform daily routine equipment inspections and operational tests to confirm equipment is capable of responding in an emergency. Perform regular cleaning and prescribed operator maintenance tasks on equipment. Coordinate equipment preventive maintenance and repairs with fleet contractor.
- Complete maintenance work orders as assigned, record all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience in the operation of construction and industrial lift equipment in a construction or maintenance project environment, or an equivalent combination of education, training, and experience. Must be classified as Equipment Operator III at the time of the posting.

EQUIPMENT OPERATED:

- All mowers, bucket and high reach trucks, front-end loader, rubber tire backhoe, tractors, scrubbers, sweepers, small dozers, spray equipment and rigs.
- All other equipment operated by the Equipment Operator II.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations, and guidelines regarding the safe operation of construction and lift equipment.

- Sound working knowledge of safe rigging and operational limitations of construction and lift equipment.
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower.
- Ability to apply aquatic and horticultural chemicals safely, in compliance with all rules, regulations, and laws.
- Proficiency in construction and maintenance of landscaped areas.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Commercial driver's license, Class "B" with tanker endorsement and air brake designation

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

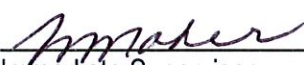
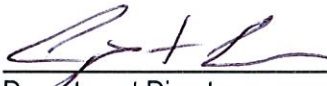


- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Exercise sound independent judgment to operate construction and lift equipment safely and within the operational limitations of the equipment, to apply agricultural chemicals safely, and confirm appropriate safety measures are in place at all times
- Determine what equipment is appropriate for the assigned task and how it is to be used on a job
- Determine when a task has been completed properly, and which task among those assigned by the manager will be undertaken next.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	1/2/2019 _____ Date	 _____ Department Director	1/2/19 _____ Date
 _____ Department Senior Director	01-23-2019 _____ Date	 _____ Sr. Director HR & Risk Management	1-28-19 _____ Date



FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: N/A

Rotating Shift: N/A



OEA Grounds Maintenance Lead

Department: OEA

Date: December 18, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs				X		3
	20 – 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping			X				3
Pushing, Pulling and/or Digging				X			3
Reaching over head					X		3
Kneeling, Crawling					X		3
Climbing (ladders, stairs, hills)					X		3
Typing/CRT (attention to detail)						X	2
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing				X			3
Writing					X		3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes						X	3
Chemicals					X		3
Insects				X			3
Heights, Confined Areas					X		3
Excessive Noise			X				3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicle – Dump trucks/Flat bed/Water Truck/Bucket truck			X				3
General Office Equipment (Computer, Copier, Fax, etc.)						X	2
All Mowers			X				3
Sweeper			X				3
Chainsaw					X		3
Front end loader						X	3
Small dozers/tractors				X			3
May operate all equipment used by the Equipment Operator II, which includes: trucks (water, flat bed, dump and pick up), bobcat, all-terrain mower, scrubber, spray equipment and rig, edgers, weedeaters, hedge trimmers, chainsaws, Mad Vac sweeper, small all-terrain vehicles, forklift.				X			3
SUPERVISOR COMMENTS:							

Maha 11/2/2019
Immediate Supervisor Date

[Signature] 1/2/19
Department Director Date

Cathy V... 1/2/19
Human Resources - Compensation Date

ORL Administrative & Contract Analyst

Department: OEA General Aviation

Date: March 23, 2023

Title of Immediate Supervisor: Vice President, ORL Operations

Pay Level: L20

POSITION SUMMARY: Provide overall administrative support to the Vice President, ORL Operations and Orlando Executive Airport's (ORL) general administrative and office management areas. Prepare standard form commercial permit agreements, property space use agreements and facility use agreements. Calculate rates and charges, set-up billing rules and verify contract information. Enter agreements into the property lease management system, monitor and maintain agreements and compliance with relevant terms and conditions. Serve as ORL budget coordinator for the department and recording secretary for the ORL Advisory Commission (Sunshine Committee). Coordinate a broad range of activities, special events and projects.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepare and submit proposed permit and agreements/changes and Facilities Use Agreements, including any insurance or additional compliance issues and request for payment. Maintain records for ORL leases and space use agreements.
- Provide information to potential service providers on permit program requirements such as fees, security deposits, insurance requirements, etc.
- Verify, enter and maintain accurate and timely contractual data in the property management system and other management databases.
- Calculate rates, fees and charges, set-up accounting billing rules, and verify receipt of payment, insurance certificates, surety and bond requirements, and related required executed documentation.
- Perform administrative support including, but not limited to answer multiple department telephone extensions, maintain both physical and electronic filing systems, schedules and calendars, operate office equipment, type and draft correspondence, order subscriptions and publications, and process/distribute mail.
- Monitor permits and agreements for contract compliance and report concerns to supervisor for resolution.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit expense reports.
- Serve as OEA's budget coordinator, requiring attendance at all related meetings. Assist in data gathering and after initial input, prepare/monitor budget for ORL divisions. Assist in proper allocation and utilization of ORL's funds.
- Assist in research and coordination of purchases, process purchases and payments with Procurement Cards and complete related transaction logs.
- Process invoices and generate reports utilizing the Oracle system. Process direct pays for payment of invoices, emergency purchase orders. Liaison with Accounts Receivable regarding delinquent ORL accounts. Monitor and order office supplies.
- Confirm payroll data and prepare documentation for bi-weekly submittal; maintain all supporting documentation.
- Prepare GOAA Board items and presentations. Perform recording duties for ORL Advisory Commission, prepare agendas and packages, transcribe and distribute minutes in accordance with Sunshine regulations.
- Gather data, compile and maintain monthly and annual statistics of ORL and other GA airports' air traffic operations, fuel flow statistics, and based aircraft; and distribute as appropriate.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel.
- Schedule and coordinate meetings and special events at ORL and conventions where ORL exhibits.
- Monitor ORL office radio frequency and operate two-way radio to communicate with staff.
- Monitor, update and confirm compliance with insurance requirements for assigned agreements and permits; contact customers to resolve non-compliant issues or request updated certificates.

- ORL liaison with Information Technology department regarding computer/telephone equipment matters. Submit work orders, order supplies and equipment.
- Interact with tenants, vendors, staff, community leaders, and state and federal officials, providing general information as requested. Contact vendors for pest control, utilities, etc. as needed.
- Provide support to ORL Operations department as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration or related field and two (2) years experience in high-level administrative support and lease and contract processing work experience, or an equivalent combination of education, training and experience. Experience with public sector administrative support and/or with Sunshine committee support preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 50 wpm; transcription 35 CWPM or other acceptable method
- Knowledge of contract compliance practices
- Knowledge of Florida Sunshine meeting law preferred
- Proficient computer skills to include: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required, and experience with PropWorks, Oracle, Clarity, and Electronic Payroll programs preferred
- Demonstrated ability to responsibly handle sensitive information
- Excellent grammar skills
- Good oral and written communication skills and the ability to interact with various departments, vendors and other high profile individuals
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Basic arithmetic skills
- Must be capable of properly operating field communications equipment (two-way radio, etc.) and speaking clearly in English when operating such equipment

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Licensed as a State certified Notary Public at time of hire/promotion or must be obtained within 6 months

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Administrative, secretarial and monetary decisions of a routine nature within the guidelines of policy and procedure
- Work independently under moderate supervision, exercising considerable judgement and discretion
- Materials are prepared independently and requires judgment, attention to detail, and decision-making skills on technical issues before management review.
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Set work priorities and make office operations decisions

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APPROVAL SIGNATURES:

 10 Apr 23

Immediate Supervisor/VP Date

 04.20.2023

Chief of Operations Date

 4/25/23

Vice President, Human Resources Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Paraprofessionals

Rotating Shift: N/A



ORL Administrative & Contract Analyst

Department: OEA General Aviation

Date: March 23, 2023

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting: 0 - 20 lbs					X		2
20 - 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head					X		2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	3
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	3
Heights, Confined Areas						X	1
Excessive Noise						X	3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Two-way radio			X				3
Other							
SUPERVISOR COMMENTS:							

J. J. H. 10 Apr 23
Immediate Supervisor/VP Date

[Signature] 04-20-2023
Chief of Operations Date

Cecilia Fernandez 4/20/2023
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Painter II

Date: January 10, 2018

Department: Maintenance

Grade/Level: Non-Exempt; B5

Shift Premium: Yes

Title of Immediate Supervisor: Supervisor, Paint

POSITION SUMMARY: Utilizes and applies protective and decorative coatings and coverings to furnishings, fixtures, and equipment to maintain GOAA facilities.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every task, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Prepares surfaces to be reconditioned and/or resurfaced.
- Applies proper protective or decorative coating with appropriate applicators.
- Assists in the refinishing of existing office furniture, shelving, tables, and other furnishings, fixtures, and equipment using various applications of stain, varnish, and sealant.
- Assists with pavement markings.
- Performs regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and for proper response as required.
- Completes maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly so that accurate maintenance and repair records are kept.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and three (3) years experience in the painting field, with particular emphasis on spray painting, or an equivalent combination of education, training, and experience. Experience in commercial and industrial painting preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Sound working knowledge of paints, solvents, varnishes, and similar materials used in protecting various types of surfaces.
- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations, and guidelines regarding the proper utilization of various protective devices during the application of chemicals and paints.
- Knowledge of rules, regulations, and guidelines regarding the safe operation of spray painting equipment and power tools.
- Must be capable of properly operating field communications equipment.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

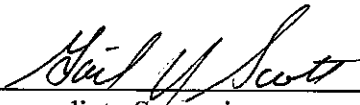
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

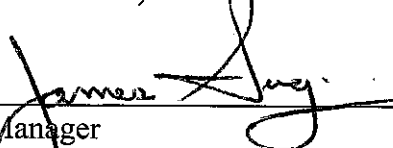
- Determines if and when a painting task should be discontinued due to unsafe or high-risk conditions.
- Constant exercise of sound independent judgment to be sure that scaffolding, platforms, rigging and other equipment are safely and properly secured.
- Determines what equipment is appropriate for the assigned task and how it is to be used on a job.
- Determines when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

APPROVAL SIGNATURES:




Immediate Supervisor

1-10-2018
Date



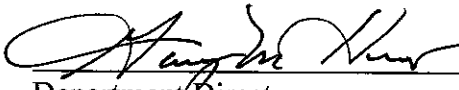
Manager

1-10-18
Date



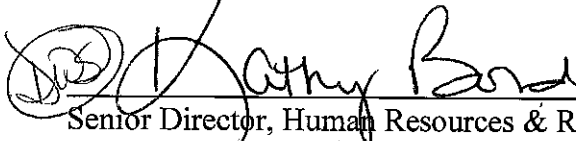
Assistant Director

1/10/18
Date



Department Director

1-11-18
Date



Senior Director, Human Resources & Risk Management

1-16-18
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Painter II
Maintenance

Date January 10, 2018
Section 683

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.
Frequency.
- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Constant
Very Frequent
Frequent
Occasional
Rare

Importance
3 - Critical part of Job; can't be done any other way
2 - Important, but may be performed in some other way
1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						
Walking	X					
Sitting			X			3
Lifting			X		X	3
						1
				X		3
Bending/Stooping				X		3
Pushing, Pulling, and/or Digging			X			3
Reaching over Head				X		3
Kneeling, Crawling			X			3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		2
Speaking & Hearing				X		3
Detailed Inspection/Reading/Editing				X	X	1
Writing				X		3
Other					X	2
						1

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Constant
Very Frequent
Frequent
Occasional
Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes				X		3
Chemicals			X			3
Insects					X	1
Heights, Confined Areas				X		3
Excessive Noise				X		3
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Spraying equipment		X				3
Maintenance box van				X		3
Pressure washer		X				2
Field communications equipment					X	3

Supervisor Comments:

Paul J. Heatt
 Immediate Supervisor
 Human Resources - Compensation

1-10-2018

Date
1/18/18

[Signature]
 Department Director

1-11-18

Date

Painter III

Department: Maintenance

Date: April 5, 2019

Title of Immediate Supervisor: Supervisor, Paint

Pay Level: B6

POSITION SUMMARY: Professionally apply architectural and protective coating systems required to provide maximum protection under a regularly scheduled maintenance program to all surfaces within the painting industry standards and maintenance departmental guidelines in order to maintain GOAA facilities.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Inspect and maintain all structural and architectural surfaces, provides the necessary protective coating system to ensure the appearance and maintain a sound level of structural integrity within the industry.
- Prepare all structural and architectural surfaces properly to be reconditioned and/or resurfaced.
- Remove and reapply pavement markings on runways, taxiways, ramps and roadways.
- Apply proper protective or decorative coating with appropriate applicators.
- Refinish existing office furniture, shelving, tables and other furnishings, fixtures and equipment using various applications of stain varnish and sealant.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and for proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly so that accurate maintenance and repair records are kept.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience in commercial and industrial painting, with emphasis in maintenance, with a strong background in brush, rolled and spray experience, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Industry knowledge of paints, solvents, varnishes and other related materials used to protect surfaces of all kinds and under all weather conditions
- Basic knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe operation of various protective devices during the application of chemicals and paints, spray painting equipment and power tools
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Familiarity with a mobile computerized maintenance management system desired
- Demonstrated skill to organize and prioritize work
- Good oral and written communication skills
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Determine if and when a painting task should be discontinued due to unsafe or high-risk conditions.
- Constant exercise of sound independent judgment to be sure that scaffolding, platforms, rigging and other equipment are safely and properly secured.
- Determine what equipment is appropriate for the assigned task and how it is to be used on a job.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.


APPROVAL SIGNATURES:



Immediate Supervisor

2/15/19

Date



Department Manager

4/15/19

Date



Department Assistant Director

4/5/19

Date



Department Director

4-5-19

Date



Sr. Director, HR & Risk Management

4-19-19

Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: Yes

Rotating Shift: N/A

Painter III

Department: Maintenance

Date: April 5, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant: More than 80% (6 1/2 hours or more per 8 hour day) Very Frequent: 51-80% (4 1/2-6 hours per 8 hour day) Frequent: 21-50% (2 1/2-4 hours per 8 hour day) Occasional: 6-20% (1-2 hours per 8 hour day) Rare: 0-5% (Less than 1 hour per 8 hour day)		3 - Critical part of Job; can't be done any other way 2 - Important, but may be performed in some other way 1 - Not Critical; may be reassigned or not performed at all					
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X					3
Walking				X			3
Sitting						X	1
Lifting:	0 – 20 lbs			X			3
	20 – 50 lbs				X		3
	51+ lbs				X		3
Bending/Stooping				X			3
Pushing, Pulling and/or Digging					X		3
Reaching over head				X			3
Kneeling, Crawling					X		2
Climbing (ladders, stairs, hills)					X		3
Typing/CRT (attention to detail)					X		2
Speaking & Hearing					X		3
Detailed Inspection/Reading/Editing					X		2
Writing						X	1
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes					X		3
Chemicals				X			3
Insects						X	1
Heights, Confined Areas					X		3
Excessive Noise					X		3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)					X		2
Spraying Equipment			X				3
Pressure washer			X				3
Field Communication Equipment						X	3
Mobile Maintenance Management System					X		2
SUPERVISOR COMMENTS:							

Neil Scott
 Immediate Supervisor

4/15/19
 Date

Anthony Hunt
 Department Director

4-5-19
 Date

Catherine Vroman
 Human Resources - Compensation

4/18/19
 Date

Parking Customer Service Coordinator

Department: Parking Operations

Date: February 21, 2022

Title of Immediate Supervisor: Assistant Director, Airport Operations - Parking and GT

Pay Level: L16

POSITION SUMMARY: Primary representative for Parking Operations contractual and customer service issues for the parking management agreement, the shuttle management agreement and other customer services related issues. Respond to high volume of telephone calls Parking/Ground Transportation customer complaint line, resolve customer service issues or refer issues to appropriate member of management. Provide administrative support for the Assistant Director, Airport Operations - Parking and Ground Transportation and Manager, Airport Operations - Parking.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Customer service liaison for the Parking and Grounds Transportation department. Customer service issues include but are not limited to; damaged vehicles, customer towed vehicles, abandoned Rental Cars in public parking, repossessed vehicle recovery, etc.
- Respond to high volume of telephone calls for Parking/Ground Transportation customer complaint line, resolve customer service issues or refer issues to appropriate member of management.
- Research, prioritize, and follow up on incoming issues and concerns addressed to Parking/Grounds Transportation. Determine appropriate course of action, referral, or response: gather and analyze information required for review by management.
- Administer GOAA's E-Pass/SunPass program, to include; resolving payment issues, request reversal of replenishments, manual charges and other issues with the program.
- Monitor the shuttle bus operator's compliance with the contractual frequency schedule and notify shuttle operator of the result.
- Provide administrative support for the Assistant Director, Airport Operations - Parking & Ground Transportations and other management as assigned, including correspondence, answer/screen telephone calls and direct to appropriate person for response, schedule appointments and maintain calendar, arrange internal and external meetings. Coordinate travel arrangements and process travel documents
- Responsible for Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete process and maintain related documents
- Assist in preparing Board, Concession/Procurement, Construction Finance Oversight Committee items,
- Prepare and distribute meeting meetings as needed.
- Administer the Authority's parking validation stamp program.
- Coordinate the Division's uniform program to include fitting, ordering, payment, receiving, and return of uniforms.
- Act as Records Management Coordinator for the Parking Operations / GT Services Division. Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations.
- Serve as payroll clerk for the department. Confirm data and prepare payroll documentation; maintain all supporting documentation
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years experience in customer service with a focus on customer complaint resolution, administrative support and/or airport operations, or an equivalent combination of education, experience and training.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Effective customer service resolution skills
- Knowledge of word-processing and a typing speed of 50 CWPM
- Intermediate computer skills and proficient in Microsoft Office programs required; experience using Oracle Financials
- Excellent and professional oral and written communication in English including grammar and punctuation skills
- Demonstrated attention to detail and strong organizational, and administrative skills
- Strong analytical, interpersonal, and problem solving skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under general supervision with limited independence and under general direction
- Demonstrate good judgement in communicating with senior management, consultants, customers, and other Authority departments regarding customer related issues
- Make routine decisions within established guidelines, refer unique issues to management
- Interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient
- Set priorities for own work

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 5/18/22

Immediate Supervisor / Assistant Director Date

 MAY 25, 2022

Department Director Date

 10-5-2022
 _____
Sr. Director, HR & Risk Management Date

FLSA: Non – Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Parking Customer Service Coordinator

Department: Parking Operations

Date: February 21, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance	
Standing				X		2	
Walking				X		2	
Sitting		X				3	
Lifting: 0 – 20 lbs					X	1	
20 – 50 lbs					X	1	
51+ lbs					X	1	
Bending/Stooping				X		2	
Pushing, Pulling and/or Digging					X	1	
Reaching over head					X	1	
Kneeling, Crawling					X	1	
Climbing (ladders, stairs, hills)					X	1	
Typing/CRT (attention to detail)	X					3	
Speaking & Hearing	X					3	
Detailed Inspection/Reading/Editing	X					3	
Writing			X			2	
Other							
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance	
Extreme Weather					X	1	
Noxious Fumes					X	1	
Chemicals					X	1	
Insects					X	1	
Heights, Confined Areas					X	1	
Excessive Noise					X	1	
Other							
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance	
GOAA/Personal Vehicle					X	2	
General Office Equipment (Computer, Copier, Fax, etc.)	X					3	
2 way Radio					X	2	
SUPERVISOR COMMENTS:							

5/18/22
 Immediate Supervisor/Assistant Director Date

MAY 25 2022
 Department Director Date

9/22/2022
 Human Resources - Compensation Date

Parking Operations Specialist

Department: Parking Operations

Date: February 17, 2020

Title of Immediate Supervisor: Manager, Parking Operations

Pay Level: L15

POSITION SUMMARY: Serve as the operational liaison with parking and shuttle bus contractors for the public, valet and employee parking systems. Monitor the day-to-day activities and operation of the parking and shuttle contracts associated with the various parking facilities; verify all designated parking facilities are maintained and operated to the standards and specifications set forth in the respective contract documents.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor the day-to-day activities and operation of the parking garages and parking/shuttle contractors with emphasis on the levels and standards of service, quality control, security of parking facilities, and contractors' responsiveness.
- Assist in the development and implementation of procedures to meet the requirements set forth in the contract documents.
- Assist and follow-up on facility inspections, initiate repair orders, and verify work has been completed.
- Respond to various situations that occur at any of the parking facilities (equipment malfunctions, lane back-ups, vehicle incidents, etc.).
- Enforce parking and abandoned vehicle policies and issue parking citations when appropriate.
- Provide testimony during court proceedings regarding parking citations.
- Develop and maintain an *Abandoned Vehicle* list and remove abandoned vehicles as required under GOAA policy.
- Document all safety and security related incidents in area of responsibility; compile incident information into clear and concise reports.
- Act as the Authority's representative to resolve situations that occur "on the scene" between the parking or shuttle contractor and the customers.
- Coordinate with GOAA maintenance and contractors for peak and holiday parking periods.
- Assist the traveling public by providing information concerning airlines, the airport, the Central Florida attractions and any other locations, and providing any other assistance as appropriate.
- Assist with crowd control, traffic control, and coordination of parking facilities during emergencies and irregular operations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and two (2) years experience in an area related to the parking industry and/or monitoring performance based contracts, to include customer service experience, or an equivalent combination of education, training and experience. Experience in the airport parking industry preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of parking operations and revenue control systems desired
- Must have good oral and written communication skills. Bi-lingual skills desirable
- Knowledge of City of Orlando regulations governing parking operations, and OIA rules and policies
- Knowledge of the Airport Emergency Plan (AEP), CFR 1540 & 1542 (airport security), and other Orlando International Airport rules, regulations, policies and procedures

- Intermediate computer skills to include proficiency in Microsoft Office programs
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Ability to stand and walk for extended periods of time, often in adverse weather conditions and in areas with noxious fumes
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times and in potentially stressful, difficult and confrontational situations
- Ability to handle multiple tasks, manage time effectively, and pay close attention to detail
- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends based on operational needs
- Ability to operate a two-way radio
- Knowledge of Central Florida and the surrounding areas

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Parking Enforcement Specialist Training (PEST) within 90 days of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Exercises considerable independence under general supervision
- Makes day-to-day operational decisions based on interpretation of the policies and procedures and/or the contract documents.

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APPROVAL SIGNATURES:


 Immediate Supervisor 7/12/20
 Date


 Department Assistant Director 7/15/20
 Date


 Department Director JUL 20, 2020
 Date


 Department Senior Director 07-20-2020
 Date


 Sr. Director, HR & Risk Management 7-31-2020
 Date

FLSA: Non-Exempt

EEO Category: Service-Maintenance

Shift Premium: N/A

Rotating Shift: N/A



Parking Operations Specialist

Department: Parking Operations

Date: February 17, 2020

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 - 20 lbs				X		3
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging					X		2
Reaching over head					X		2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)					X		2
Typing/CRT (attention to detail)					X		3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes				X			3
Chemicals						X	2
Insects				X			3
Heights, Confined Areas				X			3
Excessive Noise				X			3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
Field Communication Equipment (2-Way radio)		X					3
Revenue Control Equipment		X					3
Other							
SUPERVISOR COMMENTS:							

Julai Ray 7/20/20
 Immediate Supervisor Date

MC [Signature] Jul 20, 2020
 Department Director Date

Cathy [Signature] 7/20/20
 Human Resources - Compensation Date

Parking Revenue Analyst

Department: Parking Operations

Date: October 3, 2018

Title of Immediate Supervisor: Manager, Parking Operations

Pay Level: L17

POSITION SUMMARY: Responsible for analyzing and reconciling credit card and E-Pass/SunPass transactions, daily parking lane activity, and daily deposits. Assist other departmental staff as needed.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Analyze and reconcile credit card and E-Pass/SunPass transactions to verify all funds are accurately reported. Research discrepancies and follow up with questions to credit card company, Parking Revenue Control System contractor, etc. to validate exceptions. Maintain tracking of valid exceptions.
- Analyze and reconcile parking daily lane activity reports to the revenue control system reports.
- Verify the daily deposits for parking garages, commercial lane, valet parking and satellite parking.
- Work with the Finance department to research and resolve discrepancies. Contact banks regarding incorrect balances, notify contractors to stop accepting checks from chronic offenders, and take other related actions as necessary.
- Design and develop spreadsheet and management reports as needed.
- Assist with revenue box audits, annual certification of fees, procedural audit and other related projects as assigned
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Accounting, Business, or related field and two (2) years accounting work experience, or an equivalent combination of education, training and experience. Experience with parking operations and/or parking revenue accounting systems preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Computer skills – proficient in Microsoft Office
- Knowledge of basic accounting concepts, practices and procedures
- Strong analytical skills with sound judgment
- Able to operate general office equipment
- Effective customer service skills
- Good verbal and written communications skills
- Demonstrated attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None