

JOB DESCRIPTION

Job Title: ~~Access Control Specialist~~

Date: September 15, 2017

Department: Security

Grade/Level: Non-exempt, L16

Rotating Shifts: No

Title of Immediate Supervisor: Assistant Manager, Access Control

Shift Premium: No

POSITION SUMMARY: In compliance with Transportation Security Administration (TSA) regulatory standards, provide a variety of reporting, reconciliation, audits and invoicing support. Maintain safety/security violations, key and application data in the SAFE system. Assist authorized signers and company representatives with any access related questions and concerns. Point of contact for assigned computer systems (Transportation Security Clearinghouse (TSC), Fingerprint Results Distribution Center (FPRD), etc.). Provide appropriate access for contracted personnel. Assists Technician staff as needed.

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.*

- Prepare a variety of financial reports, credit memos, charge backs and invoices per policy.
- Process transfers of TSA clearinghouse funds; complete monthly reconciliation and wire transfer.
- Reconcile identification media and keys; invoice customers for unreturned media, maintain appropriate records.
- Update SAFE system with Criminal History Records Check (CHRC), Security Threat Assessment (STA), and Fingerprint Record Database (FPRD) records; follow up, research and resolve errors; compare results to disqualifying crimes list and GOAA standards to recommend eligibility for a GOAA badge.
- Review contracts from all companies operating at the airport and assign the appropriate level of access for their staff; set up in SAFE system accordingly. Facilitate changes based on contract amendments.
- Process and maintain safety/security violations, key and application data in the SAFE system.
- Assist authorized signers and company representatives with any access related questions and concerns; provide access and assist with the use of computer based training equipment, the Authorized Signatory portal and any other access media related systems.
- Perform daily cash handling responsibilities; daily collection of cash/checks and reconciliation of the deposit for finance, preparation of cash deposit slip
- Analyze and reconcile accounts to maintain accuracy, and discrepancies are cleared; obtain missing information and/or documentation
- Activate and deactivate identification media in the SAFE system
- Prepare audits and periodic reports as assigned (Customs and Border Protection (CBP) seals, identification media, key, over 30 day, etc.); research and resolve any discrepancies/issues.
- Maintain proficiency in a variety of specialty software utilized by Access Control (TSC, FPRD, Crossmatch, SAFE, etc.); may have assigned responsibilities in specific systems, but must be able to serve as back-up for all as needed.
- Serve as a department liaison for access control systems; perform validation test; work with IT and system vendors to resolve system error, conversion and upgrade activities.
- Maintain supply inventory for Access Control and Lockshop.
- Assist Access Control Technician staff as needed with entering data, preparing and issuing access control media, processing fingerprints and assisting customers.
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

High School graduate, with four (4) years of administrative experience that includes generating and reconciling reports, invoicing, and cash handling, or an equivalent combination of education, training and experience. Associate Degree in Business Administration or Accounting preferred.

SPECIAL KNOWLEDGE, SKILL, OR ABILITIES:

- Airport Certified Employee (ACE) - Trusted Agent
- Must be proficient in the Windows and Microsoft Word environments
- Must be able to type 40 cwpm
- Ability to effectively and professionally resolve conflicts with Authority staff, contracted staff, tenants and Airport guests
- Must possess strong customer relations skills
- Must have the ability to work effectively under time constraints and in stressful situations
- Must be able to prioritize work to meet deadlines
- Must have good oral and written communication skills
- Technology skills to work effectively with a variety of software/systems required, Oracle proficiency preferred

LICENSES/CERTIFICATIONS REQUIRED:

- None

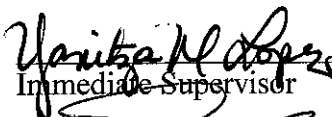
SUPERVISORY RESPONSIBILITIES:

- None

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

- Without supervision, must be able to validate, reconcile and accurately examine applications and other correspondence to determine if the information sufficiently qualifies a person to receive access control media which would allow *unescorted* access to secure areas of the airport.
- Must be able to prioritize daily workload.
- Must be able to assist Law Enforcement agencies and other departments in investigative matters.
- Exercises considerable independence under general supervision.
- Makes independent decisions following established guidelines/procedures.

APPROVAL SIGNATURES:



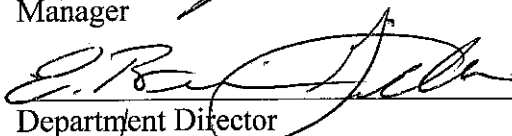
Immediate Supervisor

9/19/17
Date



Manager

9/19/17
Date



Department Director

9/19/17
Date



Sr. Director, Human Resources & Risk Mgmt

10-3-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Access Control Specialist
 Department Security

Date September 15, 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					X	1
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	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)
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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

- 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:

Yanira N. Lopez
 Immediate Supervisor

9/19/17
 Date

E. B. Jella
 Department Director

9-19-17
 Date

JOB DESCRIPTION

Job Title: Access Control Technician

Date: September 15, 2017

Department: Security

Grade/Level: Non-exempt, L14

Title of Immediate Supervisor: Supervisor, Access Control

Rotating Shifts: No

Shift Premium: No

POSITION SUMMARY: Issue access control media in accordance with 49 CFR 1542 requirements and TSA directives. Maintain files and reports, and collect appropriate fees. Provide excellent customer service in a high volume, high stress office environment.

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.*

- Review application request for completeness, proper signature authority and date. Verify identity, work authorization and citizenship through required forms of identification; verify contract data, successful completion of required training courses, and US Customs approvals.
- Enter data into the access control system, prepare and issue access control media
- Verify Security Threat Assessment (STA) and Criminal History Records Checks (CHRC) are complete and in a "Pass" status prior to ID media issuance
- Collect fees associated with access control media
- Capture and transmit employee photo, electronic fingerprint and biometric data to the Transportation Security Clearinghouse (TSC)
- Issue keys and AOA Vehicle Decals for entire airport community
- Maintain confidentiality of personal and criminal records related to badge issuance
- Issue receipts for returned access control media and updates access control systems
- Serve as liaison between Access Control Office and Authorized Signatory community
- Assist customers with all manner of ID media questions and concerns
- Help resolve conflicts between badge applicants and the regulatory requirements and processes necessary for badge issuance
- Generate a variety of related reports as assigned
- Prepare and maintain files for each individual and employers of the airport community
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

High School graduate and three (3) years of general office experience, or an equivalent combination of education, training and experience. Experience must include cash handling and customer service responsibilities. Familiarity with fingerprinting and I-9, 49 CFR 1542, and other identity documents/forms preferred.

SPECIAL KNOWLEDGE, SKILL, OR ABILITIES:

- Airport Certified Employee (ACE) - Trusted Agent
- Ability to accurately enter data into computerized forms required; familiarity with Windows and Microsoft Word environments preferred
- Must be able to type 25 cwpm
- Must possess strong customer relations skills
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult, and confrontational situations.
- Must have good oral and written communication skills; proficiency in English required, multi-lingual skills preferred
- Demonstrated strong attention to detail
- Demonstrated ability to maintain confidentiality

LICENSES/CERTIFICATIONS REQUIRED:

- None

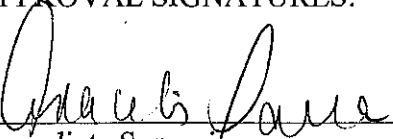
SUPERVISORY RESPONSIBILITIES:

- None

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

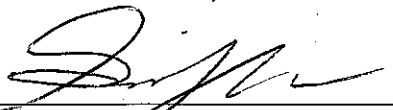
- Must be able to examine application forms and other documents to determine if the information sufficiently qualifies a person to receive access control media
- Works under general supervision and direction, with limited independence
- Makes routine decisions within established guidelines

APPROVAL SIGNATURES:



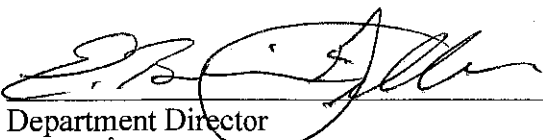
Immediate Supervisor

9-19-17
Date



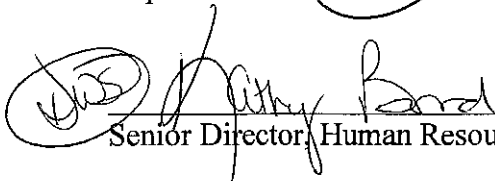
Department Manager

9/19/17
Date



Department Director

9-19-17
Date



Senior Director, Human Resources & Risk Mgmt

10-3-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Access Control Technician
 Department Security

Date September 15, 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)
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Importance

- 3 - Critical part of Job; can't be done any other way
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- 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. 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						

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)
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- 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 - Ability to handle confrontational and/or stressful situations			X			3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)	X					3
Electronic Fingerprint device		X				3

Supervisor Comments:

Anna G. Souza
 Immediate Supervisor

9-19-17
 Date

E. J. ...
 Department Director

9-19-17
 Date



Accounts Payable Specialist

Department: Finance

Date: July 26, 2018

Title of Immediate Supervisor: Supervisor, Accounts Payable

Pay Level: L17

POSITION SUMMARY: Responsible for processing invoices for payment in Oracle Payables after review for mathematical accuracy and pertinent supporting documentation; matching invoices to receipts and purchase orders, coordinating invoice discrepancy resolution. Perform professional accounting duties by creating and maintaining accounting records, preparing periodic accounting reports, monitoring and recording month-end accruals, reconciling related general ledger accounts, and preparing schedules and journal entries, maintaining compliance with established policies and procedures, and supporting the Supervisor, Accounts Payable.

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:

- Review invoices for proper authorization, mathematical accuracy, existence of pertinent and proper documentation, and compliance with contract terms, approved budget expenditures and Authority policies and procedures.
Analyze multipart invoices to determine proper match of charges to multiple distributions during invoice batch entry.
Enter invoice batches into the Oracle system in a high-volume environment, in an accurate and timely manner to comply with payment statutes controlling governmental entities.
Balance invoice batches reports for weekly check runs, preliminary check registers and related reports.
Analyze and reconcile vendor accounts to confirm invoices are paid on a timely basis, finance charges are avoided, discounts taken, and discrepancies are cleared; obtain missing invoices and documentation from other departments or vendors.
Analyze uninvoiced receipt report and expenditure reports to determine proper processing of purchase orders and receipts; request approval copies or partial receiving reports, as needed.
Assist and maintain communication with Purchasing Agents, FinApps and department representatives to follow up and resolve invoice discrepancies and application issues; provide answers to questions about the proper general ledger charge codes; and copy certain payments for other departments upon request.
Prepare weekly status reports for invoices on hold due to discrepancies.
Prepare the monthly expenditure analysis reports and any related journal entries required to adjust, correct, and update the general ledger.
Assist with monthly and year-end closing activities; prepare periodic schedules, reconciliations, accrual/prepaid expenses and journal entries as directed to maintain accurate financial data.
Support management and other departments by providing expenditure and payable research and analysis.
Assist other areas in Accounts Payable Department as directed, which may include preparation of the filing of 1099, escheat/unclaimed property and quarterly fuel tax credit.
Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Accounting or related field and two (2) years related accounts payable experience on computerized systems, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Meticulous attention to detail

- Knowledge of Microsoft Office and computerized accounting program required; Oracle Financial System experience preferred
- Ability to handle multiple responsibilities with various financial areas
- 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:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Exercises considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Determine when contact is to be made with vendors and other departments in effort to issue payments within general terms.
- Prioritize own daily and monthly 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:

Cita Persaud 8/2/18
 Immediate Supervisor Date

Audrea Hauger 8-2-18
 Department Manager Date

Maui Demms 8/2/18
 Assistant Director Date

Pam Atkinson 8/2/18
 Department Director Date

Lauren M. Shauman 8/14/18
 Chief Financial Officer Date

Patty Bond 8/23/18
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt
 EEO Category: Paraprofessionals

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



Accounts Payable Specialist

Department: Finance

Date: July 26, 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	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	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
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
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General Office Equipment (Computer, Copier, Fax, etc.)	X					3

SUPERVISOR COMMENTS:

Cita Perceval 8/2/18
Immediate Supervisor Date

Lauren M. Shannon 8/8/18
Chief Financial Officer Date

Cathy Vandy 9/4/18
Human Resources - Compensation Date

Accounts Payable Specialist (Construction)

Department: Finance

Date: August 14, 2018

Title of Immediate Supervisor: Supervisor, Construction Accounting

Pay Level: L17

POSITION SUMMARY: Process construction and other invoices for payment after review for mathematical accuracy and existence of documentation; match invoices to purchase orders, coordinate invoice discrepancy resolution; generate disbursement checks and log invoices into Oracle Payables. Perform professional accounting duties by creating and maintaining accounting records, preparing periodic accounting reports, maintaining compliance with established policies and procedures, and supporting Construction Grants and Accounting and management.

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 multipart invoices to determine proper match of charges to multiple distributions for invoice batch entry.
- Enter invoices batches into the Oracle system in a high-volume environment, in an accurate and timely manner to comply with payment statutes controlling governmental entities.
- Balance invoice batches reports for weekly check runs and related reports.
- Reconcile retainage payable accounts and recommend release of retainage.
- Prepare requisitions to draw funds from the trustee bank to reimburse expenditures from bond proceeds; complete interfund journal entries and related wires for trustee draws.
- Assist and maintain communication with Purchasing, Projects Control, and Financial Consultants to follow up and resolve invoice discrepancies.
- Support management and other departments by providing expenditure and payables research.
- Review Committee Pre-Agenda items and supporting reports and schedules; identify any discrepancies, incomplete information, etc. and advise management.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Accounting or a closely related field and two (2) years related payables experience on computerized accounting systems; or an equivalent combination of closely related education, training and experience. Processing construction pay applications preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of MS Word and Excel required
- Experience with Oracle Financials preferred
- Meticulous attention to detail
- Ability to communicate clearly and effectively, both orally and in writing
- Must have the ability to handle multiple responsibilities with various financial areas
- Ability to establish and maintain effective working relationships and to deal tactfully and courteously with employees, consultants and vendors.

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 under general supervision
- Make independent decisions following established guidelines/procedures
- Notify vendors and project managers of items considered inappropriate or insufficiently supported.
- Prioritize own daily and monthly 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:



Immediate Supervisor

8/23/18

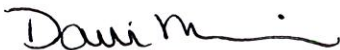
Date



Department Manager

8/23/18

Date



Department Assistant Director

8/23/18

Date



Department Director

8/23/18


Date



Chief Financial Officer

8/28/18

Date



Sr. Director, HR & Risk Management

8/31/18

Date

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A



Accounts Payable Specialist (Construction)

Department: Finance

Date: August 14, 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	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	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
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
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] 8/23/18
Immediate Supervisor Date

[Signature] 8/23/18
Department Director Date

[Signature] 8/14/18
Human Resources Compensation Date

JOB DESCRIPTION

Job Title: Administrative Assistant

Date: June 19, 2017

Department: Human Resources

Grade/Level: Non-exempt; L14

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Human Resources (Staffing)

POSITION SUMMARY: Provides general office support to the Human Resources staff. Assists with the coordination and processing of Human Resources services in the following areas: recruitment, benefits, compensation, labor and employee relations, and training and development. Assists the Human Resources staff with a broad range of activities, special events and projects.

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 administrative support to the department including answer telephones; process/distribute mail, copies and faxes; schedule employee meetings and appointments; maintain a wide variety of logs and records.
- Coordinate a large volume of filing and scanning, much of it sensitive. Organize and maintain associated logs for file and storage rooms and electronic filing. Process central filing requests.
- Greet and assist internal and external customers. Research and provide information regarding policies, procedures, benefit forms, career opportunities, telephone employment verifications, etc.
- Assist recruiting staff with interview, new hire and background check processes
- Maintain the Airport Employment Guide, administer assessment testing, set up for orientation, maintain the job line, etc.
- Coordinate the employee discount program and assist with other activities, special projects and employee events as assigned.
- Process longevity letters and service award distribution; order and maintain inventory of service award pins.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalent and three (3) years administrative experience in a high volume customer contact corporate office environment, or an equivalent combination of education, training and experience. Associate degree and/or Human Resources experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Strong oral and written communication skills
- Ability to maintain professionalism and diplomacy at all times while interacting with the public, Authority management and employees
- Strong organizational skills and ability to meet tight deadlines; able to effectively multi-task and prioritize workload
- Ability to maintain confidentiality when working with sensitive information
- Strong computer skills with knowledge of business software applications required. Advanced experience with Microsoft Word, Excel, working knowledge of Access and PowerPoint.
- Detail oriented
- Able to type 50 cwpm
- Bilingual skills desirable

LICENSES/CERTIFICATIONS REQUIRED:

- Florida driver license or state ID

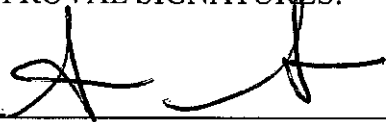
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Works under general supervision with limited independence and under general direction
- Makes routine decisions within established guidelines

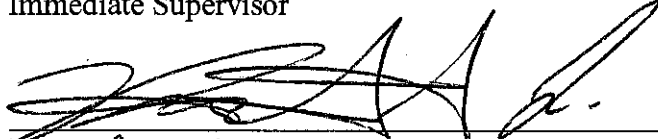
APPROVAL SIGNATURES:



Immediate Supervisor

6/21/17

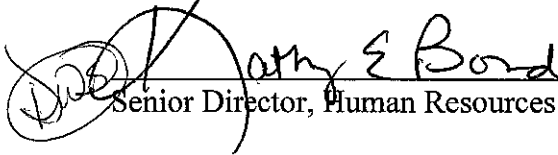
Date



Department Senior Manager

6/21/17

Date



Senior Director, Human Resources & Risk Management

6-21-17

Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title
Department

Administrative Assistant (Human Resources)
Human Resources

Date June 19, 2017
Section 511

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	2
Sitting		X				3
Lifting					X	2
A. ___ 0 - 20 lbs.					X	2
B. ___ 21-50 lbs.					X	1
C. ___ 50+lbs.						
Bending/Stooping				X		3
Pushing, Pulling, and/or Digging					X	2
Reaching over Head				X		3
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						

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

Frequency

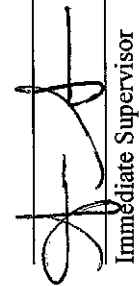
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

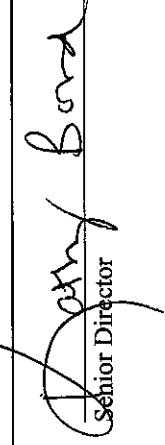
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

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
Automobile to terminal					X	1
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:



Immediate Supervisor



Senior Director

Date

Date

6-21-17

JOB DESCRIPTION

Job Title: Administrative Assistant

Date: August 1, 2014

Department: Internal Audit

Grade/Level: Non-Exempt, L14

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Director, Internal Audit

POSITION SUMMARY: Provides secretarial support and performs administrative duties for the Director, Internal Audit and the Internal Audit Department.

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 administrative functions; i.e., type, file, answer phones, take messages, provide assistance, route correspondence, make copies, scan, fax, etc. for Department
- 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
- Type or prepare, and/or issue standard correspondence, Internal Audit reports, annual audit report, annual audit plan, Finance Committee memorandums, activity reports, statistical, financial, and special reports, presentations, training materials, and RFP's
- Inventory and order departmental office supplies
- Schedule appointments for the Director, Internal Audit using the PC based scheduler
- Confirm payroll data and prepare documentation for bi-weekly submittal; maintain all supporting documentation
- Data entry and review of time tracking through the AutoAudit software, including preparation of time utilization reports
- Prepare the quarterly status of audits report, and the department's monthly activity report
- Coordinate travel schedules and arrangements; reconcile, prepare and submit expense reports
- Compile data and prepare or assist in the preparation of budget documents
- Responsible for the Oracle procurement process from requisition through payment, appropriately utilizing requisition, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation
- Participate in the department Business Continuity Plan; ensure updates to the plan occur according to department schedule
- Provide assistance and support with meetings, including upper management, consultants, legal advisors, business and industry representatives
- Provide assistance and support to other Authority departments for special projects or events as needed
- Maintain monthly budget summary analysis; responsible for the use and reconciliation of a procurement card
- Maintain files for continuing professional education requirements and auditor independence statements, as needed
- Maintain tickler system for follow-up actions for department
- Perform or assist with special projects or other assignments as requested

EDUCATION/EXPERIENCE REQUIREMENTS:

High school graduate with three (3) years experience in high level administrative support, or an equivalent combination of education, training and experience. Associate degree desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of word-processing and a typing speed of 50 cwpm
- Proficient in Microsoft Word, Excel and Access.
- Knowledge of English grammar, punctuation and spelling
- General knowledge of the travel industry
- Good oral and written communication skills
- Ability to work well with others
- Ability to handle confidential information
- Ability to learn new systems
- Effective organizational skills; ability to efficiently prioritize workload

LICENSES/CERTIFICATIONS REQUIRED:

- None

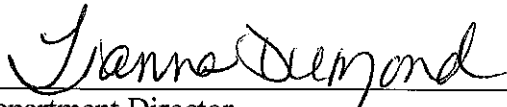
SUPERVISORY RESPONSIBILITIES:

- None

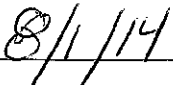
LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works under general supervision with limited independence and under general direction
- Makes routine decisions within established guidelines

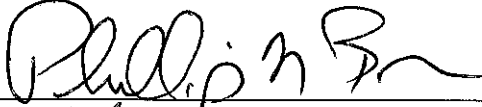
APPROVAL SIGNATURES:



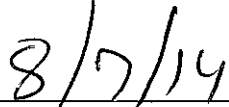
Department Director



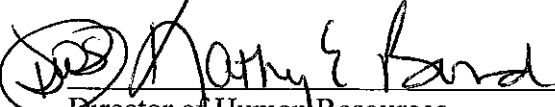
Date



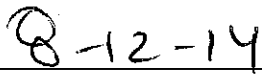
Executive Director



Date



Director of Human Resources



Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Administrative Assistant
 Department Internal Audit

Date August 1, 2014
 Section 011

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	2
Sitting	X					3
Lifting A. __ 0 - 20 lbs.					X	2
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	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	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:

Danna Dumand
 Department Director

8/1/14
 Date

Colin RB
 Executive Director

8/7/14
 Date

Administrative Assistant

Department: Airport Operations - Landside Division

Date: March 10, 2021

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

Pay Level: L14

POSITION SUMMARY: Provide administrative support, including payroll functions, to the Landside Division department. Assist employees with and process/track all Human Resources related documentation such as status changes and leaves of absence (medical, Worker's Compensation, vacation, FMLA, etc.). Assist in tracking and monitoring associated budgets. Records management for division.

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 administrative support to the Assistant Director, Airport Operations – Landside 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.
- Serve as the department payroll coordinator to monitor, review, and verify system data in accordance with policies and procedures for supervisor review and approval. Updating employee seniority lists, employee vacation bid, and preparation of management reports. Prepare and maintain attendance tracking reports.
- Process and track all Human Resources related documentation such as leaves of absence, Worker's Compensation, STD, FMLA, etc. Coordinate with Human Resources on relevant staff member benefits issues.
- Responsible for Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc. Complete, process, and maintain all related documents. Complete procurement card purchases for office and operating supplies.
- Coordinate the Division Uniform Program to include fitting, ordering, payment, receiving, and return of uniforms.
- Coordinate enrollment of training, and development courses for Division staff members.
- Coordinate attendance of Division staff members at traffic related court appearances.
- Serve as the Division records coordinator and facilitate Division public record requests. Organize administrative projects and special events, and process procurement of materials and supplies.
- Assist the Department Management with fiscal year budget submissions utilizing prescribed budget software. Prepare and maintain cost control tracking reports for senior staff review.
- Maintain and update seniority lists and staff member department files.
- Manage the Department's Outlook groups and Operations Activity Report access.
- Produce correspondence, coordinate meetings, prepare/distribute meeting minutes, and maintain office file systems.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and three (3) years administrative or office management experience in an area related to Operations or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong oral and written communications skills, and friendly customer service skills
- Proficiency in Microsoft Office (Word, Outlook, Excel, Access, and PowerPoint) required.
- Experience in Oracle or similar accounting system desired.
- Demonstrated skill to organize and prioritize work


Administrative Assistant

Department: Airport Operations – Landside Division

Date: March 10, 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	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:

 Immediate Supervisor

 3-16-21

 Date



 Department Director

 MAR 15, 2021

 Date



 Human Resources - Compensation

 3/11/21

 Date

Administrative Coordinator (Travel)

Department: Finance

Date: June 14, 2019

Title of Immediate Supervisor: Supervisor, Accounts Payable

Pay Level: L18

POSITION SUMMARY: Provide the Aviation Authority with safe, comfortable, convenient travel services of the highest quality at the lowest cost appropriate to the Authority's business objectives and within Authority policies.

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:*

- Review and confirm travel arrangements are the most economical method of travel and maintain compliance with established travel policy and guidelines. Price, schedule and obtain domestic and international travel and hotel accommodations, rental cars and other related services for employees and others authorized to travel on Authority business. Establish itineraries, obtain reservations, verify document delivery and arrange travel advances. Process timely travel requests, proper authorization and funding. Serve as liaison between vendors and travelers to resolve issues and handle problems.
- Administer the Authority's travel request system to include set up and removal of employees from the system. Verify accuracy of information entered into the system prior to initiating workflow for approvals.
- Assist with development of travel policy, and user-friendly procedures and processing forms. Develop and maintain effective reporting tools. Remain current on developments within the travel industry, its regulatory environment, and trends in technology in order to recommend procedural improvements.
- Work closely with Accounts Payable re: advances and reconciliation of travel expense reports and reimbursements. Maintain appropriate travel records and logs and assist with budget forecasting.
- May serve as a Travel Procurement Card Program Administrator; perform daily administrative and record keeping tasks in accordance with policy, track and reconcile Travel Procurement Card usage, and identify possible violations and notify supervisor.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree from a college or technical trade school, preferably with course work or additional training in the travel industry and four (4) years work experience in the travel industry or in a travel related position, or an equivalent combination of education, training, and experience. Administrative office experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficient in Microsoft office products to include Word, Excel and Outlook
- Experience with travel industry related software
- Meticulous attention to detail and numerical ability
- Excellent communication skills
- Organizational skills to maximize travel and office efficiency
- Ability to understand and apply policy and procedures accurately

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 independently under general supervision
- Make decisions based on established policy
- Exercise considerable judgment within specialty area
- Verify that all procurement of travel adheres to Authority policy and applicable laws, regulations and statutory requirements.

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:

cto Persaud 6/26/19
Immediate Supervisor Date

Audrea Haupe, 6-28-19
Department Manager Date

Maui Deming 6/24/2019
Department Assistant Director Date

Pam L'Heureux 6/28/19
Department Director Date

Lauren M. Shanahan 7/12/19
Chief Financial Officer Date

Henry E. Bond 7-15-19
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Administrative Coordinator (Travel)

Department: Finance

Date: June 14, 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	1	
Walking				X		2	
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	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	
General Office Equipment (Computer, Copier, Fax, etc.)	X					3	
GOAA/Personal Vehicle					X	2	
SUPERVISOR COMMENTS:							

Cita Persaud 6/26/19
Immediate Supervisor Date

Pam L. Heaney 6/28/19
Department Director Date

Cathy Vance 7/15/19
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Airfield Electrician II

Date: May 4, 2017

Department: Maintenance - Bargaining

Grade/Level: Non-exempt; B8

Title of Immediate Supervisor: Supervisor, Airfield Electrical

POSITION SUMMARY: Installs, repairs and maintains electrical systems and equipment on the exterior airport property, including runways, taxiways, aprons, high mast lighting, security gates, and GOAA buildings and structures not associated with the terminal.

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.*

- Installs, operates, repairs and maintains electrical equipment, including electrical services, switch gear, emergency generators and associated transfer equipment, lighting and lighting contactors, photo controls, lighting control relay panels, electrical/electronic security gates, motor controls, airfield lighting, lighting vaults with constant current regulators, control equipment and transformers.
- Reads wiring diagrams, electrical plans and specifications.
- Responsible for staying current with all electrical codes and advanced technology maintenance practices.
- Inspects and performs regular cleaning and prescribed maintenance tasks on associated equipment.
- Responsible for staying current with all FAA Advisory Circulars.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- 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.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate and three (3) years experience in a combination of trouble shooting and repair of motor controls, high voltage electrical systems in excess of 600 volts, lighting, power systems, and associated electrical equipment, or an equivalent combination of education, training, and experience. Experience with airfield lighting computer systems desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Thorough working knowledge of electrical codes.
- Knowledge of applicable OSHA regulations and NFPA 70E standard.
- Knowledge of FAA airfield lighting regulations and guidelines desired.
- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools.
- Must be able to read and understand wiring diagrams, electrical drawings, and specifications.
- Must be capable of properly operating field communications equipment.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's license
- Current Journeyman Electrician competency card recognized by the State of Florida desired

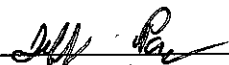
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Determines 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 judgment 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 judgment to ensure safety when working on equipment.
- 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

5-11-17


Date



Manager

5-11-17

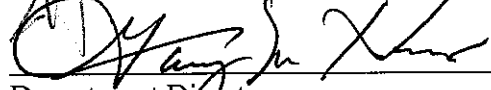
Date



Assistant Director

5/11/17

Date



Department Director

5-15-17

Date



Director of Human Resources

6-2-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Airfield Electrician II
Department Maintenance

Date May 4, 2017
Section 656

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		1
Lifting				X		2
A. __ 0 - 20 lbs.				X		2
B. __ 21-50 lbs.				X		2
C. __ 50+ lbs.				X		2
Bending/Stooping		X				3
Pushing, Pulling, and/or Digging			X			2
Reaching over Head				X		2
Kneeling, Crawling				X		3
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			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)

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		2
Chemicals					X	1
Insects			X			2
Heights, Confined Areas			X			2
Excessive Noise			X			3
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Pickup Truck		X				3
Electrician Generators			X			3
Electric Switch Gear			X			3
Constant Current Regulations		X				3
Sign Truck/ Bucket Truck			X			3

Supervisor Comments:

Jeff Purr
 Immediate Supervisor

5-11-17
 Date

Jeffery S. Lewis
 Department Director

5-15-17
 Date

Airfield Electrician III

Department: Maintenance

Date: March 4, 2019

Title of Immediate Supervisor: Supervisor, Airfield Electrical

Pay Level: B9

POSITION SUMMARY: Install, repair and maintain electrical systems and equipment on the exterior airport property, including runways, taxiways, aprons, high mast lighting, security gates, and GOAA buildings and structures not associated with the terminal.

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 and maintain electrical equipment, including electrical services, switch gear, emergency generators and associated transfer equipment, lighting and lighting contactors, photo controls, lighting control relay panels, electrical/electronic security gates, motor controls, airfield lighting, lighting vaults with constant current regulators, control equipment and transformers.
- Read wiring diagrams, electrical plans and specifications.
- Responsible for staying current with all electrical codes and advanced technology maintenance practices.
- Inspect and perform regular cleaning and prescribed maintenance tasks on associated equipment.
- Responsible for staying current with all FAA Advisory Circulars.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required.
- Complete maintenance work orders as assigned, records 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 a combination of trouble shooting and repair of motor controls, high voltage electrical systems in excess of 600 volts, lighting, power systems, and associated electrical equipment; experience with airfield lighting computer systems, or an equivalent combination of education, training, and experience. Must have completed one year experience as an Airfield Electrician II.

Documented experience of at least one year as an Airfield Electrician at another airport of similar size and complexity may be considered as equivalency for the GOAA Airfield Electrician II experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of airfield lighting computer systems
- Thorough working knowledge of electrical codes
- Knowledge of components and their function within Constant Current Regulator's (CCR) and airfield navigation aids (light fixtures, signs, wind cones etc.) and airfield lighting control systems
- Familiarity with troubleshooting and repair of series circuit failures
- Demonstrate knowledge of airfield cable numbering system
- 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 and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools

- Must be able to read and understand wiring diagrams, electrical drawings, and 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
- 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
- Airport Certified Employee (ACE) in Airfield Lighting
- Current Journeyman Electrician certificate of competency recognized by the State of Florida desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

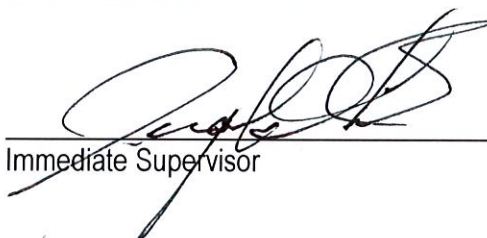
- None

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

- 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 judgment 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 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:

 4/5/19

 Immediate Supervisor Date

 4-9-19

 Department Manager Date

 4/5/19

 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: Skilled Craft Worker

Rotating Shift: N/A

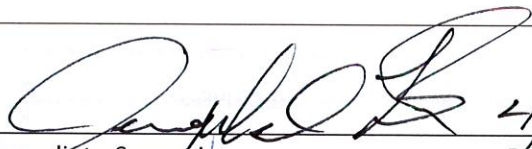
Airfield Electrician III

Department: Maintenance

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		2
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		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		2
Chemicals						X	1
Insects				X			2
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
Electrician Generators				X			3
Electric Switch Gear				X			3
Bucket Truck				X			3
Mobile Maintenance Management System					X		3
SUPERVISOR COMMENTS:							


 Immediate Supervisor Date 4/5/19


 Department Director Date 4-5-19


 Human Resources - Compensation Date 4/18/19



Airfield Operations Specialist

Department: Airfield Operations

Date: February 7, 2019

Title of Immediate Supervisor: Supervisor, Airfield Operations

Pay Level: L21

POSITION SUMMARY: Responsible for the safe and efficient operation and overall security of the runway, taxiway, Air Operations Area and related areas at Orlando International Airport.

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 all activities on the AOA and airside terminal complexes; enforce best safety practices.
- Maintain compliance with FAR Part 139 and CFR Parts 1540 and 1542 and Authority policies and procedures.
- Perform daily inspections of all runways, taxiways, ramps and associated Safety Areas.
- Perform daily inspections of all perimeter fences and other secured areas.
- Coordinate runway, taxiway and apron closures and openings as needed.
- Coordinate safety related repairs on runways/taxiways with all agencies.
- Document all safety and security related incidents in area of responsibility; compile incident information into clear and concise reports.
- Respond to all aircraft/emergency situations in areas of responsibility.
- Assist with wildlife management functions on all airport properties.
- Provide AOA Drivers and Movement Area Drivers training classes.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation/Airport Management, Business or Public Administration, or related field and two (2) years aviation experience in area related to airfield operations at a general aviation, commercial or military airport, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong familiarity with airline/airport ground and flight operations, and Movement Area terminology and procedures
- Working knowledge of Federal Aviation Regulations Parts 139, 77, CFR Parts 1540 and 1542, and Advisory Circular Series 150
- Ability to operate in an active air operations area
- Working knowledge of Microsoft Office to include Word, PowerPoint and Outlook required, airport/airline operation systems (Digital NOTAMs, ASOCS, etc.) desired
- Strong oral and written communications skills
- Strong multi-tasking skills
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Must be knowledgeable of alternative methods of field communications with Control Tower
- Must be able to work rotating shifts to include nights, evenings, holidays and weekends

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)


- Use judgment on when to open/close runways, taxiways, and aprons
- Evaluate safety aspects of airfield and outlying facilities
- Approves/disapproves aircraft engine run-up requests
- Monitors all vehicles and personnel on the AOA to ensure compliance with safety and security related issues and provides enforcement

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:


Department Manager 02-08-19
Date


Department Assistant Director 03 Feb 19
Date


Department Director FEB 22, 2019
Date


Department Senior Director 02-21-2019
Date


Sr. Director, HR & Risk Management 2-27-19
Date



FLSA: Non-Exempt

EEO Category: Protective Service Workers

Shift Premium: N/A

Rotating Shift: Yes

Airfield Operations Specialist

Department: Airfield Operations

Date: February 7, 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	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	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.						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		2
Excessive Noise	X					3
Must be able to work rotating shifts, early mornings, late evenings, holidays and weekends						3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle	X					3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
SUPERVISOR COMMENTS:						



 Department Manager

 2/20/19
 Date



 Department Director

 FEB 22, 2019
 Date



 Human Resources - Compensation

 2/26/19
 Date

Airfield Wildlife Specialist

Department: Airfield Operations

Date: January 9, 2019

Title of Immediate Supervisor: Manager, Wildlife Program

Pay Level: L18

POSITION SUMMARY: Primary responsibility for prevention, control, mitigation and removal of wildlife hazards in and around the Air Operations Area (AOA) and airport property. Assist Airfield Operations Specialists with the safe and efficient operation and security of the AOA and related areas. Research, track, investigate, capture, handle and/or transport a wide variety of birds and animals.

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, study, and record all wildlife activities on the AOA and airport property. Track the movement of resident wildlife species and offer sound wildlife management practices regarding AOA safety issues to the management. Prepare documentation/complete reports in accordance with various wildlife commissions and regulatory authorities.
- Assist in interpreting, planning, and implementing of the Wildlife Hazard Management Plan.
- Perform duties in compliance with GOAA's mandated Wildlife Management Program, as well as FAR 139.337 and all Federal Aviation Administration (FAA) wildlife Advisory Circulars. Recognize wildlife hazard attractants criteria for piston and turbine powered aircraft.
- Disperse various wildlife species from all areas of airport property including taxiways and runways. Evaluate methods for dispersal and use the appropriate method considering airline safety, recognition of protected species and related legal restrictions, etc. Dispersal may include the discharge of live ammunition and pyrotechnics.
- Communicate and coordinate intentions, actions and vehicle movement clearly and concisely with air traffic control.
- In the event of a wildlife strike to an aircraft, coordinate with the airline involved and participate in the process of inspecting runways and/or taxiways and gathering information as required by the FAA. Collect and preserve remains for identification or regulatory purposes; provide identification expertise.
- Capture, handle, cage and transport animals including but not limited to alligators, snakes, feral cats, bobcats, birds of prey, bees, raccoons, etc.
- Operate the Mosquito Control pesticide application unit when required.
- Respond to calls regarding pests not addressed by the Authority's Pest Control contract. Determine whether wildlife staff or a contracted service should resolve. Coordinate arrangements with the appropriate contracted services maintaining the safety of customers and employees.
- Complete recurrent Wildlife Hazard Management Plan training once every 12 months.
- Assist with Airfield Operations as assigned, performing airfield escorts, runway and taxiway closures, perimeter and pavement inspections, building access, VIP arrivals, safety and security infractions, and monitoring and reporting illegal activity such as theft, trespassing and dumping. Recognize unsafe or illegal conditions and report as appropriate.
- Interact with/escort contractors operating within airport property concerning applicable wildlife management regulations and general operations and safety practices.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in aviation/aeronautical related field and some experience related to airport operations and/or wildlife management, or an equivalent combination of related education, training and experience. Knowledge of wildlife habitat management specific to the state of Florida, FAR Part 139 and CFR 1540 and 1542, firearms and associated dispersal equipment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong familiarity with FAR Part 139 with emphasis on 139.337, Advisory Circular 150/5200-33, and CFR 1540 and 1542.
- Ability to operate in an active air operations area. Strong familiarity with wildlife control procedures in an active air operations area.
- Knowledge of equipment used in wildlife hazards management (shotgun, pistol, gas cannons, etc.).
- Familiar with wildlife control permitting and associated agencies.
- Must be familiar with wildlife categorized as Threatened, Endangered, and Species of Special Concern.
- Must be capable of assisting with depredation of deer, hogs, and other wildlife.
- Must be capable of live trapping and safely releasing a variety of birds, mammals, reptiles including alligators and domestic animals (pets).
- Must be able to apply pesticide chemicals safely, in compliance with all rules, regulations, and laws.
- Strong familiarity with the use of communications equipment to include: cellular phone, two-way radio system, Global Positioning System (GPS), and VHF air-ground radio.
- Must be capable of lifting up to 50 pounds into a pickup type vehicle.
- Familiarity with Microsoft Office computer software programs.
- Must be capable of completing the automated Wildlife/Bird Report.
- Must have strong verbal and written communication skills
- Must be able to work early mornings, late evenings, holidays and weekends, as determined by operational needs.

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)*

- Must be able to plan and carry out effective bird dispersal and wildlife control with minimal impact to aircraft operations with little or no supervision.
- Inappropriate decisions or errors in judgment regarding dispersals could result in damage to/loss of multi-million dollar aircraft, airfield/terminal facilities, serious injuries and/or extensive loss of life.
- Must be available for occasional wildlife management operations during evenings and weekends.
- Must be capable of responding to any airfield emergency that arises and provide support to Airport Operations as required/requested.
- Operates independently under general supervision and general direction, exercising sound judgment and discretion with respect to safety, time management, animal disposition and interaction with the public.

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:

 1/9/19
Immediate Supervisor Date

 11 Jan 19
Department Assistant Director Date

 JAN 11, 2019
Department Director Date

 01-11-2019
Department Senior Director Date

 1-16-19
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Technicians

Shift Premium: N/A

Rotating Shift: N/A




Airfield Wildlife Specialist

Department: Airfield Operations

Date: January 9, 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		3
51+ 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		3
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				3
Noxious Fumes			X			3
Chemicals				X		3
Insects			X			3
Heights, Confined Areas				X		3
Excessive Noise		X				3
Wildlife Removal		X				3
Must be able to work early mornings, late evenings, holidays and weekends, as determined by operational needs						3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X		3
Dispersal Equipment		X				3
Air-ground Radio		X				3
Weapons Handling		X				3
SUPERVISOR COMMENTS:						

 1/9/19
 Immediate Supervisor Date

 JAN 11, 2019
 Department Director Date

 1/14/19
 Human Resources - Compensation Date

Airport Scheduling & Billing Coordinator

Department: Airline Division

Date: November 2, 2018

Title of Immediate Supervisor: Supervisor, Airport Scheduling & Billing

Pay Level: L19

POSITION SUMMARY: Receive and prepare the monthly usage reports for all common-use facilities managed by the Authority. Research, analyze, and reconcile usage discrepancies. Assist with scheduling of facilities and confirm anticipated flight activity can be accommodated.

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:*

- Compile schedules and usage information from a variety of sources and input into Resource Management System (RMS) daily; data is entered or downloaded with knowledge and understanding of each airline's unique set of billing and usage rules (hours of use without additional fee, charges for various services, etc.).
- Assist with troubleshooting RMS functionality issues.
- Analyze and research the established schedule to the airline submitted billing sheets, information reported in the PASSUR (FAA data) and AOMS (Lockheed Martin data) systems and information provided by the Airline Division staff. Investigate and resolve discrepancies (plane's arrival/departure time, gate times, number of passengers/crew, etc.).
- Review weekly Airline schedules to confirm gate assignments and any additional accommodations needed.
- Remain in close contact with the AOC Coordinators to monitor the day-to-day operation of the common use facilities (gates, hardstands, bag claims, ticket counters, and Baggage Handling Systems -BHS) and accurately record changes and unusual situations in applicable billing format.
- Prepare the monthly usage reports for management review and approval, reconcile usage, and review formulas from prior billing sheets and apply as appropriate based on rules. Provide back-up documentation to support usage billed.
- Prepare customized monthly reports, applying appropriate filters for each entity.
- Utilizing RMS, create and edit "What If" scenarios to assist with the planning and usage of facilities and to evaluate the feasibility of accommodating potential airline schedules along with relocating airlines and other planning scenarios as requested.
- Coordinate and evaluate preventative maintenance and repair schedules for common use facilities.
- May assist the AOC Coordinators with flight scheduling and assignment of ticket counters, gates, BHS, etc. to provide efficient utilization of the airport's facilities.
- May assist in coordinating flight information with governmental agencies, airline representatives' ground handlers, and others as necessary.
- Provide information to airline representatives regarding billing of common use and preferential services.
- Record accurate information in duty logs and applicable reports.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in related field and four (4) years experience in airline/airport operations scheduling, monitoring and coordinating flight and/or ground activity, or an equivalent combination of education, training, and experience. One (1) year of experience as an AOC Coordinator highly desired. Experience performing research/analysis of usage/billing functions preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Effective oral and written communication skills and strong customer service skills required, multi-lingual skills desired
- Strong attention to detail skills
- Able to work without direct supervision and solve problems independently

- Analytical skills to understand and apply billing rules, evaluate information, and implement an appropriate action plan within established guidelines
- Intermediate computer and Microsoft Office skills (Word, Excel, etc.) to effectively use a variety of different programs required; advanced skills desired
- Knowledge of Resource Management System preferred
- Ability to make timely and critical decisions with limited information, and resolve operational conflicts. High degree of proactive/reactive ability. Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Substantial knowledge of aircraft and airline ground/flight operations (IATA/ICAO codes)
- Able to establish and maintain effective working relationships with the general public, fellow employees and members of diverse cultural and linguistic backgrounds
- Must be willing and able to work rotating shifts, early mornings, late evenings, weekends and holidays based on operational needs

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or government issued picture ID

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 and exercises considerable independence under general supervision
- Initiate day-to-day operational decisions based on interpretation of Orlando International Airport rules and policies. Refers unique issues to the Supervisor
- Answering questions, providing information regarding usage

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>Laura Ehringer</u>	<u>November 02, 2018</u>	<u>Bernice Pettit</u>	<u>11/2/2018</u>
Immediate Supervisor	Date	Department Assistant Manager	Date
<u>[Signature]</u>	<u>11/2/18</u>	<u>[Signature]</u>	<u>11/2/2018</u>
Department Manager	Date	Department Assistant Director	Date
<u>[Signature]</u>	<u>Nov 5, 2018</u>	<u>[Signature]</u>	<u>11-08-2018</u>
Department Director	Date	Department Senior Director	Date
<u>[Signature]</u>	<u>11-15-18</u>		
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: Yes

Airport Scheduling & Billing Coordinator

Department: Airline Division

Date: November 2, 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				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
Confined Areas		X				3
Excessive Noise					X	2
Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends						3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
SUPERVISOR COMMENTS:						

Laura Erving *November 02, 2018* *MAEjiff* *NOV 5, 2018*
 Immediate Supervisor Date Department Director Date

Cathy Vance *11/12/18*
 Human Resources - Compensation Date

AOC Coordinator

Department: Airline Division

Date: December 7, 2018

Title of Immediate Supervisor: Supervisor, Terminal Operations – Airline Division

Pay Level: L18

POSITION SUMMARY: Coordinate Airport operational related activities; monitor the daily operations of the Greater Orlando Aviation Authority (GOAA) common use facilities to include (ticket counters, gates, hardstands, and baggage claim devices). Anticipate and evaluate unusual situations and operational conflicts to include the airside when assigned. Work with airlines and others as necessary to provide immediate solutions and maintain excellent customer service.

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 and monitor the daily operations of GOAA's common use facilities (gates, hardstands, baggage claim devices, ticket counters, and baggage sortation areas). Anticipate and evaluate unusual situations and operational conflicts as necessary to provide immediate solutions and maintain excellent customer service.
- Monitor the airport via the CCTV system to evaluate operational situations.
- Disseminate flight information and input to various displays (Flight Information Displays, ticket counter, baggage, and Federal Inspection Services (FIS) displays) throughout the airport. Use the Resource Management System (RMS) to enter and change flight information and coordinate changes with governmental agencies, airline representatives, ground handlers and others as necessary. Relay change information to customers as appropriate.
- Operate numerous computer-based applications (PASSUR, Flightradar, Flight Statistics, RMS, ARINC, AOMS, etc.) to monitor, evaluate, anticipate and update operational changes. Coordinate and change the roadway signage through the Dynamic sign computer.
- Monitor the receipt of information essential to airport operation, including approaching inclement weather, and relay information to staff as applicable.
- Follow up and coordinate corrective actions with Maintenance and track "out of service" conditions in the Maximo database system.
- Collect, input and update information and usage figures to assist with billing and statistical reports.
- Provide assistance to airline representatives regarding common use and preferential services, including crowd control, ticket counter, gate, baggage carousel assignments, etc.
- On the airside assignments, act as the liaison between AOC, airlines, government agencies and Federal Inspection Services staff to coordinate changes; monitor flight status, offer suggestions when needed, and address conflicts should they arise. Verify common use facilities are properly maintained, submit work orders as needed.
- Coordinate with Concessions any potential flight changes that impact passengers such as late flights, diversions and canceled flights.
- Provide on the job training to new staff as assigned.
- Coordinate radio distribution to employees and maintain radio inventory.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School graduate or equivalent and five (5) years experience in airline/airport operations scheduling, monitoring and coordinating flight and/or ground activity or an equivalent combination of education, training, and experience. Experience with airport/airline operations center or related dispatch experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Effective oral and written communication skills; must be able to speak clearly in English over a two-way radio
- Strong customer service skills required, multi-lingual skills desired
- Knowledge of aircraft and airport/ airline ground operations (IATA/ICAO codes)

- Intermediate computer and Microsoft Office skills (Word, Excel, etc.) to effectively use a variety of different programs required; advanced skills desired; able to type a minimum of 25 cwpm
- Knowledge of Resources Management System preferred
- Ability to follow instructions and work without direct supervision
- Ability to make timely and critical decisions with limited information, and resolve operational conflicts. High degree of proactive/reactive ability. Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Ability to effectively multi-task under stressful conditions
- Ability to establish and maintain effective working relationships with the airline support staff, general public, fellow employees and other members of diverse cultural and linguistic backgrounds
- Analytical skills required to analyze available information and implement an appropriate action plan within established guidelines
- Must be able to work in a confined, high noise area with no scheduled meals or breaks
- Must be able and willing to work rotating shifts, early mornings, late evenings, overnights, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- None

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 and exercise considerable independence under general supervision
- Initiate day-to-day timely and critical operational decisions based on interpretation of standard operating procedures, regulatory agencies regulations and GOAA policies and procedures. Refer unique issues to the Supervisor

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:

 1/15/2019
 Department Assistant Manager Date

 JAN 23, 2019
 Department Director Date

 1/15/19
 Department Manager Date

 1/23/2019
 Department Assistant Director Date

 01-24-2019
 Department Senior Director Date

 1-28-19
 Sr. Director HR & Risk Management Date



FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: Yes

AOC Coordinator

Department: Airline Division

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	2
	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	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
Confined Areas			X				3
Excessive Noise		X					3
Must be able and willing to work rotating shifts, early mornings, late evenings, holidays, and weekends							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Communication Radio		X					3
Baggage Conveyor Systems						X	2
SUPERVISOR COMMENTS:							

Bernie P... 1/15/2019
 Immediate Supervisor Date

M... JAN 23, 2019
 Department Director Date

Cathy Vance 1/25/19
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Accounts Payable (AP) Financial Analyst

Date: March 9, 2017

Department: Finance

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Supervisor, Accounts Payable

POSITION SUMMARY: Perform financial analysis of general ledger and payables transactions. Prepare journal entries and reconciliations. Perform the monthly, quarterly and annual variance analyses and prepare related explanations. Prepare month-end and annual reports, schedules and footnotes 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.*

- Perform monthly, quarterly and annual financial analysis, including but not limited to, expense and accrual fluctuation analysis, expense trend analysis.
- Review and prepare month-end and year-end accruals, reports, schedules and notes.
- Review and verify payables electronic fund transfers and requests for payments for GOAA internal bank accounts and external vendors.
- Perform research and resolution of payables issues/discrepancies; collect and analyze information, interpret and report on the findings; prepare corrections if necessary.
- Prepare reconciliations and related journal entries including but not limited to Prepaids, Interfunds, Worker's Compensation, Compensated Absences, Health Care Cost and others as assigned.
- Prepare Fingerprinting and Security Threat Assessment account reconciliations; research and analyze discrepancies between the Security Management system transactions and the third-party processor charges.
- Maintain outstanding checks to adhere to escheat property laws, prepare outstanding check letters and initiate the escheat filing each year.
- Monitor 1099 vendors and correct duplicate suppliers in Oracle; initiate annual 1099 filing.
- Assist the Supervisor with implementing accounts payables system upgrades and migrations.
- Serve as team lead on special projects as assigned.
- Serve as back up Payables staff.
- Perform other duties as assigned.

EDUCATION I EXPERIENCE REQUIREMENTS:

Bachelor degree in Accounting and four (4) years general ledger and accounts payable experience, or an equivalent combination of education, training and experience. Extensive experience with Oracle Accounts Payable and General Ledger or other financial applications software preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Strong technical accounting and analytical skills
- Strong knowledge of accounts payable/1099 reporting
- Advanced skills in Microsoft Word and Excel
- Must possess strong interpersonal skills
- Must possess strong organizational skills
- Must be able to manage multiple tasks and projects
- Must be able to work independently as well as in a team environment
- 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

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.)*

- Must be able to prioritize and adjust work schedule to meet deadlines
- Must be able to handle a wide variety of tasks and responsibilities simultaneously and continuous projects efficiently including prioritizing of daily and monthly work
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Must be able to determine when additional follow up or analysis is needed
- Must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines
- Must be able to effectively interface with professionals outside the Authority
- Works independently under limited supervision and general direction, exercising high level of independent judgment

APPROVAL SIGNATURES:

Eurketto

3/14/17

Immediate Supervisor

Date

Andrea Harper

3-15-17

Manager, Finance

Date

Marc Demms

3-15-17

Assistant Director

Date

Cam Lheureux

3/20/17

Department Director

Date

(145) J. Bond
Senior Director, Human Resources & Risk Management

3-24-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Accounts Payable Financial Analyst
 Department Finance

Date March 9, 2017
 Section: 111

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	2
B. 21 - 50 lbs.					X	1
C. 50+ 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						N/A

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
- Rare
 Occasional
 Frequent
 Very Frequent
 Constant

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:

Pam Lefebvreux
 Immediate Supervisor

3/23/17
 Date

Pam Lefebvreux
 Director

3/23/17
 Date

Assistant Director, Airline Affairs

Department: Executive Administration

Date: July 1, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: L31

POSITION SUMMARY: Responsible for advising, leading and assisting the Greater Orlando Aviation Authority (GOAA) with the planning and implementation of strategic initiatives related to airline activity as set forth by the Board and Chief Executive Officer. Provide project management for multiple engineering and/or construction projects in support of the Terminal Area Improvement Plan (TAIP), from 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, tailored to each contract's general conditions, technical specifications and drawings.

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:*

- Liaison for GOAA to governmental and regulatory agencies.
- Manage GOAA strategic initiatives related to airline activity as assigned.
- Manage special contracts as assigned.
- Manage strategic task as assigned by the Chief Executive Officer.
- Assist in the directing of GOAA departments' assignments related to airline activity.
- Manage, update and coordinate the "facility readiness plan" in support of the Terminal Areas Improvement Program (TAIP). Through coordination with GOAA departments, consultants and airport operators, manage the transition from facility design and construction to acceptance and operational use.
- Responsible for the development of procedures and controls to maintain a seamless transition from construction to operation, resulting in a first-day satisfactory level of customer service. Manage the coordination of operations and maintenance elements of the projects to include capital asset inventory, service contracts, staffing analysis, furniture/fixtures/equipment, operations/maintenance budgets, lease/use agreements, operational procedures, emergency response, security, tenant awareness and orientation of the public.
- Identify and evaluate the impacts and use of new or improved facilities to GOAA's rate making methodology. Coordinate findings; make recommendation and function as the liaison with the Finance Department, senior management and/or GOAA's financial consultants. Provide operational and strategic input to develop the terms of the airline and other lease negotiations.
- Manage multiple projects, including but not limited to: conceptual design, scope development, planning, technical reviews, budgeting, estimating, scheduling, cost control, and preparation of front end documents. Lend support to construction management and contract administration.
- Manage, review, and accept or reject official documents, specification, drawings, change orders and claim actions as directed. Provide management with expert feedback and suggested solutions or corrections for problems.
- Accountable for the accuracy of all design and construction project activity, verifying adherence to each contract's general conditions, technical specifications and drawings. Perform design analysis and make recommendations on behalf of GOAA. Verify drawings and electronic files from architect, engineer, or contractor through design development and construction as-built documents.
- In conjunction with Risk Management, analyze and assess project risk issues. Provide management with specific feedback, clarifying details of personnel conflicts, schedule impacts, claim risks, change order requests, etc., along with suggested solutions or corrective procedures to prevent issues from occurring in the future. Feedback will be prompt and frequent as necessary.
- Participate in the negotiation of fees/proposals/change orders and prepare scope schedule of work. Obtain written proposals for presentation to the Construction Committee for approval. Prepare contracts for professional services and construction.

- Arrange and coordinate project meetings among GOAA staff, consultants, contractors and airport operators as required to execute the project through design and construction phases. Participate in the coordination of construction activities related to construction management functions with the consultants, the contractor, the OAR, and GOAA.
- Provide specialized tours; give briefings and presentations on behalf of GOAA.
- Review progress, approve invoices, schedule, perform studies, and analyze technical and/or operational data. Make regular site visits to inspect the work, and confirm compliance with products specified, contract documents and drawings, GOAA policies and procedures, design standards, and federal, state and local codes rules, regulations, laws and legislative acts.
- Serve as liaison with outside agencies (OOCEA, County, City, OUC, etc.) regarding upcoming and ongoing projects. Retain, review, update and manage agreements as they pertain to construction services.
- Participate in technical reviews, job coordination meetings, budgeting, change orders, and scheduling activities.
- Confirm management actions are identified within 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 the ultimate contract cost and schedule.
- Verify GOAA's spatial information systems are updated to reflect the new or renovated facilities, equipment and systems.
- Provide post construction analysis of performance by the contractor, architect, engineer and the Owner's Authorized Representative.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of airport operations to include operational and maintenance issues
- Demonstrated ability to analyze, plan, schedule, organize, prioritize and manage multiple projects.
- 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.
- Knowledge of CADD 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
- Professional Engineer and/or Construction Contractor's license is desirable
- Certification in a specialty subject area(s), which may benefit the Authority, is desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

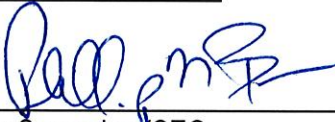

- Supervise activities of personnel involved in special projects.

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

- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- Supervise and direct several major projects and project functions including the work of consultants and contractors and responsibility 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

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APPROVAL SIGNATURES:

	8-31-2021		9-2-2021
Immediate Supervisor/CEO	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Airline Affairs

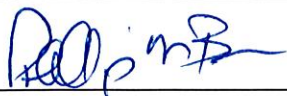
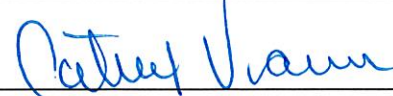
Department: Executive Administration

Date: July 1, 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			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/CEO Date: 8.31.2021 Human Resources - Compensation Date: 9/1/2021

Assistant Director, Airport Affairs

Department: Governmental Relations

Date: July 1, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: L31

POSITION SUMMARY: Responsible for advising, leading and assisting the Greater Orlando Aviation Authority (GOAA) with the planning and implementation of strategic initiatives set forth by the Board and Chief Executive Officer.

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:*

- Liaison for GOAA to governmental and regulatory agencies.
- Manage GOAA's strategic initiatives as assigned.
- Manage GOAA's governmental relations consultant.
- Manage agreements and grants with Department of Homeland Security.
- Manage special contracts and projects as assigned.
- Manage strategic tasks as assigned by the Chief Executive Officer.
- Assist in the directing of GOAA departments' assignments.
- Develop and maintain contact with industry trade associations that benefit GOAA.
- Research and identify potential funding sources and manage the application process for such sources.
- Develop and implement annual state and federal legislative and funding initiatives.
- Research and monitor state and federal proposals throughout legislative process and manage GOAA's response.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in business administration, political science or related field and seven (7) years experience with medium to large hub airport; experience in developing, integrating, implementing, strategic initiatives or an equivalent combination of related education, experience and training. Supervisory/leadership experience required. Knowledge and experience with relational database concepts is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of airport operations and related governmental policy, legislation, and regulations.
- Demonstrated ability to analyze, plan, schedule, organize, prioritize and manage multiple projects.
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Excellent verbal and written communication skills are required, including good interpersonal and presentation skills
- Basic negotiation skills
- Ability to read and interpret contract documents/agreements; excellent documentation skills
- Strong computer skills in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint, etc.
- Ability to present information to large and diverse groups

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

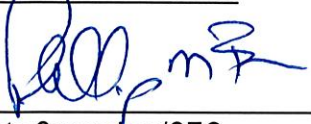


- Supervise activities of personnel involved in special projects.

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

- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- Supervise and direct several major projects and project functions including the work of consultants
- Rely on extensive experience and judgment to manage, plan, and accomplish GOAA's goals
- Provide counsel for solution of unusual problems

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:

	8-31-2021		9-2-2021
_____ Immediate Supervisor/CEO	_____ Date	 _____ Sr. Director, HR & Risk Management	_____ Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

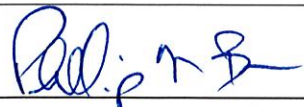
Assistant Director, Airport Affairs

Department: Governmental Relations

Date: July 1, 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	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/CEO

 8-31-2021
 Date



 Human Resources - Compensation

 4/1/2021
 Date

Assistant Director, Airport Operations - Airline

Department: Airline Division

Date: November 1, 2018

Title of Immediate Supervisor: Director, Airport Operations

Pay Level: L31

POSITION SUMMARY: Responsible for the day to day management and long-term planning of the Authority's common-use and preferential facilities. Act as liaison between the Authority and numerous State and Federal Agencies. Assist in domestic and international airline marketing and route development. Responsible for the management of the Authority'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 Authority common-use and preferential facilities
- Responsible for the operational security and compliance with all relevant federal, state, and local rules and regulations, related to the Authority's common-use facilities.
- Supervise and track the department annual operating, revenue and capital budgets and coordinate the annual budget process. Review invoices, request funds, and facilitate payment as necessary.
- Act as representative for non-participating airlines and the Airline Division at the Airline Management Council.
- Provide coordination with airlines, passengers, essential service operators and tour operators, City, County, State and Federal agencies as needed.
- Point of contact for potential users of the Authority's common-use facilities.
- Coordinate and direct consultants, legal counsel and other Authority departments on matters related to assigned areas of the Airline Division.
- Develop, implement, and train staff regarding emergency and contingency plans to maintain excellent customer service during interruptions of normal processes.
- Oversee the proper processing and removal of international and domestic trash 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.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Assist the Marketing and Air Service Development department in domestic and international airline marketing and route development.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in aviation management, business administration or related field, and seven (7) years experience in an airport/airline operations management environment, including at least three (3) years working at a medium to large hub airport, or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated leadership, management skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent oral and written communications skills

Assistant Director, Airport Operations - Airline

Department: Airline Division

Date: November 1, 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		X	3
Walking				X		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	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/Director

 NOV 5, 2018
 Date


 Senior Director

 11-05-2018
 Date


 Human Resources - Compensation

 11/6/18
 Date

Assistant Director, Airport Operations – BHS/GSE

Department: BHS/GSE Division

Date: March 21, 2018

Title of Immediate: Director, Airport Operations

Pay Level: L31

POSITION SUMMARY: Responsible for the day-to-day management and long-term planning of the Authority's Baggage Handling (BHS) and Ground Support Equipment (GSE) operations and facilities. Coordinate the development of all plans, procedures and is responsible for administrative, budgetary and operational issues. Provide guidance and supervision to staff, ensuring safe, secure and orderly operations. Maintain a program that provides excellent customer service and safety while meeting fiscal goals. Act as liaison between the Authority and related consultants, customers, and regulatory personnel.

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 planning, development and administration of the Authority's Baggage Handling Systems (BHS) and Ground Support Equipment (GSE) programs
- Responsible for the operational security and compliance with all relevant FARs which are related to the Authority's BHS/GSE.
- Serve as liaison with the Transportation Security Administration (TSA), airline tenants, and service providers to ensure seamless operations and communications within BHS/GSE Division
- Supervise and track the department annual operating, revenue and capital budgets and coordinate the annual budget process. Review invoices, request funds, and facilitate payment as necessary.
- Coordinate and direct consultants, legal counsel and other Authority departments on matters related to assigned areas of the BHS/GSE Division
- Provide coordination with airlines, passengers, essential service operators and tour operators, City, County, State and Federal agencies as needed. Meet with TSA, airline tenants, and service providers on a regular basis to develop joint solutions to improve operational performance and reliability
- Develop and implement system metrics to support continuous improvement within BHS/GSE Division
- Develop, implement, and train staff regarding emergency and contingency plans to ensure excellent customer service is delivered during system failures or other interruption of normal processes
- Investigate and respond to issues, concerns and complaints from users of the Authority's areas and equipment.
- Identify operational trends and deficiencies in operations and implement solutions to improve performance and reliability
- Oversee the administration of contracted BHS/GSE equipment maintenance contracts. Authorized Authority Representative (AAR) for applicable contracts. Coordinate and oversee related contractual activities.
- 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 aviation management, business administration or related field, and seven (7) years of experience in an airport operations management, with at least three (3) of those years working at a medium to large hub airport, or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Familiarity with Transportation Security Administration Regulations, with emphasis on TSAR 1542
- Demonstrated leadership and management skills
- Excellent oral and written communications skills
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required.
- Demonstrated ability to deliver excellent Customer Service.
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Excellent organizational skills
- Attention to detail
- Able to use a two-way radio
- Knowledge of related laws, regulations, policies and procedures
- Willing and able to adjust work schedule as conditions warrant

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional certifications (A.A.E., I.A.P., etc.) desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 2; indirectly supervises a staff of approximately 25 in addition to contracted personnel

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
- May require high-level negotiating skills
- Participates in decisions and development of procedures that affect the day to day operations of the BHS/GSE Division
- Interprets existing regulations and policies applicable to daily decision making for the Airline Division
- Responsibility for decisions with high monetary impact relating to all issues pertaining to the planning, use and operation of assigned common use facilities

Assistant Director, Airport Operations – BHS/GSE

Department: BHS/GSE Division


Date: March 21, 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	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		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
Baggage Conveyor Systems/Ground Support Equipment					X		3
Communication Radio				X			3
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor/Director

APR 12, 2018
 Date


 Senior Director

3/21/2018
 Date


 Human Resources - Compensation

4/17/18
 Date

Assistant Director, Airport Operations – Emergency Management

Department: Operations Administration

Date: May 5, 2019

Title of Immediate Supervisor: Senior Director, Airport Operations

Pay Level: L31

POSITION SUMMARY: Responsible for the management and long-term planning of the Airport Emergency Management Program by administering and facilitating a range of actions for confronting the immediate effects of a disaster event, natural or man-made. Direct the activities encountered within the Airport community outside the scope of normal daily operations so that the Airport community can prepare, manage, and recover as quickly and completely as possible. Work with Aviation Authority departments as well as agencies in the airport community verifying emergency plans are current, exercised, and adhered to in times of emergencies. Key member of the airport's Incident Management Team (IMT). Airport liaison to local, state, and federal Emergency Management Agencies. Provide guidance and supervision to staff, maintaining safe, secure and orderly operations during emergency events.

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 planning, development, and administration of the Authority's emergency management program.
- Act as the Greater Orlando Aviation Authority (GOAA) primary advocate for effective disaster management; serve as principal coordinator of the emergency operations planning process.
- Design, exercise, and evaluate emergency and contingency plans specific to areas or services of the facility; serve as a resource to all GOAA departments in analyzing and evaluating emergency plans to confirm they continue to meet the current needs of the organization.
- Coordinate the efforts of all GOAA departments to maintain appropriate preparedness, response, recovery and mitigation are carried out. Design, coordinate, and evaluate departmental exercises to verify that all employees completely understand the Airport Emergency Plan and their role in carrying it out.
- Facilitate all aspects of the required FAA Part 139 Tri-Annual Exercise from development to implementation and facilitation to evaluation and corrective actions.
- Design, exercise, evaluate, and review updates to tenant/airline emergency plans to confirm they address all areas of emergency management and are in conjunction with the Airport's plan.
- Perform Hazard Vulnerability Analysis to address all emergencies known or that could be encountered by the airport community; supports the airport community in all aspects of Emergency Management.
- Draft policy relating to emergency management.
- Key member of Airport's Incident Management Team during event response; provide leadership in emergency situations. Provide guidance and supervision to staff, maintaining safe, secure and orderly operations during emergency events.
- Develop and maintains the Emergency Operations Center (EOC) as a site from which key officials can direct and control operations during an emergency event.
- Able to assume all roles in the EOC , before, during, and following events; facilitates timely and complete situation information, including damage assessment, during and after emergency events.
- Verify that all appropriate tracking, reporting, and documentation is completed and reported to the appropriate authorities in a timely manner.
- Establish and maintain a community wide family assistance plan with the area emergency management community in the effort to support the community during emergency events.
- Respond as needed off airport when requested in emergency situation.
- Responsible for staying current on all GOAA emergency response procedures and maintaining proper response as required.
- Interface with accident investigation teams in all areas of emergency management.

- May 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.
- Establish and maintain records and reports appropriate to the area of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in one of the following fields: Emergency Management, Public Administration, Fire or EMS, Management and seven (7) years experience in a leadership capacity in emergency services - Police, Fire, Emergency Management, or Airport Operations, or an equivalent combination of education, training, and experience. Experience with emergency management, command and control, and training/exercises. Experience with large public facilities desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Technical training in various types of emergency management, training programs, exercise design and evaluation and record keeping
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required
- Knowledge of related laws, regulations, policies and procedures related to emergency management
- Ability to speak publicly
- Demonstrated ability to work effectively and exhibit leadership in stressful environment
- Effective oral and written communication skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Excellent organizational skills
- Attention to detail
- Able to use a two-way radio
- Willing and able to adjust work schedule as conditions warrant

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- NIMS certification to the ICS 400 level
- Completion of local, state, and federal Emergency Management Programs 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)*

- Display a high degree of teamwork between various public and private entities
- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- Must make accurate immediate decisions in emergencies to facilitate efficient utilization of Airport Operations personnel.

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.

Assistant Director, Airport Operations – Emergency Management

Department: Operations Administration

Date: May 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			3
Walking				X			3
Sitting				X			2
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	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	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 Date 5-16-2019


 Chief Operating Officer Date 5-16-19


 Human Resources - Compensation Date 5/16/19



Assistant Director, Airport Operations – Landside

Department: Landside Division

Date: February 28, 2018

Title of Immediate: Director, Airport Operations

Pay Level: L31

POSITION SUMMARY: Responsible for the day-to-day management and long-term planning of the Authority's Landside Operations Division. Coordinate the development of all plans, policies and procedures and responsible for administrative, budgetary and operational issues. Provide guidance and supervision to staff, maintaining safe, secure and orderly operations. Maintain a program that provides excellent customer service and safety while meeting fiscal goals. Act as liaison between the Authority and related consultants, customers, and regulatory personnel.

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 safe, secure and orderly operation of the Landside Division.
- Develop and recommend policies and procedures, coordinate the development and implementation of plans and changes within the Landside Division.
- Supervise and track the department annual operating, revenue and capital budgets and coordinate the annual budget process. Review invoices, request funds, and facilitate payment as necessary.
- Coordinate and oversee related contractual activities.
- Serve as liaison with the Transportation Security Administration (TSA), managing operational and support issues.
- Responsible for emergency management planning and execution for assigned areas of the Landside Division.
- Develop Board items as applicable.
- Represent the Landside Division and present Notice of Violations and supporting documents at the Ground Transportation Committee meetings and Appeals hearings.
- Coordinate with consultants, legal counsel and other Authority departments on matters related to assigned areas of the Landside Division; take the lead on applicable matters.
- Provide construction oversight for projects affecting areas of the Landside Division.
- 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.
- Act as the coordinator for facility compliance with the Americans with Disabilities Act (ADA) Section 504 and Florida Building Code.
- Coordinate and manage special projects.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Public Administration, or Business Administration, or related field and seven (7) years of operations management experience at a public or military airport, with at least three (3) of those years working at a medium to large hub airport, or an equivalent combination of education, training and experience. Supervisory experience required; Landside operations experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required.
- Able to use a two-way radio
- Effective oral and written communication skills
- Demonstrated leadership and management skills
- Demonstrated ability to deliver excellent Customer Service.
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Demonstrated financial / budget skills
- Excellent organizational skills
- Attention to detail
- Knowledge of related laws, regulations, policies and procedures
- Knowledge of City of Orlando and Aviation Authority rules and regulations pertaining to ground transportation at the Airport
- Familiarity with Transportation Security Administration Regulations, with emphasis on TSAR 1542
- Knowledge of ADA Section 504 and Florida Building Code
- Familiarity with construction and electronic documents, plans and schematic diagrams desired
- Willing and able to adjust work schedule as conditions warrant

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional certifications (A.A.E., I.A.P., etc.) desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 3; indirectly supervises a staff of approximately 110; may oversee contracted personnel

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

- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- May require high-level negotiating skills
- Participates in decisions and development of policies that affect the day-to-day operations of the Landside Division
- Interprets existing regulations and policies applicable to daily decision making for the Landside Division
- Responsibility for decisions with high monetary impact relating to all issues pertaining to the planning, use and operation of assigned common use facilities
- Must make accurate immediate decisions in emergencies to facilitate utilization of Landside Operations personnel.

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:

McGuffee MAR 1, 2018
Immediate Supervisor/Department Director Date

[Signature] 03-01-2018
Department Senior Director Date

Hathey Bond 3/5/18
Sr. Director, HR & Risk Management Date

[Signature]

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrator

Rotating Shift: N/A

Assistant Director, Airport Operations – Parking Operations & Ground Transportation Services

Department: Parking Operations & Ground Transportation Services

Date: April 27, 2018

Title of Immediate Supervisor: Director, Airport Operations

Pay Level: L31

POSITION SUMMARY: Responsible for the day-to-day management and long-term planning of the Authority's Parking Operations and Ground Transportation Services Division. Oversees the airport public parking and shuttle bus programs, and related parking equipment maintenance services. Provides guidance and supervision to staff, ensuring safe, secure and orderly operations. Maintains a program that provides excellent customer service and safety while meeting fiscal goals. Acts as liaison between the Authority and related customers, consultants, and regulatory personnel.

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 modify the Authority's ground transportation, public parking and shuttle bus programs.
- Oversee the administration of contracted transportation management, parking/shuttle agreements and parking equipment maintenance contracts. Authorized Authority Representative (AAR) for applicable contracts. Coordinate and oversee related contractual activities.
- Oversee the development of plans and specifications for upgrade & maintenance of the Parking Revenue Control System equipment.
- Develop, recommend and implement appropriate rate schedules, discount programs, etc. Research and recommend programs to enhance revenue.
- Confirm all programs adhere to applicable federal, state, and local regulations and guidelines.
- Overall responsibility for the collection, accounting and validation of the Authority's parking and ground transportation revenue. Develop budget forecasts and administration of funds. Review and authorize payment of contractor reimbursable expenses.
- Responsible for administrative, budgetary, and operational issues, to include oversight of the approval process of time sheets.
- Supervise and track the department annual operating, revenue and capital budgets and coordinate the annual budget process. Review invoices, request funds, and facilitate payment as necessary.
- Oversee parking audits.
- Develop plans, procedures, guidelines and programs for continual evaluation and upgrade of computer hardware and software components, parking equipment and technology, Ground Transportation Rules and Regulations, and related staff training. Reviews recommendations made to support such.
- Develop, interpret and implement departmental procedures, to include modifying contingency plans and developing staff to maintain excellent customer service during system failure or other interruption of normal processes.
- Develop emergency response procedures related to parking and shuttle bus contracts, as well as departmental emergency preparedness. Plan and implement emergency and business continuity measures
- Serve as department liaison with other GOAA departments and outside agencies on matters related to parking, employee shuttle and economy shuttle operations.

- Maintain the safe, secure, and orderly operation for the Ground Transportation Services and Parking Departments, including overseeing measures to maintain maximum level of safety in all parking facilities / areas.
- Supervise employees in assigned area. Oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise executive 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, Public Administration or Business Administration, or related field and seven (7) years of experience in the areas of parking management or ground transportation management, including contract administration, or an equivalent combination of related education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of City of Orlando and Aviation Authority rules and regulations pertaining to ground transportation at the Airport
- Knowledge of electronic, radio, electrical and RF applications and theory desired
- Familiarity with construction and electronic documents, plans and schematic diagrams desired
- Knowledge of MS Office suite, and MS Windows computer operating systems required, knowledge of parking management software desired
- Able to use a two-way radio
- Demonstrated ability to deliver excellent Customer Service.
- Demonstrated leadership and management skills
- Effective oral and written communication skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Demonstrated financial / budget skills
- Willing and able to adjust work schedule as conditions warrant

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 3; indirectly supervises a staff of approximately 30, in addition to contracted personnel

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
- May require high-level negotiating skills
- Participates in decisions and development of policies that affect the day to day operations of the Parking Operation or Ground Transportation Services.
- Interprets existing regulations and policies applicable to daily decision making for the Parking Operation or Ground Transportation Services.
- Responsibility for decisions with high monetary impact relating to all issues pertaining to the planning, use and operation of assigned facilities

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 APR 30, 2018
Date



Senior Director 04-30-2018
Date



Sr. Director, HR & Risk Management 5-8-18
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Airport Operations – Parking Operations & Ground Transportation Services

Department: Parking Operations & Ground Transportation Services

Date: April 27, 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	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		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
Communication Radio				X		3
Plaza / Lane Equipment					X	3
SUPERVISOR COMMENTS:						


 Immediate Supervisor/Director

 APR 30, 2018
 Date


 Senior Director

 4-30-2018
 Date


 Human Resources - Compensation

 5/1/18
 Date

Assistant Director, Business Applications

Department: Business Applications

Date: February 19, 2018

Title of Immediate Supervisor: Chief Operating Officer

Pay Level: L33

POSITION SUMMARY: Oversee the Business Applications team on mission-critical, Authority-wide business applications process. Plan and coordinate all activities related to the design, development, and implementation of the Authority's Business Applications. Define and integrate best practices and business application standards across the Authority.

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:*

- Liaison between business stakeholders and information technology related to business processes and business applications
- Oversee the evaluation of 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
- Define and develop best practices and processes ensuring alignment with Authority strategy and goals
- Oversee the development of departments' as-is and to-be business/functional requirements for current and future business applications.
- Identify gaps between the business requirements and software functionality and develop workarounds (electronic or manual) or customizations to fill the gaps
- Direct the implementation and testing of major new business applications to confirm delivery within established scope, quality, time and cost parameters, including near term post production support
- Identify integration opportunities and coordinate integration between business applications
- Plan and coordinate the analysis of data and information, including overseeing development of new or customization of existing reports, dashboards or business intelligence
- Oversee the inventory of Authority business applications, including integration with other business applications and upgrade or replacement cycle
- 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 of Science degree, Bachelor of Business Administration or Bachelor degree in Computer Science or related fields. Eight (8) years experience 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. Management experience required.

Assistant Director, Concessions

Department: Concessions

Date: February 17, 2022

Title of Immediate Supervisor: Chief Administrative Officer

Pay Level: L31

POSITION SUMMARY: Manage a world-class concessions 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. Oversees day-to-day operations of the concessions 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:*

- Evaluate new opportunities for concessions and services. Examine space and need (retail, food, etc.) 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 theme store 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 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 concession program and spaces.
- Work with any concessions consultants to strive for parity between the North and South Terminals.
- Prepare items for Concession/Procurement Committee and Design Review 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 industry standards.
- 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
- Prepare annual O & M, revenue and capital budgets for the department.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in Accounting, Business Administration, Finance, Retail Management or a related field, and seven (7) 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.

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 retailing
- 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)*


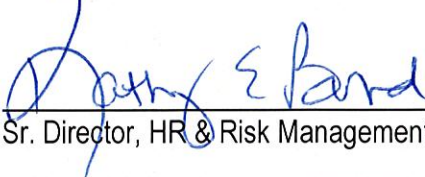
- Supervises approximately four (4) employees.

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

- High degree of independence, 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:

	Date		Date
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FLSA: Exempt
EEO Category: Professionals

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

Assistant Director, Finance (Construction)

Department: Finance

Date: March 19, 2018

Title of Immediate: Director, Finance

Pay Level: L32

POSITION SUMMARY: Provides oversight of financial aspects of the Authority's construction and development program; provides financial planning, analysis, budgeting and monitoring of capital construction projects and land acquisition programs; provides day-to-day coordination between the Finance, Planning and Engineering\Construction Departments and supervision of the Construction Finance section.

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 and oversee the administration of policies, procedures and work products in accordance with Federal, State and local laws, Authority guidelines and generally accepted accounting principles.
- Document and periodically review internal controls within Construction Finance to maintain appropriate recording of financial transactions and protection of the Authority's assets.
- Analyze potential funding sources for new construction project budgets for the Finance, Planning, Construction, Maintenance and other departments.
- Routinely prepare reports tracking project budget and funding status for distribution to senior management and other project team members.
- Provide guidance to the Construction Finance section regarding construction funding, budgeting and operational issues, coordinate accounting issues with the Assistant Director of Finance – Financial Reporting. Coordinate and direct consultants, legal counsel, and other Authority departments on matters related to construction funding and/or budget status.
- Monitor federal and state grants and Passenger Facility Charges to validate compliance with Uniform Guidance and the Florida Single Audit Act. Review close-out documents for grants and Passenger Facility Charges for timeliness and accuracy.
- Support senior management by providing cost reports, funding analysis and other data for use by the Authority Board and other committees. In coordination with the Director of Finance, represent the department at meetings with other Authority departments, consultants, legal counsel, state and federal officials.
- Review the Authority's approved Capital Improvement Program to reconcile to the federal and state capital project database.
- Provide assistance to the Engineering and Construction departments and/or legal counsel in the review and analysis of construction claims. Keep Chief Financial Officer advised of the status of such claims and of potential financial impacts on the Authority.
- Monitor status of monthly project budget variances to determine whether the Authority has significant variances that should be explained.
- 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
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on public finance, economics and accounting and seven (7) experience in governmental accounting and grant compliance; or an equivalent combination of education, training and experience. Supervisory experience required. Construction accounting knowledge desirable. Knowledge and experience in a variety of financial areas and handling multiple responsibilities preferred. MBA or advanced degree and Certified Public Accountant (CPA) desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong technical grant compliance skills
- Current knowledge of Passenger Facility Charges (PFCs), Uniform Guidance and Florida Single Audit Act
- Skill in interpreting complex contracts and various funding documents
- Strong written and oral skills
- Extensive knowledge of spreadsheet software
- Power Point software a plus

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Directly supervises a staff of approximately 1; indirectly supervises a staff of approximately 7


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

- High degree of independence, with minimal day-to-day supervision
- Responsibility for decisions with high monetary impact
- On occasion, acts as designee for Director of Finance in his/her absence

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:

 5/2/18
 Immediate Supervisor/ Director Date

 5/14/18
 Chief Financial Officer Date

 5-15-18
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Finance (Construction)

Department: Finance

Date: March 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.

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	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						X	1
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
<p>SUPERVISOR COMMENTS:</p> 							

Pam L'Heureux 5/11/18
 Immediate Supervisor/Director Date

Kathleen M. Sherman
 Chief Financial Officer Date

Cathy Vance 5/11/18
 Human Resources - Compensation Date

Assistant Director, Finance

Department: Finance

Date: October 23, 2019

Title of Immediate Supervisor: Director, Finance

Pay Level: L32

POSITION SUMMARY: Oversee, supervise and manage one or more of the following Finance functions: general ledger, fixed assets, accounts payable, payroll, debt, accounts receivable, investments, construction finance, O&M, budgets, capital construction projects, and/or land acquisition programs for the Greater Orlando Aviation Authority (GOAA). Develop procedures to efficiently and accurately record and report the GOAA's financial and operating status and to maintain a high degree of accuracy and quality of all financial documents. Verify internal controls for assigned areas are developed, implemented and maintained.

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 and oversee the administration of policies, procedures and work products in accordance with federal, state and local laws, GOAA guidelines and Generally Accepted Accounting Principles (GAAP).
- Document and periodically review internal controls within Finance to maintain appropriate recording of financial transactions and protection of GOAA's assets.
- Develop and review fiscal reports, including but not limited to the completion of the Comprehensive Annual Financial Report (CAFR), quarterly financial statements and related review, monthly financial statements, implementing new GAAP and monthly financial reporting package.
- Provide guidance to the financial reporting and budgeting sections regarding proper recording of transactions according to GAAP.
- Manage the preparation of GOAA's annual budget, evaluate budgets to identify inconsistencies and possible inefficiencies.
- Conduct continuous appraisal and analysis of financial information and fiscal accounts. Determine results of data and identify trends affecting GOAA's overall financial status. Monitor status of monthly budget variances to determine whether GOAA has significant variances that should be explained.
- Support senior management by providing cost reports, funding analysis and other data for use by the Aviation Authority Board and other committees. Represent the department at meetings with other GOAA departments, consultants, legal counsel, state and federal officials as assigned.
- Plan and develop budgets for new construction projects; including analysis of potential funding sources.
- Routinely review reports which track project budget and funding status for distribution to senior management and other project team members including review of the approved Capital Improvement Program (CIP) to confirm that it balances to the Joint Automated Capital Improvement Plan (JACIP) and other Construction Finance spreadsheets.
- Provide guidance to the Construction Finance section regarding construction funding, budgeting and operational issues. Coordinate and direct consultants, legal counsel and other GOAA departments on matters related to construction funding and/or budget status.
- Monitor federal and state grants and Passenger Facility Charges (PFC) to maintain compliance with OMB Circulars 2CFR, A-87, A-133 and PFC 5100. During close-out of grants and PFC applications, represent the Finance department and act as principal coordinator of grant close-out efforts.
- 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.

- Oversee the investment activities of GOAA's funds and confirm compliance with Investment Policy.
- Participate in bond issuances.
- Prepare and evaluate Requests for Proposal.
- Review Sunshine Committee agendas to brief Director, Finance and Chief Financial Officer.
- Maintain a work environment that promotes the organization's values, ethics, integrity and legal responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on public finance, economics, and accounting. MBA or advanced degree is desirable. Established Certified Public Accountant (CPA) with seven (7) years experience in a finance related field. Supervisory experience required. Knowledge and experience in a variety of financial areas and handling multiple responsibilities preferred. Public accounting and/or enterprise fund accounting experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated leadership skills
- Strong technical accounting skills
- Analytical and problem-solving skills, attention to detail and a high degree of proactive/reactive ability
- Skill in interpreting complex contracts and various funding documents
- Excellent oral and written communications skills
- Current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and financial reporting practices for enterprise fund accounting.
- Strong computer skills including Microsoft office suite and extensive knowledge of spreadsheet software required
- Knowledge of computerized accounting systems, experience with Oracle preferred
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times and in potentially stressful, difficult, and confrontational times

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May directly supervise a staff of approximately 2-5 employees; and indirectly supervise a staff of approximately 8-19 employees depending on areas of responsibility.

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

- High degree of independence, with minimal day-to-day supervision, extensive latitude in initiative judgment and authority
- Responsibility for decisions with high monetary impact
- Must be able to continually manage multiple tasks and projects and adjust work schedule to meet workload, shifting priorities, and/or deadlines which at times can create a highly stressful environment.
- Use professional judgment in resolving complex accounting issues.
- On occasion, acts as designee for Director, Finance in his/her absence

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:

Maui Dennis 11/18/2019
Immediate Supervisor/Director Date

Lauren M. Shamus 11/18/19
Chief Financial Officer Date

Kathy E Bond 11-19-29
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Assistant Director, Finance

Department: Finance

Date: October 23, 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	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	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:

Maui Demmy 11/18/2019
Immediate Supervisor/Director Date

Lauren M. Shanna 11/18/19
Chief Financial Officer Date

Anthony V... 11/18/19
Human Resources - Compensation Date

Assistant Director, Human Resources

Department: Human Resources

Date: September 2, 2021

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

Pay Level: L32

POSITION SUMMARY: Facilitate, develop, implement and administer Human Resources programs including employee relations/investigations, legal compliance, talent acquisition, HRIS systems, benefits, performance management, compensation/classification, budget, interpretation and update of HR policies, and management of the Human Resources office. Assist the Senior Director with labor relations and organizational development.

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 various Human Resources programs including employee relations/investigations, legal compliance, talent acquisition, HRIS systems, benefits, performance management, compensation/classification, budget, policy interpretation and update, and management of the Human Resources office.
- Oversee daily Human Resources office operations.
- Facilitate, develop, implement and administer Human Resources strategies and programs for assigned areas. Align initiatives with department/GOAA goals and objectives. Manage duties personally or through assigned staff.
- Receive and investigate employee complaints; coordinate resolution with applicable department management, making recommendations for resolution and providing guidance regarding past practice throughout organization to promote consistency.
- Manage the Authority's recruitment needs and establish expectations and timeframes for the employment and selection process.
- Identify the needs of the organization and measure the effectiveness of programs; assist in driving improvement to Human Resources policies, practices and processes.
- 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.
- Investigate, analyze and resolve all levels of employee relations issues.
- Develop and implement effective and compliant strategies for attracting competent and qualified candidates; participate on interview panels, advise hiring managers as needed.
- Oversee the maintenance of employee files and responses to Public Records requests in accordance with Florida Public Records law.
- Provide high level assistance to the Senior Director with labor relations and serve with the Senior Director on the contract negotiations team.
- Develop necessary resources, contacts and partnerships to aid in delivery of Human Resources strategies to the organization.
- Coach and guide leaders on Human Resources matters.
- Administer programs for compliance, consistency, and equity throughout the organization.
- Develop and monitor department budget.
- Represent the Authority/Department at hearings, investigations, etc.
- Negotiate and monitor Human Resources related contracts with outside suppliers so the level and standard of service, quality, responsiveness, and cost are in accordance with 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 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. Manage approval of time sheets in electronic timekeeping system.
- Develop reports, interpret data and formulate responses
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Human Resources or related field, and seven (7) years progressively responsible Human Resources management experience in multiple disciplines; or an equivalent combination of education, training and experience. A Master degree and professional certifications preferred. Required experience includes: supervising Human Resources staff in various functional areas; solid experience in coaching, interviewing, and selection; compliance experience with related laws, regulations, policies and procedures. Experience working for a Florida public sector entity and experience with Florida Statutes regarding due process and public records is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge and understanding of Human Resources policies and procedures, and employment laws
- Ability to conduct different types of interviews and assessments
- Requires high degree of attention to detail
- Demonstrated capability to work effectively at all levels of the organization, inspiring respect and credibility
- Ability to communicate clearly and concisely, in English, both orally and in writing
- Ability to organize and manage multiple projects, conduct research, analyze data and formulate recommendations
- Demonstrated ability to deal tactfully and confidently with internal and external customers.
- Strong presentation, negotiation and communication skills
- Demonstrated ability to maintain the confidentiality of sensitive information
- Strong computer skills using Microsoft Office, Excel, Word, Access and other business applications with 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 certifications are desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4); indirectly supervises a staff of approximately seven (7)

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:

Harry E Bond 9-3-2021
Immediate Supervisor Date

William B. ... 9-3-2021
Chief Executive Officer Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



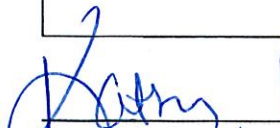
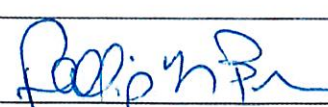
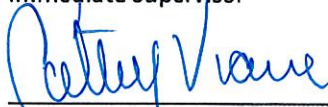
Assistant Director, Human Resources

Department: Human Resources

Date: September 2, 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	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:							

 9-3-2021
  9-3-2021
 Immediate Supervisor Date Chief Executive Officer Date
 9/3/2021
 Human Resources - Compensation Date

Assistant Director, Maintenance Contracts

Department: Maintenance

Date: April 12, 2021

Title of Immediate Supervisor: Director, Maintenance

Pay Level: L31

POSITION SUMMARY: Manage the development and implementation of airport maintenance contracts. Provide leadership for the Maintenance Contracts Division and direct contract maintenance activities related to Automated People Movers (APMs), Budgets, Building Services (Custodial), Elevators, Escalators, Fleet/Motor Pool, Interiors, Landscaping and Life Safety. Oversee the execution of maintenance contracts to confirm compliance with the contract documents, budget, and Greater Orlando Aviation Authority's (GOAA) policy and procedures and regulatory requirements; identify areas for improvement and initiate contract modifications. Assist in the development and implementation of the department's budget, procedures and operating methods.

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 maintenance contracts. Establish contract objectives, technical criteria for material and workmanship, and performance standards to comply with GOAA policies.
- Provide leadership for the Maintenance Contracts Division and direct contract maintenance activities related to Automated People Movers (APMs), Budgets, Building Services (Custodial), Elevators, Escalators, Fleet/Motor Pool, Interiors, Landscaping and Life Safety for GOAA property at OIA.
- Direct the progress of technical specifications, cost estimates, and contract documents; initiate the procurement process and participate through contract award.
- Serve as the Authority's Authorized Representative for maintenance contracts to verify and maintain timely compliance with the contract requirements.
- Develop and manage annual budgetary requirements for maintenance contracts and support the progression and execution of the department's budget, procedures and operating methods.
- Oversee the safe and cost-effective operation of contract maintenance.
- Responsible for the functional and operational aspects of the Automated People Mover (APM) System Safety Program Plan (SSPP) and confirm the compliance with applicable federal, state, and local regulations. Conduct the SSPP Contracts Management Office (CMO) meetings and participate in all aspects of the SSPP.
- Maintain compliance with all applicable federal, state, and local codes; establish maintenance standards consistent with OSHA standards and NFPA regulations.
- Liaison with airlines, tenants and other GOAA departments regarding problems associated with maintenance contracts; investigate and develop solutions.
- 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 and 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.
- Remain current on all GOAA emergency response procedures and maintain proper response as required.
- Assist Director in the planning and setting of annual departmental goals to accomplish objectives.
- In the absence of Director, may serve as Acting Director, Maintenance.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Management or Engineering, and seven (7) years progressive experience in a large-scale operations and maintenance organization; related contract management and oversight experience required; maintenance contracts experience preferred; or an equivalent combination of education, training and experience. Experience must include several years of supervisory experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of contract development and management, and overall maintenance functions
- Technical writing abilities
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Excellent organizational skills
- Attention to detail
- Strong leadership and managerial abilities
- Effective planning and analysis skills
- Effective verbal and written communication skills
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required
- Knowledge of related laws, regulations, policies, and procedures
- Understanding of budget development and project funding
- Willing and able to adjust work schedule as conditions warrant

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

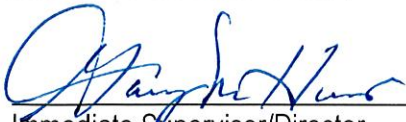
- Directly supervises a staff of approximately four (4) and indirectly supervises a staff of approximately twenty-four (24), as well as indirect oversight of contracted staff.

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

- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- May require high-level negotiating skills
- Participate in decisions and development of procedures that affect the day to day operations of the Maintenance Contract Division
- Interpret existing regulations and policies applicable to daily decision making for the Maintenance Department
- Responsibility 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/Director

4-19-2021

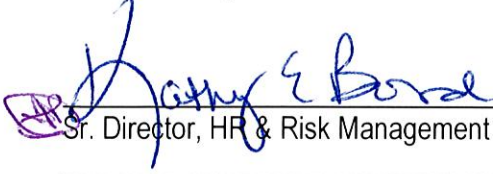
Date



Chief of Operations

04-20-2021

Date



Sr. Director, HR & Risk Management

4-28-2021

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrator

Rotating Shift: N/A

Assistant Director, Maintenance Contracts

Department: Maintenance

Date: April 12, 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	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		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							
SUPERVISOR COMMENTS:							


4-16-2021
 Immediate Supervisor/Director Date


04-20-2021
 Chief of Operations Date


4/22/2021
 Human Resources - Compensation Date

Assistant Director, Maintenance Operations

Department: Maintenance

Date: September 10, 2018

Title of Immediate Supervisor: Director, Maintenance

Pay Level: L31

POSITION SUMMARY: Organize and direct all maintenance operations and activities for airport terminals and airfield, and related facilities and infrastructure at Orlando International Airport (OIA). Oversee departmental managers responsible for various maintenance functions utilizing both in-house personnel and contractors. Assist in developing and managing the department's procedures, operating methods and operating and capital budgets. Perform facility condition assessments, identify maintenance actions required, implement the Maintenance plan, and direct the Authority's energy and water conservation practices, and other energy projects. Liaison with utility companies. Oversee and direct the operation and maintenance of all airfield, exterior electrical power distribution and lighting systems, and equipment associated with Aviation Authority buildings and structures at Orlando Executive Airport (OEA).

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 and manage the inspection and maintenance of airport terminals and support buildings, runways, taxiways, roads, bridges and other structures, electrical and electronic systems, landscaping, grounds and other airport infrastructure
- Provide safe and cost-effective operation and maintenance of the engineering plant, including chillers, boilers, etc.
- Manage electric, water, and utilities at OIA. Serve as liaison between the Aviation Authority and utility companies.
- In conjunction with the Director and department managers, establish staffing requirements and plays a key role in interview and selection of candidates for job vacancies, and in bargaining unit contract negotiations
- Management responsibility for the Maintenance Shift Supervisors as they oversee, coordinate and maintain productivity of maintenance staff during non-regular hours, weekends and holidays.
- Oversee the development, implementation, and administration of an asset management program and associated Computerized Maintenance Management System (CMMS)
- Oversee development of technical specifications for procurement of equipment and contract services; responsible for oversight and coordination of contracted services for preventative maintenance and repairs
- Coordinate maintenance activities with other Authority departments, consultants, contractors and governmental agencies
- Assist in development and implementation of computerized work control/preventive maintenance program to include maintenance data collection and statistical reporting
- Review plans and specifications for construction projects and provide input to Authority's design standards
- Responsible for staying current on all Authority emergency response procedures and maintain proper response levels as required
- Ascertain staff training needs and specialized training requirements; plan and implement departmental training programs
- Supervise employees in assigned area. 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.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- In the absence of Director, function as Acting Director, Maintenance
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Engineering or Facilities Management, and seven (7) years of progressively responsible experience in a large-scale operation and maintenance organization including supervisory experience managing multiple trades and alteration/maintenance projects, or an equivalent combination of education, training and experience. Airport experience required, and familiarity with operation of 24 hours/7 days facilities preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- A thorough knowledge of overall maintenance functions
- A thorough knowledge of contract development and management
- Knowledge of related laws, regulations, and FAA requirements for airfield maintenance
- Thorough knowledge of bargaining unit contract
- Excellent leadership/management skills
- Excellent communication skills
- Strong planning and analysis skills
- Effective computer skills
- Demonstrated ability to manage multiple areas and events effectively
- Understanding of budget development and project funding

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 10; indirectly supervises a staff of approximately 139 including bargaining and non-bargaining, 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
- Extensive latitude in initiative, judgment and authority
- Responsibility for decisions with high monetary impact

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:

 11-1-18
 Immediate Supervisor/Director Date

 11-9-2018
 Chief Operating Officer Date

 11-15-18
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Maintenance Operations

Department: Maintenance


Date: September 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			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		2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas					X		2
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:							


11-1-18
 Immediate Supervisor/Director Date


11-9-2018
 Chief Operating Officer Date


11/2/18
 Human Resources - Compensation Date

Assistant Director, Marketing Services & Analytics

Department: Marketing & Air Service Development

Date: November 18, 2021

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

Pay Level: L31

POSITION SUMMARY: Under the direction of the Senior Director, Marketing & Air Service Development, this position directs the Marketing Services in support of the Greater Orlando Aviation Authority's (GOAA) multiple disciplines goals including Air Service Development, Concessions, among other GOAA departments. Provide coverage and support for the Senior Director as required.

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:*

- Direct the development of Orlando International Airport (MCO) and Orlando Executive Airport (ORL) annual Marketing Plan.
- Manage the overall MCO website strategy including overall design, functionality, maintenance, enhancement, and any future redesign and redevelopments.
- Direct and manage GOAA's online presence including the Orlando International and Orlando Executive airports' web sites, social media platforms, Marketing department newsletters and advertising, maintaining brand compliance and coordination between media streams.
- Implement and manage the Air Service Incentive Program. Develop program initiatives and monitor program compliance.
- Work with Sr. Manager Air Service & Business Development for Air Service Development research needs to support the retention of existing air service, and expansion through new air service.
- Oversee analysis and forecast projections for MCO and ORL passenger enplanements and air traffic operations.
- Analyze and report MCO, global traffic trends and airport statistical information as needed to support the needs of the organization. Develop relevant comparisons for MCO and other markets.
- Direct and manage GOAA's research needs in support of MCO's Customer Service goals.
- Direct the development of MCO annual advertising plan.
- Create and manage passenger surveys and other surveys as needed
- Further develop Marketing's suite of standard reports by improving current content and incorporating new data sources where applicable.
- Identify and evaluate additional research resources to support GOAA's strategic objectives
- 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 business, marketing, aviation management or related; eight (8) years of professional experience in aviation marketing, air service development, or airport/airline management, or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of regional businesses community, tourism and economic development industry, and aviation/airline industry
- Ability to manage staff in a dynamic work environment with constantly changing priorities; demonstrated supervisory/leadership skills
- Ability to manage multiple projects within Marketing, Business Development and Air Service Development and keep staff in each business area informed
- Advanced working knowledge of and experience with software including MS Office and Adobe Creative Cloud products
- Demonstrated leadership and management skills
- Excellent oral and written communications and presentation skills
- Attention to details
- Must have excellent analytical problem solving and organizational skills related to the job functions and requirements
- Strong research and analytical skills
- Strong creative skills
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) 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 with minimal supervision – substantial latitude in initiative, judgement, and authority
- Judgement required in identifying opportunities and creating/executing marketing strategies
- 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/Sr. Director 4/19/21 Date



Chief Executive Officer 11-19-2021 Date



Sr. Director, HR & Risk Management 11-19-2021 Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials & Administrators

Rotating Shift: N/A



Assistant Director, Marketing Services & Analytics

Department: Marketing & Air Service Development

Date: November 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.

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	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
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: [Signature] 11/19/21 Date

Chief Executive Officer: [Signature] 11-19-2021 Date

Human Resources - Compensation: [Signature] 11/19/2021 Date

Assistant Director, Project Controls

Department: Engineering and Construction

Date: May 16, 2022

Title of Immediate Supervisor: Senior Director, Engineering and Construction

Pay Level: L32

POSITION SUMMARY: Facilitate, develop, implement and administer project information from start-up through close-out phases on all construction contracts, various studies, environmental items, continuing consultant selection and contractor selections and other work items. Oversee GOAA's Integrated Project Information Web-based Application (iPro) system. Manage the Engineering & Construction master program schedule. Oversee the management of various Sunshine Committee processes including compliance with GOAA policies and procedures. Works 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:*

- Direct the Project Controls functions, including but not limited to; budget, schedule and scope on engineering and construction projects.
- Manage the Administration of GOAA's iPro system. Responsible for confirming data integrity; maintaining user roles, user permissions, and look-up datasets; developing custom queries and data analyses; user support and troubleshooting; and, coordinating with GOAA Information Technology department and developer.
- Provide oversight for grant-related activities for Engineering and Construction, including development of funding applications, pro-forma information, preparation of narrative and other supporting funding data, verification that all local, state and federal agencies are advised as required, and that formal applications meet all state and federal statutes. Designated as alternate communication contact with the City of Orlando regarding GOAA's project information. Oversee the processing of contract agreements, addenda, and amendments.
- Oversee the development and management of the annual Capital and O&M budgets for Engineering and Construction, and Planning and Environmental. Manage duties through assigned staff or personally for the preparation of the annual O&M budget for department management review, and work with department management to prepare accurate and historically relevant recommendations for budget using trend analyses. Develop, assist, and advise department management in preparing budget justification for Finance review and Board approval. Responsible for justifications and required backup to Finance and senior staff throughout the budget process.
- Monitor the processing of invoices for project-specific pay applications, direct pays, and service receipts and associated reporting. Responsible for publishing and confirming the data integrity of quarterly and annual reports for professional services and construction contracts for amounts paid/awarded.
- Prepare Board agenda items for all items requiring Board approval resulting from actions taken by various Sunshine and other committees. Oversee preparation of the Construction Report for the Board agenda, and verify that board presentation items meet all established requirements.
- Provide oversight of the management of the assigned Sunshine committees, which may include the Construction Committee, Professional Services Committee, and Design Review Committee, monitoring compliance with federal and state statutes and GOAA policies and procedures in the process and preparation of agendas/minutes, and associated document storage and archives. Maintain current knowledge of GOAA Legislative Acts, Policies and Procedures, as related to the Sunshine Committees.
- Monitor the preparation and prompt issuance of contractor change orders for accuracy and contract language, and issuance of change order Notices to Proceed on an as-requested basis and confirm proper approvals are in place prior to issuance. Interpret contract documents to verify interpretation of request, compliance and agency requirements are met.
- Verify start-up packages are prepared and executed in a timely manner so that project accounts and funding are in place prior to related approvals and billings. Provide training and oversight of the consultant's preparation of

Engineering and Construction's monthly project cost report updates. Perform interim project cost updates and project cost/funding analysis as requested. Responsible for the project close-out process. Oversee project account analysis to determine if project accounts can be closed, and if the available balances are to remain in the program.

- Monitor the documentation compliance with the State of Florida Regulations for Public Records, Public Libraries and State Archives, Electronic Recordkeeping and Microfilm Standards.
- Analyze project schedules, update as necessary, and manage the publishing of the monthly Master Program schedule for all Engineering and Construction projects. Prepare project milestone schedules. Manage the set-up, recording, and publication of project meetings.
- Prepare annual reports as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Engineering, Construction Management, Accounting, Computer Science or closely related field, and seven (7) years of work experience related to project management, project administration, data management, fundamentals of cost accounting, or an equivalent combination of education, training and experience. Experience with a construction firm, consulting firm, law firm, in an airport or other public sector environment preferred. Construction Management at Risk/GMP experience is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated knowledge of construction specifications, contract terms, related construction design, legal and scientific terminology, and basic accounting principles.
- Proficient computer skills required, to include advanced knowledge of Microsoft Office Products and Visio, and advanced experience with web-based database software, Adobe Acrobat Pro and records management systems such as SharePoint required.
- Knowledge of Oracle Financial system and Primavera Project Planning preferred.
- Excellent organizational skills to manage multiple and diverse activities and projects.
- Demonstrated high degree of accuracy and attention to detail.
- 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 effective policies and procedures.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Directly supervises a staff of approximately two (2); indirectly supervises a staff of approximately five (5) 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)*

- High degree of independence, minimal supervision, extensive latitude in initiative, judgment and authority.
- Interpret policy, contracts, laws, etc.
- Responsibility for decisions with high monetary impact.
- Position supervises and directs the work of a major functional area.
- Responsible for quality and quantity of work, costs, method, and maintenance of discipline, transfers, promotions, performance appraisals, salary increases and terminations.

Assistant Director, Projects Controls

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	1
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							
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

Date

Chief Executive Officer

Date

Human Resources - Compensation

Date

JOB DESCRIPTION

Job Title: Assistant Director, Public Affairs

Date: August 21, 2017

Department: Public Affairs

Grade/Level: Exempt; Exempt, L31

Title of Immediate Supervisor: Senior Director, Public Affairs & Community Relations

POSITION SUMMARY: Manage media throughout the 24-hour news cycle, staying current with changing communication strategies, methods and technologies. Manage audio/visual program. Work closely with Social Media, Marketing and other Authority departments to coordinate consistent message, and represent the Authority throughout the community. Manage the department budget and serve as AAR for assigned contracts. Work closely with airlines and a variety of VIP's as needed.

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 to preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Manage media throughout the 24 hour news cycle. Evaluate, develop and implement communication strategies that remain current with up-to-date methods and technologies and consider the viewpoints of multiple stakeholders. Develop and maintain relationships with journalists and other stakeholders. Develop and design media cards and plans, provide interviews and other outreach, contact and background information, and manage public inquiries. Provide oversight for the Airport Radio Station, developing a list of topics and experts. Negotiate and maintain media monitoring contract and recommend appropriate response to their report results.
- Manage emergency response in coordination with Senior Director. Serve as Public Affairs liaison with the Emergency Management Accreditation Program (EMAP), Authority representative for Federal Emergency Management Agency (FEMA) and as department National Incident Manager (NIMS). Update and manage inventory and purchase materials for emergency response. Set-up, coordinate with the Emergency Operations Center and Incident Commander and facilitate information disbursement for Joint Information Center situations.
- Manage the Authority's audio/visual program including staff, scheduling, priorities, equipment and archives. Research, develop and supply materials and training to maintain latest technology for media Video News Releases, and remain current with other new technology and practices. Manage the coordination of film, photography, and commercial audio/visual location requests. Shoot photos and videos for use in Authority publications and social media, ensuring adherence to applicable laws, releases, etc.
- Supervise assigned employees. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; monitor compliance with established policy, procedure and standards. Advise Senior Director regarding areas of concern and recommended solutions. Prepare and conduct performance reviews; 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 the department budget. Develop spending priorities for current and future fiscal years, propose and justify capital expenses.

RESPONSIBILITIES (Continued):

- Represent the Authority's interests with Visit Orlando and a variety of other Central Florida entities, the Central Florida Public Information Network (PIN) Officers Association, and the PIN Emergency Management Public Information Officers Committee.
- Serve as the Authority's Authorized Representative (AAR) for various contracts, including Creative Services, Printing Services, Flight Lines Newsletter printing, etc. Review agreements, suggest adjustments, establish quality standards.
- Work closely with the Social Media staff to coordinate consistency in messages, talking points, responses to positive and negative posts. Provide collateral and photographic materials for social media sites, create and coordinate emergency management posts.
- Work with airlines to coordinate talking points, messages, and service announcements regarding new services and events.
- Manage facility tours for VIP guests, many of whom are international; manage and assist with organizing special events and benchmark occasions for the Authority.
- Develop and create graphics, and publish the Authority's official newsletter, and other external and internal information materials; develop, create, write message points for special events and presentations for board and executive staff
- Provide input, oversight, proofing for copy and news features
- Serve as department business continuity coordinator
- Perform other related duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in a related field and seven (7) years of progressively responsible public relations experience including media interaction in a corporate setting and experience with a large public organization, or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Skilled in public speaking
- Strong analytical skills
- Skilled in the use of graphics software desirable
- Knowledgeable of modern audio/visual equipment and technology
- Skilled in media interactions, including emergency situations
- Exceptional verbal and written communication skills; skilled in interactions with community leaders and peers

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's license
- Completion of basic NIMS training (100 & 200) required within one year of employment
- Division of Emergency Management; State Emergency Response Team (SERT) certification required within one year of employment

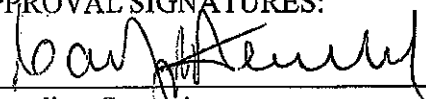
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately four (4) employees

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

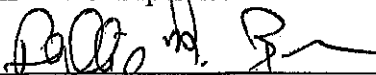
- High degree of independence with minimal supervision or direction
- Position requires the highest degree of accuracy and judgment when serving as Authority's liaison and official representative to the public and community, and providing media responses

APPROVAL SIGNATURES:



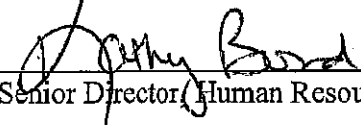
Immediate Supervisor

8-25-17
Date



Executive Director

8-23-17
Date



Senior Director, Human Resources & Risk Management

8/23/17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Assistant Director, Public Affairs
 Department Public Affairs

Date August 21, 2017
 Section 021

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	2
	B. 21 - 50 lbs.				X	2
	C. 50+ lbs.				X	2
Bending/Stooping					X	1
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
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	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
GOAA vehicles				X		3
Video and camera equipment					X	3

Supervisor Comments:

[Signature]
 Immediate Supervisor

[Signature]
 Executive Director

8-23-17
 Date

Assistant Director, Systems Operations

Department: BHS/GSE Division

Date: June 16, 2022

Title of Immediate Supervisor: Chief of Operations

Pay Level: L36

POSITION SUMMARY: Provide extensive controls engineering expertise and skills for the baggage sortation systems and assigned conveyor systems. Oversee the timely execution of the controls design, programming and implementation of assigned systems and subsystems at the Greater Orlando Aviation Authority. Troubleshoot to isolate technical/controls issues related to the Authority's ability to effectively and efficiently process baggage.

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 and participate in maintaining, developing and implementing concepts and specifications for new control systems, and extensions of or improvements to current control systems.
- Provide specifications for control systems' software and software modifications and develop and document as appropriate to the circumstances.
- Review control systems documentation for sufficiency and technical accuracy.
- Maintain BHS and related stand-alone networks including switches, routers, and firewalls.
- Provide technical leadership for and participate in analyzing and resolving baggage sortation and other control system's computing and communications problems. Coordinate with other departments and offices, contractors, etc. as necessary to achieve a successful outcome.
- Develop and monitor assigned portion of annual BHS/GSE system budget.
- Implement operational and technical solutions to improve the performance and reliability of the BHS and Control Center responsibilities.
- Develop, implement and train staff regarding emergency and contingency plans.
- Plan for future construction projects, contracts and enhancements. Attend required meetings and planning sessions as needed.
- Provide technical support as needed to maintain minimal operational downtimes.
- Confirm compliance with all TSA and Federal regulations, rules and protocol with relation to baggage processing and security.
- Oversee and maintain strict Information Security policies and threat management.
- 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 Electrical Engineering (BSEE), Electrical Engineering Technology (BSEET), or Computer Science (BSCS) and seven (7) years experience with baggage sortation system support, or an equivalent combination of education, training and experience. Detailed knowledge of PC and PLC hardware. Experience with various computer operating systems (QNX, UNIX, Linux, Windows Workstation, and Server) and programming languages (C, VB, Ladder Logic, Logix 5000 family, Semiens S7). Proficient with network communications (TCP/IP, Sockets, VLANs, and UDP protocols). Related experience in a medium to large hub airport is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Technical knowledge of baggage sortation systems
- Must have excellent analytical problem solving and organizational skills related to the job functions and requirements
- Good oral and written communications skills
- Demonstrated leadership and supervisory skills
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required
- Ability to work effectively in a stressful environment
- Display professional etiquette when dealing with Authority personnel and outside vendors and the ability to provide proper advice and recommendations to managers and employees at all levels
- 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 three (3) employees in addition to contracted personnel

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
- May require high-level negotiating skills
- Participates in decisions and development of procedures that affect the day to day operations of the BHS/GSE Division
- Interprets existing regulations and policies applicable to daily decision making for the Airline Division
- Responsibility for decisions with high monetary impact relating to all issues pertaining to the planning, use and operation of assigned baggage sortation systems.

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:

 06/17/2022

Immediate Supervisor/Chief of Operations Date

 6/17/22

Chief Executive Officer Date

 7-5-2022

Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Assistant Director, Systems Operations

Department: BHS/GSE Division

Date: June 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		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	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		2	
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:							

06-17-2022
Immediate Supervisor/Chief of Operations Date

6/17/22
Chief Executive Officer Date

6/20/2022
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Access Control

Date: February 16, 2017

Department: Security

Grade/Level: Exempt, L24

Title of Immediate Supervisor: Manager, Access Control & Security Compliance

POSITION SUMMARY: Ensure day-to-day office processes and procedures are completed in compliance with Transportation Security Administration (TSA) requirements regarding the issuance of Access Control Media, airport employee badging and locksmith activities. Interface with TSA staff, airlines, airport tenants, and other GOAA departments in ensuring 49 CFR 1542 compliance. Supervise daily office activities and office staff. Monitor section budget.

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.*

- Ensure day-to-day activities of the Access Control office and Lock Shop are completed in compliance with 49 CFR 1542. Oversight of the quality and quantity of work, costs and methods.
- Coordinate criminal history records checks and Security Threat Assessments.
- Supervise assigned employees: Assign work; monitor hours of work and authorize payroll; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise Manager 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.
- Assist Authorized Signatories with complex/interpretation issues as needed.
- Review all contracts and documentation from Commercial Properties, Construction, Engineering, signatory airlines, and other tenants and ensure they meet compliance requirements. Notify Manager of possible non-compliance issues or concerns.
- Ensure that all reporting requirements are completed accurately and in a timely manner.
- Maintain department budget, assist Manager in preparing annual budget.
- Develop, recommend and implement office policies and procedures.
- Assist the Manager as assigned with reconciliation and accountability of all issued access control media and recordkeeping.
- Ensure accuracy of financial transactions and reporting.
- Assist Airport Security Coordinator in development and administration of airport's Comprehensive Security Plan as assigned by Manager.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in business or management, and four (4) years experience in an airport operations environment including enforcement of rules and regulations; or an equivalent combination of education, training and experience. Supervisory and/or management experience is required. Experience with Airport security and/or Access Control is preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Working knowledge of TSA regulations and security directives
- Proficient in multiple computer applications such as Outlook, Word, Excel. Oracle preferred.
- Strong customer relations skills
- Demonstrated ability to work effectively under time constraints and in stressful situations
- Able to prioritize work to meet deadlines
- Good oral and written communication skills
- Excellent organizational skills

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Direct supervision of approximately five (5) employees; indirect supervision of approximately eight (8) employees.

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

- Works independently under limited supervision and general direction, exercising a high level of independent judgment and discretion.
- Establish standards of performance, supervise and monitor employees and resolve day-to-day issues.
- Interpret applicable regulations and apply to various situations.

APPROVAL SIGNATURES:



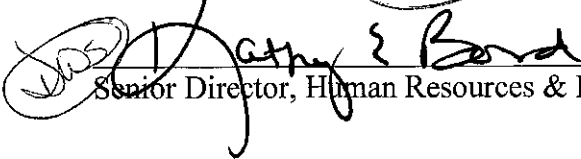
 Immediate Supervisor

2/16/17
 Date



 Department Director

2/16/2017
 Date



 Senior Director, Human Resources & Risk Management

2/21/17
 Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Assistant Manager, Access Control
 Department Access Control Security

Date February 16, 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					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)

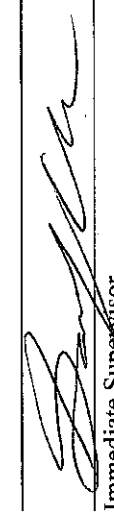
Importance

- 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	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


 Department Director

2/16/17
 Date

2-16-2017
 Date

Assistant Manager, Airport Information

Department: Customer Experience

Date: October 12, 2018

Title of Immediate Supervisor: Manager, Customer Experience

Pay Level: L26

POSITION SUMMARY: Responsible for the effective and efficient operation of the customer service reception desk, paging and information centers located throughout the Orlando International Airport. Schedule, assign and monitor daily work assignments of GOAA staff. Provide staff orientation and wayfinding, TSA Divesting and Continuity of Operation Plan (COOP). Resolve non-routine issues. Assist manager with administrative functions; compile statistical data for comment card report.

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:*

- Plan, oversee and supervise the day-to-day operation of assigned areas; develop, implement and coordinate staffing and procedures for GOAA employees that result in excellent customer service.
- Confer with the Transportation Security Administration (TSA) supervisors to provide safe and efficient flow of passengers through the TSA lines.
- Manage emergency response and crisis management to address customer needs; coordinate staff during emergency situations and COOP. Acts as Alternate Resource Recovery Coordinator for Business Continuity Plan.
- Manage resolution of non-routine customer service issues.
- 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. Prepare and conduct performance reviews. Participate in interviewing and selection of employees. Initiate disciplinary action as needed. Provide for the safety and security of the work area. Manage work schedules, collateral materials, tracking of uniforms, etc. in a timely manner.
- Compile statistical data for (quarterly) comment card reports and produce quarterly customer comment information reports. Assist in the research and respond to comments as appropriate.
- Coordinate with outside agencies such as Visit Orlando, FAA etc., in planning conferences and special events.
- Plan, provide or assign GOAA staff training and orientation as needed.
- Work with Visit Orlando and other organizations to coordinate meet and greet for conventions and special events.
- Coordinate with airport operations, communication center, airline representatives, TSA, ground transportation, etc. to resolve issues that may have an impact on customers.
- Assist Manager with administrative functions as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Communications, Management, Customer Relations or related field and five (5) years experience in customer service management for a large, diverse entity, or an equivalent combination of education, training and experience. Broad knowledge of Orlando International Airport required. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong conflict resolution abilities; ability to diffuse and mitigate escalation of issues
- Demonstrated ability to establish good working relationships with other departments and agencies
- Excellent verbal and written communication skills
- Outstanding customer service skills




Assistant Manager Airport Information


Department: Customer Experience

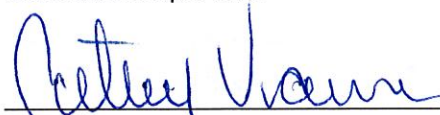
Date: October 12, 2018

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			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	1
Other					X	1
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 12/11/18
Date


Department Director 11/20/18
Date


Human Resources - Compensation 12/13/18
Date

Assistant Manager, Airport Operations - Airline

Department: Airline Division Airline Division

Date: October 15, 2019

Title of Immediate Supervisor: Manager, Airport Operations – Airline

Pay Level: L25

POSITION SUMMARY: Assist in the management of the day to day operation, safety and security of the Greater Orlando Aviation Authority's (GOAA) airline related facilities; including the Federal Inspection Station (FIS), Airport Operation Center (AOC), and airside areas. Responsible for accuracy of billing related to facilities usage and the accurate and timely communication of information regarding flights and facilities. Support the department manager in the administrative, budgetary, and operational issues for the Airline Division.

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 daily operations of all airline related facilities.
- Coordinate and administer assigned Airline Division maintenance, services, operations and contracts.
- Manage the performance levels of Division contracted personnel, verifying contract compliance.
- Establish methods to integrate GOAA and contract personnel into effective teams to provide excellent customer service.
- Develop and implement training programs and effective skill development programs and processes. Monitor outcomes and suggest improvements as needed.
- Monitor staffing levels to maintain adequate coverage. Assist with adjustments as needed.
- Develop, implement, and train staff regarding emergency and contingency plans to maintain excellent customer service during system failure or other interruption of normal processes; modify plans and coordinate emergency response as needed.
- Assist with budget development and monitoring.
- Make recommendations as needed to support changes to existing procedures in order to enhance passenger and baggage processing, and/or confirm inclusion of all related charges.
- Investigate and respond to issues, concerns and complaints from users of GOAA's facilities and equipment.
- Coordinate with other GOAA departments, government agencies, airline representatives, essential service operators, tour operators and skycaps on operational and maintenance activities in the use of GOAA facilities.
- Provide operational direction and support to the staff (scheduling, training, evaluations, etc.).
- May be assigned responsibility for the international trash facility and overseeing the coordination and removal of GOAA controlled compactors/dumpsters and international trash from the airport property.
- Make recommendations, as needed, to support changes to existing policies and procedures for the Airline Division.
- 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 a related field and four (4) years experience in an airport/airline operations environment, or an equivalent combination of education, training and experience. Supervisory experience required.



Assistant 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.

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	2
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
Communication Radio				X			3
Other							
SUPERVISOR COMMENTS:							

K. Smith
Immediate Supervisor
10/17/19
Date

M. [Signature]
Department Director
OCT 17, 2019
Date

Cathy [Signature]
Human Resources - Compensation
10/21/19
Date

Assistant Manager, Airport Operations – BHS/GSE

Department: BHS/GSE Division

Date: February 21, 2020

Title of Immediate Supervisor: Manager, Airport Operations - BHS/GSE

Pay Level: L25

POSITION SUMMARY: Manage the day-to-day operations of the Greater Orlando Aviation Authority's (GOAA) Baggage Handling System (BHS) and Ground Support Equipment (GSE) operations and facilities. Maintain the safe, secure, and expeditious movement of baggage and related documentation. Support the department manager in the administrative, budgetary, and operational issues. Perform area inspections as needed. Serve as a contact and liaison for air carrier and TSA personnel.

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 daily operations of the BHS / GSE department.
- Assist with the monitoring of staffing levels to maintain adequate coverage. Plan adjustments to staffing levels as needed.
- Supervise employees in assigned area. Provide operational direction; 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. Monitor outcomes of training and suggest revisions. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Investigate and respond to issues, concerns and complaints from users of GOAA's areas and equipment.
- Manage the performance levels of contracted personnel, confirming contract compliance.
- Coordinate activities with City, State and Federal Agencies, Airline Representatives, Essential Service Operators, Tour Operators and Skycaps as appropriate.
- Assist with the coordination and administration of BHS/GSE operations, maintenance, services, and contracts.
- Perform facility, system and area inspections to confirm contract compliance and overall safety of the BHS, GSE and PBBs.
- Identify operational trends and deficiencies in operations and implement solutions and programs to support continuous improvement and reliability.
- Make recommendations as needed to support changes to existing procedures in order to enhance passenger and baggage processing, and/or confirm capture of all related charges.
- Develop, implement, train staff for, and modify emergency and contingency plans to maintain excellent customer service during system failure or other interruption of normal processes.
- Assist with budget development and monitoring.
- Coordinate emergency response and contingency plans for the Division.
- Assist with establishing methods to integrate GOAA and contract personnel into effective teams to provide excellent customer service.
- Verify reports are generated and investigate damage to equipment, security breaches, or other incidents involving the BHS and GSE.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and four (4) years experience in an airport/airline operations or maintenance environment, including some leadership responsibilities, or an equivalent combination of education, training and experience. Supervisory experience preferred. Experience with baggage handling systems at a medium to large hub airport or with sortation, distribution, or assembly systems desired.



Assistant 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		2
Walking				X			2
Sitting				X			2
Lifting: 0 – 20 lbs					X		3
20 – 50 lbs					X		3
51+ lbs						X	2
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		3
Noxious Fumes					X		3
Chemicals						X	1
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			3
Baggage Conveyor Systems/Ground Support Equipment				X			3
Communication Radio				X			3
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor

2/24/20 Date

Department Director

FEB 24, 2020 Date

Human Resources - Compensation

3/19/20 Date

Assistant Manager, Airport Operations – Landside

Department: Airport Operations – Landside Division

Date: March 10, 2021

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

Pay Level: L25

POSITION SUMMARY: Assist in the management of the day-to-day operation of the Greater Orlando Aviation Authority's (GOAA) Landside Operations, by planning and providing direction to staff to ensure quality customer service, and safe, secure, and orderly operations in all areas of responsibility. Support the Assistant Director, Airport Operations – Landside with administrative, budgetary, operational, and personnel issues for the Division.

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 daily operations of all terminal related facilities and roadways. Confirm daily operations are in compliance with all applicable Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations.
- Assist management and staff in establishing, implementing and monitoring methods to maintain excellent customer service.
- Develop and implement training programs, for proper development of staff, including emergency response to incidents.
- Provide operational direction and support to the staff (scheduling, training, verifying performance evaluations are completed, etc.).
- Investigate and respond to issues, concerns and complaints. Initiate recommendations to support changes to existing policies and procedures.
- Manage the performance levels of Division contracted personnel, verifying contract compliance.
- Monitor the implementation and maintenance of the Landside Division portion of the Airport Emergency and Contingency Plans; adapt the Landside Division portion of the Plans to coincide with future airport development.
- Work closely with the City of Orlando Parking Bureau and Data Ticket, Inc. to maintain logistical support.
- Assist in preparation and management oversight of the departmental budget and in monitoring procurement card and other financial obligations, verifying proper and timely payment.
- Confirm proper issuance of parking citations in accordance with appropriate statutes and ordinances.
- Act as the Landside Division liaison with other GOAA departments, FAA, and TSA concerning terminal operational issues.
- 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 senior 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.
- Responsible for the acquisition of documents relating to Public Record Requests within the Landside Operations Division to include redaction of information prior to submission.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation/Aerospace Management, Business Administration, Public Administration, or a closely related field and four (4) years aviation/aerospace experience in an operations related area, or an equivalent combination of education, training, and experience. Supervisory experience required.

Assistant Manager, Airport Operations - Landside

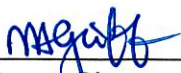
Department: Airport Operations – Landside Division

Date: March 10, 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	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	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:							


 Immediate Supervisor _____ Date 3-17-21


 Department Director _____ Date MAR 17, 2021


 Human Resources - Compensation _____ Date 3/17/21

JOB DESCRIPTION

Job Title: Assistant Manager, Automation Projects

Date: January 10, 2018

Department: Information Technology

Grade/Level: Exempt; L31

Title of Immediate Supervisor: Manager, Automation Software

POSITION SUMMARY: Provide project management and oversee all aspects of automation projects including completion on time and within budget. Overall responsibility for managing scope, cost, schedule, outside vendors, and contractual deliverable. Coordinate the activities of project teams. Serve as primary liaison between user groups, project managers, stakeholders and the technical staff developing the solution.

RESPONSIBILITIES: *The listed duties are only illustrative and are not limited 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 IT Automation projects, including but not limited to: technical reviews, budgeting, and estimating, scheduling, cost control, preparation of project documentation, and contract administration
- Define and/or integrate specific tasks, and related dependencies, interfaces and resources including systems/equipment, facilities, personnel, dollars and time; measure and/or assess progress and resource utilization
- Manage, monitor and control the initiation and progress of projects by overseeing the assembly of resources and work plan development to appropriate work schedules, in order to meet business objectives and priorities
- Review project plans, specifications, and change orders. Provide management with expert feedback and suggested solutions or corrections for problems.
- Manage the Information Technology relationship with all levels of customer management.
- Analyze and assess project risk issues. Make recommendations for managing, mitigating, and dealing with identified risks. Provide management with specific feedback, schedule impacts, change order requests, etc., along with a suggested solution or corrective procedures to prevent issues from occurring in the future.
- Produce and present reports as required by Authority management, prepare and present updates and project status reports to IT Governance Council (ITGC), etc.
- Arrange and coordinate project meetings among GOAA staff, consultants and contractors as required to execute the project through design/requirements, development/construction, test, and implementation phases
- Review progress, schedule, perform studies, and analyze technical data to confirm compliance with contract documents, specifications, GOAA policies and procedures.
- Monitor all phases of program and project development through closeout and final audits
- Maintain a portfolio of Automation project schedules, resources assignments, and financials using the Authority Enterprise Project Management System
- Perform other related duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in a related field and five (5) years of experience in a project management role overseeing complex Information Technology projects or an equivalent combination of related education, training and experience. Professional Project Management training and/or certification desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Proven track record on managing successful projects, exhibiting good judgment
- Ability to analyze systems and data
- Strong communication skills in the areas of writing, speaking and listening
- Excellent interpersonal skills
- Detail oriented
- Ability to interface with staff and vendors seamlessly throughout the project life cycle
- Knowledge of PowerPoint, MS Projects, SharePoint, MS Word and Excel is desired
- Strong planning and organizational skills
- Demonstrated ability to gather and analyze facts, draw conclusions, identify and define problems and suggest solutions

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Project Management Professional certification is desired

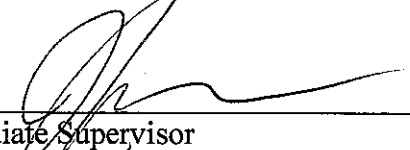
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Oversight responsibility for assigned project personnel and contracted staff

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

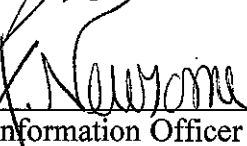
- Work independently with little supervision or direction
- Extensive latitude in initiative, judgment, and authority
- High level technical problem-solving skills
- Judgment required to assess, analyze, research, and summarize technical data and processes, and develop/recommend direction, solutions
- Confirm compliance with policies, procedures, local, state, and federal statutes
- Make decisions in areas of expertise

APPROVAL SIGNATURES:



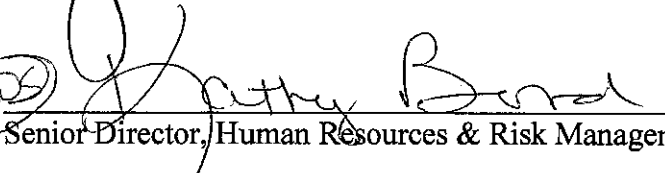
Immediate Supervisor

2-14-18
Date



Chief Information Officer

2.14.18
Date



Senior Director, Human Resources & Risk Management

2-14-18
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Assistant Manager, Automation Projects
 Department Information Technology

Date January 10, 2018
 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**
- 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		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

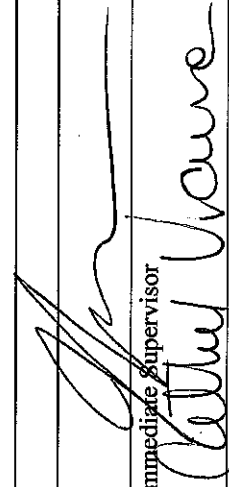
- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

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

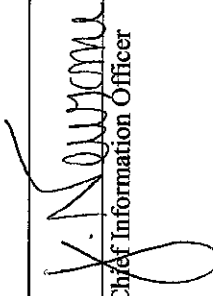
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent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

Supervisor Comments:



 Immediate Supervisor Cathy Vane Date 2-14-18

 Human Resources - Compensation



 Chief Information Officer V. Nourmou Date 2.14.18

Assistant Manager, Building Services

Department: Maintenance

Date: December 17, 2019

Title of Immediate Supervisor: Manager, Building Services

Pay Level: L23

POSITION SUMMARY: Assist the Manager, Building Services in initiating, planning, organizing, and managing all building services contracts at Orlando International Airport (OIA) and satellite buildings. Supervise, schedule, train, and monitor the Custodial Services Inspectors associated with those 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 daily supervision, leadership, and direction to the Custodial Services Inspectors assigned to contract inspection activities. Establish work practices, provide scheduled training, and maintain all necessary administrative records.
- Review and verify contractor pay requests for accuracy and compliance with the contract terms and conditions. Validate costs, estimates, and additional work requests outside the scope of each contract.
- Assist in confirming proper contractor staffing levels, equipment status, contractor performance of all functions in accordance with the contract requirements, as well as coordinating contractor activities to maintain minimal disruption to the various airport tenants and to the traveling public.
- Assist in the development of contract specifications and in the writing and reviewing of contracts, addendums, amendments, and bid proposals; assist in administering contracts to include, but not limited to: Terminal Janitorial, Satellite Buildings Janitorial, Office Space Janitorial, Parking Garage Janitorial, Parking Lot Cleaning, High Rise Glass/Wall/Canopy Cleaning, and Pest Control at OIA.
- Assist in evaluating procedures and practices in an effort to achieve high quality and quantity of work at the most reasonable cost.
- Assist in gathering data and evaluating requirements for O&M and Capital budget preparations. Assist in administering annual budgetary requirements for areas within his/her responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or related field and six (6) years of experience in large public facilities such as a major airport, convention center, arena, etc. working in a janitorial, maintenance, or administrative capacity, with hands-on knowledge of janitorial and maintenance operations/contract administration, or an equivalent combination of related education, training and experience. Supervisory/Lead experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to work independently with accuracy
- Knowledge and understanding of janitorial and maintenance operations
- Able to interpret, define and communicate the legal requirements of contract documents
- Able to read and interpret local and federal regulations, certifications, registrations, licensing, operational procedures, technical data and drawings
- Ability to pay attention to detail and meet deadlines; possess strong organizational skills including ability to prioritize to maximize productivity and efficiency
- Working knowledge and experience in maintaining contract files and enforcing contract provisions.
- Excellent verbal and written communication skills

- Demonstrated ability to plan, prioritize, organize, schedule and manage to completion multiple tasks at the same time
- Effective leadership/supervisory skills
- Proficiency in Microsoft Office programs or similar applications to perform business, financial and operational analysis; prepare and make presentations
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Must have the ability to maintain professionalism and diplomacy at all times while interacting with Aviation Authority management, employees, tenants, contractors, and the traveling public
- Must be willing and able 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 eight (8) employees as well as assisting in the oversight of contracted service staff

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Make decisions regarding employee scheduling; provide consideration of extra services requests
- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities

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>1/14/2020</u>		<u>1/14/20</u>
Immediate Supervisor	Date	Department Assistant Director	Date
	<u>1-14-2020</u>		<u>1-17-2020</u>
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Assistant Manager, Building Services

Department: Maintenance

Date: December 17, 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			2
	20 – 50 lbs				X		2
	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			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			2
Insects					X		1
Heights, Confined Areas						X	1
Excessive Noise							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
Radio/Cell Phone		X					3
Other							
SUPERVISOR COMMENTS:							

[Signature]
Immediate Supervisor

1/14/2020
Date

[Signature]
Department Director

1-14-2020
Date

[Signature]
Human Resources - Compensation

1/21/20
Date



Assistant Manager, Business Automation

Department: Information Technology

Date: February 19, 2018

Title of Immediate: Manager, Automation Software

Pay Level: L31

POSITION SUMMARY: Responsible for direction, supervision, and coordination of the Business Automation group to support the Authority's business automation systems. Responsible for all aspects of the group's design, development, modifications, integration, and maintenance on new and existing applications, databases and web sites.

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:*

- Facilitate the direction of the Business Automation Systems group to maintain effective support and service for the Authority's operations.
- Manage complex application analysis, design, development, implementation, integration, enhancement and maintenance of complex systems.
- 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.
- Define standards and guidelines for monitoring systems, applications and interfaces for performance error conditions. Manage work with support teams to resolve problems with little downtime and minimal loss of data.
- Establish and maintain standards for the security and integrity of supported databases, the enterprise integration and infrastructure.
- Guide database /applications software updates in accordance with any maintenance contracts or as necessary to keep systems within recommended version guidelines.
- Confirm that application deliverables from the development teams can properly plug into the deployed infrastructure. Guide the creation of and analyze documentation of processes or portions of processes that are identified as candidates for automation.
- Maintain current knowledge of developments in both hardware and software so that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system.
- Monitor software licensing usage and maintenance of supported systems software 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.
- Collaborate with management in the preparation of the Automation Software 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.
- 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.
- Manage employees, labor efforts and deliverables as obtained by and designated under Authority contracts
- Perform other duties as assigned.



Assistant Manager, Business Automation

Department: Information Technology

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.

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							

SUPERVISOR COMMENTS:

Immediate Supervisor 2-20-18 Date

2/20/2018 Date
Human Resources - Compensation

Chief Information Officer 02/20/18 Date

Assistant Manager, Communications Systems

Department: Information Technology

Date: October 31, 2021

Title of Immediate Supervisor: Manager, Unified Communications

Pay Level: L31

POSITION SUMMARY: Responsible for managing the Communications Systems team to provide effective delivery of services. Responsibilities include planning, coordinating and directing all activities supporting Unified Communications business solutions. Responsible for service and maintenance of Telephony Services, Voicemail, Interactive Voice Response, Audio and Video Conferencing. Responsible for the effective and efficient operation of the Authority's Shared Tenant Services. This position is integral to both revenue generating and operationally efficient functions of the organization.

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 effective operation and management of communications systems
- Supervise effectively to maintain a well-trained, motivated and professional staff. Train, schedule, monitor time, complete performance evaluations, recommend disciplinary action as needed, participate in interview process with recommendations given considerable weight.
- Maintain excellent service levels to the user community
- Develop and adapt plans and priorities to address resource and operational challenges
- Assist the Manager with developing strategies and plans, defining and reaching milestones, and implementing new unified communication technologies
- Work with Authority, tenant and other staff to resolve communications problems and for analysis of new and existing systems
- Provide oversight of the financial accounting system reporting schemes and input for the operational budgeting process
- Compare cost of providing communications services against the actual rates and charges invoiced to customers. Recommend rate and charge adjustments as necessary.
- Remain current with developments in the field of Unified Communications. Advise, counsel, and education stakeholders on the competitive and/or financial impact of options. Utilize knowledge of switched ethernet services, managed internet services, bandwidth services, and dedicated internet services. Support systems development in applications such as Interactive Voice Response (IVR) Systems. Develop, recommend and plan long- and short-term strategies. Adhere to IT Change Management governance model, and confirm that the design and selection of new solutions are in alignment with IT strategies and policies.
- Coordinate and manage outsourced resources and vendors
- Verify analyses of all Local Exchange Carrier (LEC) and Long Distance invoices for accuracy and issue appropriate orders to correct errors. Confirm database audits of the Communications Systems and Voice Mail so that all users remain valid customers on the network. Complete telephone rates and tariff studies. Analyze invoices received by the department, make adjustments, assign credits, and make payments. Compare the cost of providing services against the actual rates and charges invoiced to customers. Recommend rate and charge adjustments as necessary. Support the ordering and installation of local loops for connections into the communications network.
- Oversee traffic studies and analyzes to confirm the network is operating at its optimum capacity, optimal performance of telephone equipment, and optimal configurations of voice infrastructure and routing
- Oversee cost allocations for carrier invoices to include local, long distance, directory assistance and conferencing services. Provide data and oversight of the financial accounting system reporting schemes and input to the operational budgeting process. Manage the assessment and recommendation process for procurements.

- 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.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or a related field and five (5) years of experience in a related field, or an equivalent amount of education, training and experience. Understanding of accounting practices desirable. Must have a proficient knowledge of IP Telephony and a high level of experience with Unified Communications systems.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be proficient in IP Telephony and the integration of Enterprise data and Telecom Networks, able to provide proper advice and recommendations to managers and employees at all levels
- Must have a proficient knowledge of VoIP and Unified Communications solutions
- Knowledge of IP protocol configurations in Networked [Ethernet] environment
- Telecom experience and/or certification
- Solid understanding of computer networking, information technology and telecommunications
- Must have excellent analytical skills related to the job functions and requirements
- Excellent verbal and written skills, demonstrated customer service skills, and ability to interface well with staff and others
- Must be a self-motivated individual who can work independently and perform with minimal direction
- 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 to accommodate airport operations
- Demonstrated supervisory or leadership skills
- Ability to prioritize and handle multiple tasks effectively

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certifications technologies relevant to the responsibilities of the position desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4) 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 supervision or direction
- Extensive latitude in initiative, judgment, and authority
- Sound judgment and creativity in solving highly complex technical problems

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:

 2/23/2022

Immediate Supervisor Date

Pete Pelletier 02/23/2022

Department Director Date

Heather E Bond 2-24-2022

Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Assistant Manager, Communications Systems


Department: Information Technology

Date: October 31, 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			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
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							
SUPERVISOR COMMENTS:							


 _____ 2/23/2022
 Immediate Supervisor Date


 _____ 02/23/2022
 Department Director Date


 _____ 2/24/22
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Concessions

Date: March 31, 2014

Department: Concessions

Grade/Level: Exempt; L 26

Title of Immediate Supervisor: Manager, Concessions

POSITION SUMMARY: Provides contract drafting, evaluation and research support to the Manager, Concessions and related assistance to the Concessions Administrators. Serves as department authority for all issues relating to Space Management System database, GIS and OASIS systems. Assists Administrators with non-standard or complex tenant issues. Administers assigned tenant agreements through all phases of the process. Represents the Authority in assigned matters pertaining to Greater Orlando Aviation Authority concessions.

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.*

- Draft standard and non-standard lease documents and amendments and forward for management and legal counsel review, ensuring consistency Authority-wide
- Develop assigned Request for Proposal (RFP) documents. Coordinate evaluation of proposals by finance and small business.
- Provide research support and statistics for non-standard agreements and concession agreement negotiations. Develop proposals for non-standard implementations (pilots, etc.); research and suggest non-traditional concession ideas.
- Monitor assigned tenants, ensuring compliance with all lease terms and conditions. Perform inspections of tenant facilities, noting adherence to opening/closing on time, staffing levels, etc.
- Track sales and financial data for assigned tenants. Coordinate with Finance department to ensure compliance with their requirements.
- Department authority for space management system and related databases. Maintain and populate the Space Management System database and coordinate modifications to base drawing with CADD support personnel. Review GIS space attribution; approve changes, updates, upgrades, customization and testing in OASIS, and provide required or requested reports to Planning. Coordinate with Planning, Construction and Maintenance as needed to initiate changes resulting from capital improvement projects.
- Monitor and recommend updates to policies and procedures, including the Significant Event Guidelines, Graphics Policy, Tenant Design Guidelines, etc. Prepare, manage, and document updates to departmental processes, policies and procedures.
- Enter assigned new concession agreements into PROPworks, ensuring compliance with stated financial terms and contract requirements.
- Liaison with assigned tenants to ensure prompt response to concerns/issues raised by the Authority and its customers. Provide assistance to tenants on matters requiring intervention by other GOAA departments. May be present to support openings, special events, etc.
- Coordinate tenant participation in the Design Review Committee (“DRC”) process. Assist assigned tenants in DRC preparation; ensure plans submitted by concessionaires comply with GOAA standards and DRC approvals/comments or required changes. Provide technical and/or procedural guidance to Concessions Administrators.
- Develop and monitor the department’s O&M, Revenue and Capital budgets and coordinate the annual budgeting process for Manager’s approval.

- Assist in developing and implementing training for new Concessions Administrators.
- Coordinate review of assigned tenant construction documents and assist tenant in pre-construction process. Serve as liaison with Construction/Engineering to ensure tenant improvements are delivered in a timely manner and in accordance with DRC approval.
- 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.
- Supervise the department's records management program. Responsibilities include retention, disposal and retrieval of electronic and paper documents
- Assist in the development of a tenant training program and provide training as needed.
- May participate in interviewing and selection of employees.
- Act as designee in Manager's absence.
- Other special projects and duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Management, Marketing, Business, Public Administration or a directly related field and five (5) years experience related to retail, properties management, commercial lease management and/or contract management experience or an equivalent combination of related training, education and experience. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of principles, practices, techniques, and methodologies of retail business, public administration, and legal desirable
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Ability to read, interpret, draft, and communicate the legal requirements of concessions contracts and documents
- Ability to read and interpret construction blueprints, schematics, drawings and architectural renderings and floor plan drawings, and analyze aesthetic design issues as they relate to GOAA design standards
- Knowledge of standard space management practices and techniques to assist clients in developing space requirements; layouts, designs and timetables for build-out of space
- Proficient computer skills (Authority's current spreadsheet, database, word processing and graphics programs desirable) to perform financial and general business analysis, prepare documents, exhibits and presentations. Familiarity with Adobe, PROPworks, OASIS preferred.
- Excellent interpersonal, communication, and written skills and able to effectively interact with internal and external customers, technical and non-technical personnel. Bilingual or multilingual abilities a plus.
- Demonstrated leadership skills
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks and represent the Authority in a professional manner
- Ability to physically visit all tenant areas
- Flexibility of schedule to visit tenant areas during non-standard work hours, which may include occasional holidays and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May supervise up to two employees

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 in performing analyses, conducting final review of agreements, effectively maintaining assigned systems
- Frequent day to day customer contacts in which Authority's policies and procedures must be consistently and accurately represented. Required to provide high standard of customer service with professionalism and efficiency.

APPROVAL SIGNATURES:

Jaay C Harris
Immediate Supervisor

04/08/14
Date

[Signature]
Deputy Executive Director

04/08/14
Date

[Signature]
Director of Human Resources

2-9-14
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Assistant Manager, Concessions
Department: Concessions

Date: March 20, 2014
Section: 221

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				2
Lifting					X	2
A. 0 - 20 lbs.					X	1
B. 21-50 lbs.					X	1
C. 50+ lbs.					X	2
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	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)
- 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	2
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:

J. Harris 04/08/14
 Deputy Executive Director /Date

Shaw C. Harris 04/08/14
 Immediate Supervisor /Date

Assistant Manager, Contracts

Department: Maintenance

Date: October 8, 2019

Title of Immediate Supervisor: Manager, Maintenance Contracts

Pay Level: L26

POSITION SUMMARY: Monitor the performance of assigned contracts, including but not limited to: Elevators/Escalators, Dynamic Messaging Signs, Fleet Vehicle/Fuel System Maintenance, Automated People Mover (APM) maintenance and repair contract(s) to confirm compliance with contract requirements and maximize transportation and systems availability. Verify equipment is properly maintained and that equipment reliability and operating efficiency are maintained for peak performance. Provide technical support, advice in the scope development and bidding of new 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 contract compliance of assigned contracts with emphasis on standards of service, schedules, frequency of service, productivity, quality control and personnel utilization.
- Continuously evaluate procedures and practices, making recommendations to upper management for achieving high quality and quantity of work at the most reasonable cost. Plan for future replacements, upgrades, and/or refurbishments of equipment to minimize downtime and maximize system availability. Provide scheduling, project coordination, and support for related interdepartmental projects.
- Verify and approve contractors' pay requests and invoices, verifying accuracy and contract compliance. Develop and monitor annual budgetary requirements. Identify, prepare and support capital funding requests for equipment and system replacement or refurbishment in accordance with plans. 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. Provide information to other GOAA departments in response to customer correspondence, complaints, and inquiries.
- Provide technical support, advice in the scope development and bidding of construction and maintenance contracts and monitor through contract execution. Interface with other GOAA departments, airlines, tenants, vendors, and consultants to provide coordination, problem identification and resolution.
- Assist in the preparation and review memorandum, letters, contracts, addendums, amendments, and proposals as related to the assigned contracts, including internal GOAA documents and external documents such as correction/performance notices to contractor(s). Maintain accurate records/files related to contractor's performance and contract compliance.
- Provide after-hours support for incidents regarding assigned systems; notify appropriate management personnel and maintain logs for reporting purposes; prepare reports as required.
- Assist in reviewing and evaluating incident reports for accidents/injuries related to equipment under contract and provide operational and technical information in response to settlement proceedings.
- Participate in and supports all efforts related to compliance with the Florida Department of Transportation (FDOT) and Federal requirements for the APM System Safety Program Plan (SSPP).
- Monitor compliance with applicable federal, state, and local codes and established maintenance and safety standards. Maintain compliance with Federal Aviation Regulations (FAR), Federal Aviation Administration (FAA), and Security regulations while operating on the Airport Operating Area (AOA). Submit annual, and per incident, accident and/or safety compliance reports to the FDOT and State of Florida.
- 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.

- Remain current on all GOAA emergency response procedures and maintain proper response as required. Provide and update emergency procedures specific to the elevator, escalator, fuel, and APM systems.
- May assist with related transportation systems as necessary.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Management, Engineering, or a closely related field, and five (5) years experience with maintenance and repair or maintenance contract administration of Elevators/Escalators, Automated People Mover Systems (APM), and/or Fleet Vehicle/Fuel System Maintenance or similar electro-mechanical systems; or an equivalent combination of closely related education, training and experience. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Sound working knowledge of function and utilization of electro-mechanical equipment and/or evaluating the condition of mechanical and motorized equipment such as Automated People Mover (APM), Elevator/Escalator systems and Fleet Vehicle/Fuel System Maintenance
- Basic knowledge of essential safety equipment and protective devices
- Experience project scheduling, efficient time management, contract monitoring, and use of communication devices (two-way radios)
- Demonstrated ability to exercise good independent judgment
- Demonstrated attention to detail
- Intermediate computer-use skills, with emphasis on use of Microsoft Office programs required. Knowledge of Computerized Maintenance Management Systems desirable
- Analytical and problem-solving skills, attention to detail and a high degree of proactive/reactive ability
- Knowledge of federal, state, and local codes relating to assigned contracts
- Excellent oral and written communications skills in English
- Demonstrated leadership and/or supervisory skills
- Ability to maintain professionalism and diplomacy at all times while interacting with Aviation Authority management, employees and contractors
- Basic familiarity with fleet management and operations and general knowledge of fuel computer system
- 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 three (3) 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. High level of initiative, judgment and authority
- Independent judgment for technical issues is critical and required routinely on a daily basis
- Routine technical decisions/analysis



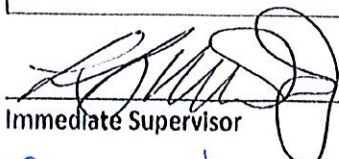
Assistant Manager, Contracts


Department: Maintenance

Date: October 8, 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	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	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			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
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
Communication Device (2 way radio)				X			3
SUPERVISOR COMMENTS:							

 10/15/19
 Immediate Supervisor Date

 10/15/19
 Department Director Date

 10/16/19
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Control Systems

Date: May 4, 2016

Department: Information Technology

Grade/Level: Exempt; L31

Title of Immediate Supervisor: Manager, Automation Software

POSITION SUMMARY: Responsible for direction, supervision, and coordination of the control systems group to support the Authority's physical access management, Access Control (ACS), video systems (CCTV and Display Walls) and related analytics. Supervises control systems staff and project teams. Oversees the Authority's ACS, video systems, and related analytics programs. Manages all aspects of the applicable design, effort and cost estimation, development, modifications, integration, and maintenance on new and existing applications, databases and integrations. Ensures system quality and conformance to standards.

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 application analysis, design, development, implementation, integration, enhancement and maintenance of complex systems
- Map business requirements to technology capabilities, identifying gaps and omissions and designing end-to-end solutions
- Responsible for production systems' online availability
- Supervise effectively to maintain a well-trained, motivated and professional staff. Train, schedule, monitor time, complete performance evaluations, recommend disciplinary action as needed, participate in interview process, etc. Advises subordinates on administrative policies and procedures, technical problems, priorities, and methods. Monitor and ensure quality of work for both GOAA and contracted staff.
- Participate in analyzing and resolving control system's computing and communications problems. Coordinate with other departments and offices, contractors, etc. as necessary to achieve a successful outcome.
- Assist Manager of Automation Software and/or lead in developing and implementing concepts and specifications and estimations for new control systems, and extensions of or improvements to current control systems
- Assist Manager of Automation Software and/or lead develop of standards and specifications for control systems' software and software modifications and develop and document as appropriate to the circumstances
- Assist the Manager with the development and implementation of best practices for system architecture, including build, run, performance, security, and backup with particular attention to data integrity
- Control revenues and expenses within systems group; work with Manager to ensure budget goals and objectives are met
- Oversee and participate in daily activities related to Physical Access Management, Access Control (ACS), Video Systems (CCTV and Display Walls) and Related Analytics; resolve problems and change management issues
- 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
- Collaborate with management in the preparation of the Automation Software's Systems budget

RESPONSIBILITIES (continued):

- Perform software installations and upgrades. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Configure solutions and produce security reports related to both CCTV and access control activities.
- Ability to add new and maintain existing cameras, encoders, configuration of network video recorders, and determine video storage and bandwidth requirements for the CCTV system
- Research, test, learn, plan and manage the support of new technologies and methods
- Responsible for the efficient operation of assigned activities, including computer operations, data control, operations support, and systems installation and maintenance
- Consult with personnel in other information systems sections to coordinate activities
- Clearly articulate activities and document solutions and routines; prepare activity and progress reports
- Provide input and recommendations regarding business continuance issues and improvements to the operations of systems and processes supported
- Work with multiple vendors' technical and application support to coordinate expedited, effective solutions; act as a point of contact for systems hardware and application service providers and vendors
- Work on project-based assignments, including as project lead when appropriate
- Adjust work schedule to include working late evenings and/or weekends when the need arises
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in a related field and five (5) years of experience in an information technology role in a complex business and systems environment. An equivalent combination of education, training, and experience may be considered. Supervisory/leadership experience required. Extensive experience with physical access management, Access Control (ACS), video systems (CCTV and Display Walls) and related analytics deployments, technical alternatives and knowledge of emerging technologies required. Experience with Quantum SAFE, NICE CCTV and Software CCure access control systems desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Advanced understanding of CCTV and ACS technologies
- Skilled in project management
- Demonstrated ability to manage personnel
- Strong ability to communicate technical concepts in a non-technical manner
- Excellent interpersonal communication (oral and written) skills
- Advanced experience of enterprise system deployments
- Self-motivated with ability to perform with minimal direction, using sound judgment and creativity in solving highly complex technical tasks
- Demonstrated ability to use professional etiquette when dealing with Authority personnel and outside vendors
- General comprehension of enterprise networking and server environments
- Exhibit self-sustaining initiative motivated to comprehensively learn and assume responsibility for new technologies
- Personal resolve to identify, take ownership of issues, and see through to resolution
- Desire and ability to develop and share proactive solutions and techniques with colleagues
- Ability to multitask various (and sometimes conflicting) priorities (projects and operational duties)
- Ability to operate in fast-paced, stress-inducing environment with a positive demeanor

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

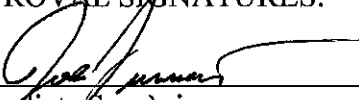
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises the work of approximately one (1) employee, oversees the work of contracted staff

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

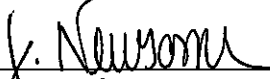
- High degree of independence, minimal supervision
- Extensive latitude in initiative, judgment
- High level technical problem-solving skills

APPROVAL SIGNATURES:



Immediate Supervisor

5/4/16
Date



Department Director

5.4.16
Date



Director of Human Resources

5-6-16
Date

Job Description Supplement - Physical Requirements and Working Conditions

Position Title: Assistant Manager, Control Systems
 Department: Information Technology

Date: May 4, 2016
 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					X	2
A. ___ 0 - 20 lbs.					X	2
B. ___ 21- 50 lbs.					X	2
C. ___ 50+ 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	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

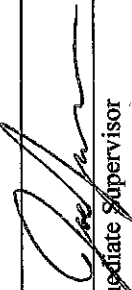
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

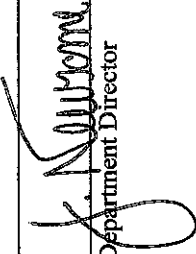
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	2
Noxious Fumes					X	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
Driving GOAA Vehicle						
General office equipment (computer, copier, fax, etc.)	X				X	2
						3

Supervisor Comments:


 Immediate Supervisor

5/4/16
 Date


 Department Director

5.4.16
 Date

Assistant Manager, Customer Relations

Department: Customer Experience

Date: August 5, 2020

Title of Immediate Supervisor: Manager, Customer Service Training & EE Engagement

Pay Level: L26

POSITION SUMMARY: Analyze and coordinate resolution of customer service issues throughout the airport. Identify and establish working relationships with representatives from all airport entities to facilitate complaint resolution while maintaining a high degree of customer service. Provide travelers with requested information. Assist with special activities and projects, such as travel assistance for special needs individuals.

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 customer satisfaction issues from a variety of sources including but not limited to: Guest Relations email, Customer Service telephone line, Social Media, feedback forms (Website), comment forms (Information kiosks), receptionist, airport employees, etc.
- Communicate with customer to verify understanding of the concern.
- In a timely manner, coordinate resolution of customer complaints and issues, analyzing situations to determine the best course of action to resolve. Contact appropriate entities for resolution of the concern, and notify customer of actions taken and contact information for responsible entities.
- Serve as lead for customer service and data management software and reporting systems; coordinate with other user departments and monitor to confirm systems are being utilized effectively for optimal results.
- Manage the airport's customer relations programs such as MCO Paw Pilots, Sunflower Lanyard program, Family Assistance Working group, etc.
- Follow up as needed to confirm Risk Management and potential legal issues have been documented and processed appropriately.
- Establish and maintain excellent lines of communication and cooperation with representatives of entities throughout the airport.
- Assist travelers by answering questions, providing them with information, referring them to appropriate entities for assistance, etc. When requested, assist special needs travelers by providing information and making appropriate contacts with other entities who can provide assistance.
- Maintain accurate records of issues and actions taken, assistance provided, etc.
- Participate with various Aviation Authority sanctioned teams and initiatives, and serve as an active member of the Customer Advisory Council.
- Assist with special projects and other customer service/training related assignments
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Communications, Management or Customer Relations and five (5) years experience in customer service and complaint resolution for a large, diverse entity, or an equivalent combination of education, training and experience. Broad knowledge of airport operations at Orlando International Airport strongly preferred. Experience with automated call/email recordkeeping systems preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to analyze and interpret customer service issues, problem solve, and reach satisfactory resolution

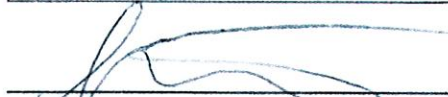
Assistant Manager, Customer Relations

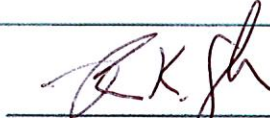
Department: Customer Experience

Date: August 5, 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		2
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	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						


 _____ 8/10/2020
 Immediate Supervisor Date


 _____ 8/10/20
 Department Director Date


 _____ 8/17/20
 Human Resources - Compensation Date

Assistant Manager, Emergency Communications

Department: Security

Date: December 17, 2019

Title of Immediate Supervisor: Manager, Emergency Communications

Pay Level: L25

POSITION SUMMARY: Manage the day to day operations of the Communications Center. Supervise and provide direction to all supervisory staff in order to maintain an effective operations. Provide project and administrative support to the Manager, Emergency Communications 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:*

- Manage the day to day operations of the Communications Center. Maintain compliance, establish, and revise operational procedure guidelines based on changes to regulations or observe deficits; submit changes to management for approval.
- Provide project and administrative support to the Manager, Emergency Communications as needed.
- Coordinate radio 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.
- Serve as an alternate Terminal Agency Coordinator. Provide FCIC/NCIC recertification testing to users in accordance with FCIC policy.
- Confirm that the agency is adhering to the "hit" confirmation policy as established by FCIC and NCIC for in-state and out-of-state "hit" confirmations. Verify all persons who operate an FCIC terminal that have access to NCIC are trained and certified
- Update written procedures that relate to the responsibilities, legalities and operational guidelines of the FCIC/NCIC systems; provide accurate and up-to-date manuals of all FCIC/NCIC systems; maintain and distribute FCIC/NCIC newsletters, operational & technical updates, training materials, videos or other related documents.
- Monitor the Communications Center operating budget and authorize expenditures.
- Assist in coordinating with consultants/contractors regarding radio, microwave, and satellite infrastructure equipment installations throughout the airport, maintaining FAA and other regulatory compliance as required.
- Coordinate Airport Announcement and Emergency Evacuation System testing; serve as alternate point of contact for maintenance contract paging system.
- Assist in the preparation of FDLE/FBI audits; assemble supporting documentation, statistics and logs; participate in exit interviews; establish any needed changes or corrections, and notify appropriate personnel.
- Attend quarterly county Public Safety Answering Point (PSAP) manager meetings, to confirm the Communications Center remains up to date with current standards and procedures.
- 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.
- 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.
- Perform duties of the Supervisor, Emergency Communications and Emergency Communications Dispatcher as assigned.
- Serve as a back-up to the Manager, Emergency Communications Center responsibilities in his/her absence.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration or a related field and four (4) years experience emergency dispatching with computers and fire/security alarm systems in fire, rescue, medical and police operations, to include (2) years satisfactory performance in an emergency communications supervisory role with the Aviation Authority, or an equivalent combination of education, training and experience.

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 five (5) employees; indirectly supervises a staff of approximately fifteen (15) 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:

Paul Cook 12-19-2019
Immediate Supervisor Date

C. Brian Jellison 12-19-19
Department Director Date

Gary Bond 12-23-19
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Assistant Manager, Emergency Communications

Department: Security

Date: December 17, 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
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
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.

Paul Cook 12-19-2019
 Immediate Supervisor Date

E. Brian Julian 12-19-19
 Department Director Date

Cathy Vroman 12/23/19
 Human Resources - Compensation Date

Assistant Manager, Endpoint Configuration

Department: Information Technology

Date: August 11, 2022

Title of Immediate Supervisor: Manager, Unified Communications

Pay Level: L31

POSITION SUMMARY: Manage the configuration control of all Greater Orlando Aviation Authority (GOAA) endpoint devices (Infrastructure, Desktop and Mobile) as well as troubleshooting technically complex problems that affect endpoint devices across the Enterprise. Duties include, but are not limited to the following: identifying systems that are not communicating with Microsoft Endpoint Configuration Manager (MECM)/System Center Configuration Manager (SCCM); collaborating with IT Infrastructure, Security, Automation Software, and Unified Communications leaders as well as the GOAA's 24-hour IT Operations Center staff; administration of the client system deployment, provisioning, and lifecycle management system; administration of the Mobile Device Management (MDM) system to manage mobile devices and the security of the data on those devices; assist in identifying, diagnosing and resolving complex support issues and bringing a high level of service satisfaction to end-users.

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 assign tickets to individual users and verify the Service Level Agreement (SLA) meet compliance are assigned accurately.
- Build out standardized system deployments, create computer images, manage software delivery and deploy patches.
- Manage GOAA mobile devices utilizing MDM system for deployments, security, monitoring and integrations. Create, update, and maintain users and devices.
- Customizes security/permission via Group Policy.
- Deploy computer software, automate processes and manage software on enterprise computers.
- Use MECM/SCCM, tools, and system management, to create custom report for maintenance and monitoring.
- Utilize Microsoft Azure web services for installing, configuring, testing, deploying, and supporting Microsoft Office 365.
- Provide support to the IT Operation Center with level 2 and level 3 tier tickets of other supporting software.
- Utilize Patch my PC software to support computer security vulnerabilities and protection methods to other supporting software.
- Create custom scripting and automation for software install.
- Manage and support Windows Operating Systems over VPN, utilize MECM remote tool.
- Protect computers against malware and detect and clean malware from computer hard drives.
- Assist web team with QA, deployment processes and schedules, and pilot testing new apps and updates.
- Upload, update, maintain, and delete iOS and Android Apps.
- Perform data, speed, and App usage analysis on company deployed mobile devices.
- Provide support and administration for all MDM software.
- Perform software license audits to confirm software product licensing compliance.
- Assist in creating and implementing career development plans on new supporting software for the IT Help Desk staff.
- Assign users and computers to proper groups in Active Directory.
- Perform installation, configuration, and support of the Authority's workstation software.
- Assist vendors and technicians who do not have access to GOAA network in providing system down support.
- Manage the patch deployment process by compiling and distributing security updates targeting PCs across the enterprise, eliminating vulnerabilities, and confirming that clients are following PCI Standards.

- Provide guidance and support to the IT Help Desk staff, assisting in the response of overflow calls and assigned tickets.
- Monitor escalations from the IT Service Center and confirm that client support requests are completed and closure is achieved.
- Install, configure, maintain, modify, and repair internal computer software and associated systems so there is minimum workstation downtime and maximum system availability.
- Provide superior technical support to internal and end-users to resolve computer software and hardware problems ranging in difficulty from moderate to complex.
- Develop IT Policies and Procedures for SCCM administrator.
- 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.
- 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.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science and three (3) year's experience in computer technical support in a PC network environment, or an equivalent combination of education, training and experience. Experience in managing Endpoint Security applications in a PCI infrastructure responsible for processing credit card transactions. Experience with Application Packaging Virtualization or Streaming

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge and experience with a diverse set of client devices and network configurations as well as the ability to research, test and verify the viability and safety of solutions prior to implementation.
- Knowledge of MS Windows and Windows based software
- Solid understanding of enterprise Security, systems patching and vulnerabilities
- Demonstrated proficiency with Application Packaging to build customized applications
- Advanced understanding of IT best practices
- Working knowledge of scripting tools and technologies
- Working knowledge and understanding of Active Directory
- Knowledge of Mobile Device Management (MDM) platforms and experience supporting a MDM System
- Strong understanding of mobile device operating systems (i.e. Windows, iOS and Android OS)
- Understand emerging mobile technologies
- Strong collaboration and project management skills to make recommendations for improvements, implement new MDM product features and convey changes to stakeholder teams
- Ability to work independently and as part of a team
- Strong accountability and integrity for quality of work performed
- Excellent verbal and written skills, demonstrated customer service skills, and ability to interface well with staff and others
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Demonstrated supervisory or leadership skills

Assistant Manager, Endpoint Configuration

Department: Information Technology

Date: August 11, 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		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		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	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							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor

Date

Department Director

Date

Human Resources - Compensation

Date

Assistant Manager, Finance Contracts & Administration

Department: Finance

Date: October 20, 2021

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: L26

POSITION SUMMARY: Manage procurement process from start to finish for financial services. 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.

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, 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.
- Manage the Finance office administration by coordinating resources maintain optimal departmental administrative coverage for the Chief Financial Officer, Finance Director and Assistant Directors. 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, Professional Services 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.
- Assist the Procurement Card Program Administrator and serve as back-up; perform daily administrative and record keeping tasks in accordance with policy. Attend the quarterly committee meetings.
- Monitor procurement card violations and notify appropriate management personnel.
- Track Procurement Card workflow approval changes; update as needed.
- Prepare Project Initiation Forms (PIFs) and Requests For Proposal (RFPs) in coordination with the Purchasing department; circulate as required to obtain approvals.
- Maintain assigned contract and agreement files.
- Serve as back-up recording secretary for sunshine meetings
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field and four (4) 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, 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 two (2) 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:

Lauren M. Shannon 10/27/2021
Immediate Supervisor/Chief Financial Officer Date

Paul M. R. 10-27-2021
Chief Executive Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Assistant Manager, Finance Contracts & Administration

Department: Finance


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)						
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:							


 10/27/2021
 Immediate Supervisor/CFO Date


 10-27-2021
 Chief Executive Officer Date


 10/29/2021
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Ground Transportation Services

Date: December 1, 2017

Department: Ground Transportation Services

Grade/Level: Exempt; L25

Title of Immediate Supervisor: Manager, Ground Transportation Services

POSITION SUMMARY: Oversee the daily operation of the two major components of Ground Transportation Services: (1) the Ground Transportation Services Permit Office, which includes permit issuance, revenue collection, and cost control, and (2) the Ground Transportation Enforcement staff to maintain the safe, efficient, and orderly movement of commercial ground transportation operations at Orlando International Airport. Provide interpretation and enforcement guidance of the Ground Transportation Rules and Regulations (GTR&Rs) and administer the issuance of Notices of Violation (NOVs) to commercial ground transportation operators. Support the department manager in the administrative, budgetary, and operational issues for the Ground Transportation Services Division, and propose amendments to the GTR&R for presentation to the Ground Transportation Committee.

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.*

- Oversee the permitting and operations of all commercial ground transportation companies including the Transportation Network Companies (TNCs).
- Oversee the parking validation program and all permits issued for non-public parking in the Employee Parking Lot (EPL) and terminal area to include all management, station managers, VIP, disabled, special parking, construction, and other temporary parking.
- System Administrator for the Authority's Ground Transportation Revenue Control System.
- Oversee permit process and compliance with the Authority's Mobile Food Unit Policy including compliance with airport, city, county and state laws and regulations.
- Oversee revenue collection for commercial ground transportation and employee parking.
- Make recommendations, as needed, to support changes to existing policies and procedures for the Ground Transportation Services Division.
- Assist the Manager of Ground Transportation Services in administering the Ground Transportation Concession agreement, Transportation Network Company (TNC) Operating agreements and the purchasing agreement for the towing of vehicles.
- Serve as Authority representative regarding GTR&Rs policy and procedures.
- Plan and coordinate Ground Transportation Committee Notice of Violation hearings and Public Workshop meetings.
- Plan and coordinate the movement of special or large groups through the Airport, including convention registration booths at the Terminal.
- Provide support and coordination in the management of Authority policies regarding Distribution of Literature and Solicitation of Donations, and picketing agreements.
- 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.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree and four (4) years experience in airport/airline operations, or an equivalent combination of education, training, and experience. Supervisor experience required; ground transportation and/or GTR&R enforcement experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated leadership, management skills
- Excellent oral and written communications skills
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required. Oracle, lease management system, revenue control system preferred
- Demonstrated ability to deliver excellent Customer Service.
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Excellent organizational skills
- Attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

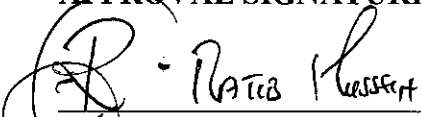
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 9; indirectly supervises a staff of approximately 6

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

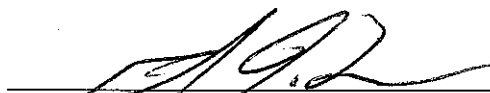
- Works independently under limited supervision and general direction; high level of independent judgment and discretion
- Participates in decisions and development of policies that affect the day to day operations of Ground Transportation Services
- Interprets existing regulations and policies applicable to daily decision making for Ground Transportation Services

APPROVAL SIGNATURES:



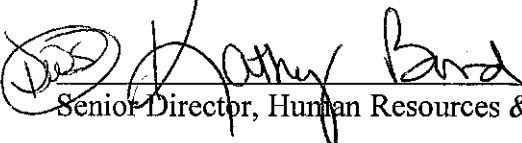
Immediate Supervisor

12/07/2017
Date



Senior Director

12-07-2017
Date



Senior Director, Human Resources & Risk Management

12-6-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Assistant Manager, Ground Transportation Services

Date: December 1, 2017

Department: Ground Transportation Services

Section: 238

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			2
Lifting					X	2
A. 0-20 lbs.					X	2
B. 21- 50 lbs.					X	2
C. 51+ lbs.					X	2
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		2

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	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	3
Communication radio				X		3
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

[Signature] Assistant
 Immediate Supervisor
[Signature]
 Human Resources Compensation

12/6/17
 Date

12/4/17
 Date

[Signature]
 Senior Director
 12/6/17
 Date

Assistant Manager, Maintenance Projects

Department: Maintenance

Date: April 18, 2019

Title of Immediate Supervisor: Director, Maintenance

Pay Level: L23

POSITION SUMMARY: Provide project management and coordination support to the Director of Maintenance and other Maintenance management 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:*

- Liaison and representative for the Maintenance Department for operational readiness initiatives related to transitioning construction activity to Maintenance Department responsibilities as it relates to the South Terminal project; develop and coordinate the Maintenance Department Operational Readiness Plan (ORP).
- Responsible for the development of procedures and controls that facilitates a seamless transition from construction to maintenance, resulting in satisfactory customer service. Manage the coordination of maintenance elements of the projects to include capital asset inventory, service contracts, staffing analysis, furniture/fixtures/equipment, budgets, operational procedures, emergency response, etc. as related to maintenance operations.
- Assist with matters related to the Maintenance department role in the System Safety Program Plan (SSPP) Revision updates, including but not limited to, review SSPP with the Leadership Team and Working Group, follow-up from various parties including staff and FDOT, incorporate comments to the SSPP Revision, execute the final version of the SSPP Revision and submit to FDOT, distribute to appropriate parties, and document controls, etc.
- Assist in the coordination of the Leadership Team and Working Group meetings; schedule, prepare agenda, coordinate agenda items with staff, take and post minutes, confirm all facts/figures ensuring accuracy and resolving discrepancies, respond to request for information, identify and track action items.
- Review compliance of the SSPP, communicate with FDOT and other regulatory agencies, coordinate incident responses and debriefing, provide recommendation to the Leadership Team and Working Group for problem resolution, document controls, etc.
- Manage and review documents, specifications, drawings, change orders and claim actions as directed. Provide management with feedback and suggested solutions or corrections for problems.
- May serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts; acts as a liaison with other GOAA departments.
- Provide management of Maintenance department documentation in compliance with the State of Florida regulations for Public Records, Public Libraries and State Archives, Electronic Recordkeeping. Work in conjunction with the Aviation Authority Records Custodian.
- Monitor Maintenance department training requirements and practices; coordinate training needs with Maintenance Shops supervisors and managers; plan and schedule training as assigned, facilitate departmental training meetings, track required and recommended training and related records.
- Attend meetings on behalf of the Director of Maintenance and provide status of projects as needed; assist the Director of Maintenance in preparing for committee meetings; may prepare board and committee memos, presentations, etc. as assigned.
- Manage special projects as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and three (3) to four (4) years of experience related to project management or public administration including document control, project coordination and support, regulatory compliance, etc., or an equivalent combination of education, training and experience. Knowledge of and experience with maintenance contracts/agreements and regulatory agencies in an airport setting preferred.

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 plan projects
- Excellent oral and written/grammar communication skills
- Ability to present information to groups desirable
- Demonstrated ability 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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May directly supervise 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)*

- Works independently under minimum supervision, exercising considerable judgment and discretion.
- 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:

 4-23-19
 Immediate Supervisor/Director Date

 4-30-19
 Chief Operating Officer Date

 5-13-19
 Sr. Director, HR & Risk Management Date



FLSA: Exempt

Shift Premium: N/A

EEO Category: Professional

Rotating Shift: N/A

Assistant Manager, Maintenance Projects

Department: Maintenance

Date: April 18, 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	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:							


4-23-19
 Immediate Supervisor/Director Date


4-30-19
 Chief Operating Officer Date


5/1/19
 Human Resources - Compensation Date

Assistant Manager, Material Control

Department: Purchasing

Date: October 10, 2018

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L25

POSITION SUMMARY: Plan, organize and oversee the operations of Material Control department including the Material Control, HBJ and Gardner warehouses. Control the proper receipt, storage and distribution of goods received by the Greater Orlando Aviation Authority's (GOAA). Oversee the inventory of GOAA fixed assets and the proper disposal of GOAA surplus property and lost-and-found items. Coordinate the proper handling and disposal of hazardous waste material.

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:*

- Plan, organize and oversee the operations of Material Control department including the Material Control, HBJ and Gardner warehouses.
- Manage the inventory master file and other material management data including vendor setup to maintain accurate and proper updating in the GOAA financial system. Run the daily max/min reports and set the re-order points. Oversee item creation numbers in the GOAA financial system.
- Manage space requirements for the warehouses and determine storage requirements and proper access to the buildings.
- Manage stock levels to prevent out-of-stock situations. Verify accuracy of on-hand warehouse stock levels. Perform cycle counts based upon issuing and receiving activity to help control accuracy of materials on hand and for strategic purchasing for future requirements. Manage an annual inventory count and provide the annual report.
- Oversee the timely, methodical and accurate physical inventory of fixed asset items, set the inventory schedule, and run the reports. Prepare the annual missing assets memo .
- Establish, monitor, and enforce procedures for the proper handling, storage and disposal of hazardous waste material. Train staff on the proper procedures in the safe handling of hazardous materials.
- Develop and monitor procedures for appropriate documentation of lost and found items and surplus property for auction and/or disposal and for monthly Board notifications. Develop processes to sell or dispose of surplus property not suitable for auction. Process the fees received for auction sales and complete the monthly and annual reporting of the fees.
- Provide inventory, fixed asset, lost and found and surplus property reports as requested.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality and quantity of work performed; confirm compliance with established policies, procedures and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training and mentor staff. 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.
- Remain current in knowledge of material control and warehouse principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Develop and maintain internal operating guidelines for the operation of the Material Control department.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field with coursework in material or logistics management, and four (4) years of progressively responsible work experience in material or logistics management, or an equivalent combination of education, training and experience. Supervisory and computerized inventory management software experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of inventory concepts and practices
- Knowledge of fixed assets management
- Supervisory/management skills
- Knowledge of standard space usage practices and techniques
- Proficient in parts research using the Internet
- Ability to operate a forklift during declared emergency event
- Excellent interpersonal, verbal and written communication skills and able to effectively interact with internal and external customers
- Intermediate PC skills and Microsoft Office experience required, working knowledge of Oracle Finance systems preferred.
- Knowledgeable in safe handling, storage and shipment of hazardous waste materials

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Hazardous Waste Management certification, upon hire or within one (1) year of hire.
- Nationally recognized certification in material management preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of approximately five (5); indirectly supervise a staff of five (5)

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

- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities.
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion.
- Prioritize workload within assigned area and determine accuracy of material shipments received and generate appropriate/accurate receiving documents.
- Determine appropriate method for handling all materials safely.
- Approve requisitions for stores inventory within signatory limit.

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:

Diana Nashner 10/10/18
Immediate Supervisor Date

Denise K. Schmidt 10/10/18
Department Assistant Director Date

Lateen M. Shannon 10/18/18
Chief Financial Officer Date

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

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Assistant Manager, Material Control

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	3
51+ lbs					X	3
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			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	3
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise					X	1
Hazardous Materials					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
SUPERVISOR COMMENTS:						

 10/12/18
 Immediate Supervisor Date

 10/18/18
 Chief Financial Officer Date

 10/22/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Networks

Date: May 4, 2017

Department: Information Technology

Grade/Level: Exempt; L31

Title of Immediate Supervisor: Manager, IT Infrastructure

POSITION SUMMARY: Responsible for direction, supervision, and coordination of the Network Administration group to support the Authority's networks. Supervises the Network staff and manages all switches, firewalls, data circuits and communication rooms for the Aviation 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.*

- Responsible for high-level network planning, design, and optimization.
- Translates business requirements into network or process designs. Plans and recommends network hardware, systems management software and architecture.
- Develops strategies and direction for network systems solutions using current and emerging technologies.
- Maintains code level, configuration and performs problem resolution of the Authority network switches, routers and remote access.
- Coordinates and resolves system usage conflicts between critical applications and/or peak hour conditions. Performs LAN tuning and optimization.
- Establishes the timely distribution of critical and sensitive reports.
- Reviews emerging technologies and standards. Develops prototype demonstrations of promising, cost-effective and efficient new applications.
- Approves and modifies network design and architecture to confirm compliance. Evaluates and recommends new products, maintains knowledge of emerging technologies for application to the enterprise.
- Monitors network performance, confirms capacity planning is performed, and is proactive in assessing and making recommendations for improvement. Performs troubleshooting procedures and designs resolution scripts.
- Maintains a current knowledge of developments in both hardware and software so that upgrades and installations are performed as efficiently as possible.
- Monitors the network management console for error conditions. Performs all functions related to the configuration and maintenance of the network management software.
- Maintains IP addressing, system and cable plant connection schemes. Coordinates access by users to the Internet. Requires compliance in the security of Authority networks and servers connected to the Internet.
- Adjusts own work schedule to include working late evenings and/or weekends when the need arises.
- Collaborates with management in the preparation of the Information Technology budget.
- Performs other related 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 to large corporate networks. Experience with current Authority network components and network packet analysis tools is required. Experience with Authority's currently used network management software is highly desired. An equivalent combination of education, training and experience will be considered.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must have excellent analytical skills related to the job functions and requirements and must possess excellent verbal and written skills.
- Must be a 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.
- 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:

- Florida Driver's License
- CCNA, CCNP Preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervisory responsibility for approximately three (3) employees and the contractors running the IT Operations center.

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 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:



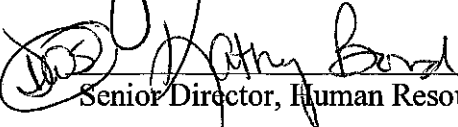
Immediate Supervisor

5/22/17
Date



Chief Information Officer

5.22.17
Date



Senior Director, Human Resources & Risk Management

6-2-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Assistant Manager, Networks
 Department Information Technology

Date May 4, 2017
 Section 522

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.					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						

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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 Vehicle				X		3
General office equipment (computer, copier, fax, etc.)	X					

Supervisor Comments:

Tara J. Felder
 Immediate Supervisor

5/22/17
 Date

J. Newcome
 Chief Information Officer

5.22.17
 Date

JOB DESCRIPTION

Job Title: Assistant Manager, OMB (Revenue, Rates & Charges)

Date: October 17, 2017

Department: Finance

Grade/Level: Exempt; L26

Title of Immediate Supervisor: Manager, Budget & Accounts Payable

POSITION SUMMARY: Coordinate the preparation of the Authority's annual revenue budget, including rates and charges. Support the Manager, Budget & Accounts Payable by researching and analyzing finance and budget data on an as-needed basis. Responsible for monitoring of budget compared to actual revenues.

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.*

- Coordinate 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
- Prepare Capital Initiation Requests (CIR) 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 propose 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
- 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 management in effective decision making
- Back-up for the Budget Financial Analyst
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor of Science or Bachelor of Business Administration degree in Accounting, or similar degree or field, and five (5) 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, ABILITIES:

- Strong analytical and interpersonal skills
- Must be familiar with computerized accounting systems
- Extensive experience with Excel spreadsheets or comparable software
- Graphics experience a plus

LICENSES/CERTIFICATIONS REQUIRED:

- Certified Public Accountant License desirable

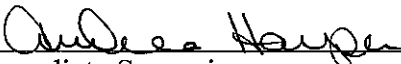
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

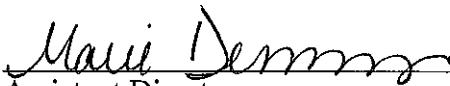
- A significant amount of independence in judgement, discretion and initiative is required
- Responsibility for continuous projects and must be able to handle a great variety of tasks and responsibilities simultaneously and efficiently including prioritizing of daily and monthly work
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Must be able to determine when additional follow-up or analysis is needed
- Must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines
- Must be able to communicate and interpret effectively with people of diverse educational backgrounds

APPROVAL SIGNATURES:




Immediate Supervisor

11-1-17
Date



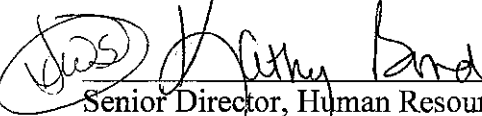
Assistant Director

11/1/2017
Date



Department Director

11/1/17
Date



Senior Director, Human Resources & Risk Management

11-7-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Assistant Manager, OMB (Revenue, Rates, & Charges)
Finance

Date: October 17, 2017
Section: 111

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

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	2
B. 21-50 lbs.					X	2
C. 50+ 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						

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	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:

Andree Hough
Immediate Supervisor

11-1-17
Date

Sam DeSteen
Department Director

Date

Assistant Manager, Purchasing – IT

Department: Purchasing

Date: November 12, 2019

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L27

POSITION SUMMARY: Responsible for the day to day purchasing activities of technology-related software, materials, supplies, equipment, and services in a timely fashion and of a quality and price in accordance with Greater Orlando Aviation Authority's (GOAA) policies, regulatory statutes and federal agencies, as applicable. Update the Master Technology Renewal List as renewals occur and new support is approved or purchased. Purchasing activities include, purchase description development, specification development, locating vendors, solicitation processing, price analysis, value analysis, award determination, development of memos for appropriate Committee approval, purchase order processing, and order expediting. Approval of purchase orders in accordance with designated authority.

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:*

- Review and manage the purchasing activities of goods and services, including, but not limited to, research and development and review of solicitation documents with the goal of getting the best value consistent with GOAA's needs and in accordance with good purchasing principles and ethical standards.
- Perform high level review of Information Technology (IT) scopes of work, refine and develop purchase descriptions for technology related solicitations for hardware, software, maintenance and support requirements. Coordinate with requesting department to confirm supporting documentation.
- Research the development of IT products and services to stay current in the market. May also be assigned other commodities and services as required.
- Process formal solicitations utilizing the current boiler plates and following the contract procedures. Perform market research and review of other agencies' contracts and cooperative purchasing groups to determine eligibility for utilization. Perform review of solicitation submissions for required information, perform pricing analysis, and conduct thorough reference checks.
- Receive and evaluate solicitation submittals, and assist in the development of award recommendation memos for the appropriate Committee as requested by the management.
- Update and maintain the Master Technology List of all technology related support and maintenance for hardware and software, software license renewals, IT subscription renewals, Software as a Service renewals, etc., as needed.
- Perform quarterly audits on the Master Technology List to verify purchases do not exceed the value awarded by the GOAA Board.
- Act as the liaison between the GOAA's IT and Purchasing Departments. Advise IT staff in GOAA's procurement procedures to obtain goods and services within policy. Work with legal counsel to obtain approval on IT related agreements and other documents.
- Approve purchase orders in accordance with designated authority. Process Standard Purchase Orders in Oracle as required for goods and services to be forwarded to Purchasing Manager for approval.
- Facilitate meetings with suppliers and end-users to obtain updated product information, for pre-bid or pre-award purposes, or to resolve delivery and invoice issues before problems can occur.
- 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, applicable codes, laws and statutes. 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.

- Maintain bid and contract file master in central records.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a technology related field and five (5) years of progressively responsible work experience in the procurement of technology-related goods and services, or an equivalent combination of education, training and experience. Experience processing solicitations in an e-procurement system is required. Procurement experience in the public sector is preferred. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge of a variety of IT technology to understand purchasing activities and requirements
- Working knowledge of the solicitation and award process for purchases of technology-related commodities, equipment, and services using request for quotes
- Remain current in knowledge of purchasing principles, standards, theories, procedures, methods and processes, and demonstrate proficiency in their practical application
- Working knowledge of specifications, statement of work, purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, price analysis and value analysis
- Working knowledge of State of Florida statutes relating to public procurement
- Basic negotiation skills
- Excellent interpersonal, verbal and written communication skills and able to effectively interact with internal and external customers
- Intermediate to advance computer skills and Microsoft Office programs experience required, working knowledge of Oracle and/or an eProcurement system preferred
- Demonstrated leadership skills
- Demonstrated analysis and problem resolution skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Purchasing Manager (C.P.M.), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) or equivalent certification required

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of one (1) employee

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

- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Approve purchase orders within signatory limit

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:

Diana L. Henderson 11/19/19
Immediate Supervisor Date

Lauren M. Starnon 11/20/19
Chief Financial Officer Date

FLSA: Exempt
EEO Category: Professional

Denise K. Schneider 11/19/19
Department Assistant Director Date

Harry E. Bond 12-6-19
Sr. Director, HR & Risk Management Date

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

Assistant Manager, Purchasing – IT

Department: Purchasing

Date: November 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.

<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	3
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
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
Hazardous Materials						X	1
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3

SUPERVISOR COMMENTS:

Diana R. Hershner 11/19/19
 Immediate Supervisor Date

Lauren M. Shaw 11/20/19
 Chief Financial Officer Date

Cathy Vance 11/20/19
 Human Resources - Compensation Date

Assistant Manager, Risk Management

Department: Risk Management

Date: January 19, 2022

Title of Immediate Supervisor: Director, Risk Management

Pay Level: L25

POSITION SUMMARY: Provide professional level management, coordination, analysis and/or support of assigned risk management, 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 Orlando International Airport (OIA) and Orlando Executive Airport (OEA) regarding GOAA risk management program, insurance and self-insurance, contractual obligations related to insurance and indemnification, 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:*

- Assist in the management of the insurance renewal process, by coordinating with brokers to confirm insurance is procured, renewed, and amended as needed. Coordinate with various departments to collect and prepare all data to compile an accurate reflection of the organization and do so in effective and timely manner.
- Manage the collection and review of insurance policies and binders. Coordinate with insurance brokers and insurance consultants to resolve issues, obtain corrections, and verify all requested coverage terms/details are included in the policy.
- Provide support in the management of the Risk Management program, which includes self-insured coverage, large deductibles, and self-insured retentions. Prepare, maintain, and manage documentation and records for state and regulatory compliance.
- Manage the risk transfer opportunities through policy and procedures. Participate in risk analysis of operational components and contract review in coordination with various departments, gaining knowledge on insurance and indemnification protections. Recommend to the organization improvement precautionary measures.
- Manage GOAA's insurance compliance tracking. Maintain and train various departments on utilizing certificate tracking system and coordinate to resolve insurance deficiencies, modifications, and waiver between insurance tracking company and departments. Oversight of third party COI tracking provider and its implementation and/or review processes in accordance with its contract with Risk Management. Manage 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.
- Support the Director with the management of 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.
- Prepare and maintain detailed spreadsheets of all insurance and self-insurance related expenses to serve as supporting documentation for Risk Management's overall budget and allocation of costs to other departments and/or accounts. Participate in Director'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.
- Liaison with Risk Management managers regarding claims and safety. Attend meetings as assigned for optimal coordination and success of the Risk Management Department. Serve as backup for response and/or investigation of incidents, claims or discovery. Participate in claim reviews as assigned.
- May serve as an AAR for assigned Risk Management department service contracts, broker, consultant, insurance tracking, business continuity, etc. Participate in drafting of scope of services and RFP process. Develop and maintain relationships with these vendors and service providers. Review contract renewal process and provide to Director for final approvals.

- Provide assistance in 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.
- Serve as resource for 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.
- Serve as resource for 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 five (5) years experience in an area related to risk management, risk mitigation or insurance compliance management, or an equivalent combination of closely related training, education and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General 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 or designations 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 supervision, exercising a high level of independent judgment, initiative, authority and discretion
- May manage multiple projects with a wide variety of tasks, determining priorities
- Counsel solutions for unusual problems, handle non-routine situations

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:

 01/20/2022
Immediate Supervisor/ Director Date

 1-20-2022
Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, Risk Management

Department: Risk Management

Date: January 19, 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			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							

SUPERVISOR COMMENTS:

[Signature] 01/20/2022
 Immediate Supervisor/Director Date

[Signature] 1-20-22
 Department Senior Director Date

[Signature] 1/20/2022
 Human Resources - Compensation Date

Assistant Manager, Security Compliance

Department: Security

Date: November 7, 2019

Title of Immediate Supervisor: Manager, Access Control & Security Compliance

Pay Level: L24

POSITION SUMMARY: Serve as Criminal History Records Check (CHRC) adjudicator for airport identification media applicants. Serve as Alternate Airport Security Coordinator (ASC). Assist with resolution of and timely response to letters of investigation, civil penalties or other inquiries made by Transportation Security Administration (TSA) regulatory officials and investigate allegations of non-compliance.

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:*

- Facilitate compliance with Federal regulations contained in 49 CFR Part 1542 and other applicable Federal Regulations, TSA regulatory requirements and the Airport Security Program (ASP) through audits, inspections, testing, observation, and interviews.
- Receive and assist with resolution of and timely responses to compliance investigations and other inquiries from regulatory officials; oversee corrective action(s) and follow up on continuing or outstanding issues.
- As primary CHRC adjudicator, review applicants with a criminal record for compliance with current airport identification media requirements, determine whether to approve, deny or revoke media and maintain CHRC denial/revoked list.
- Attend applicable construction meetings to provide security compliance related information and stay current on progress of projects and change orders for possible administrative submissions to TSA.
- Conduct walkthroughs of construction project site locations to gather appropriate information and update security maps as needed.
- Prepare timely responses to construction related compliance investigations and other related inquiries from regulatory officials.
- Provide compliance related information and guidance to contractors and Owner Authorized Representatives (OARs) and Authority Authorized Representatives (AARs); serve as a resource for questions.
- Provide training for new construction contractors in tool inventory, jobsite lockup procedures, worksite sterility and procedures for notification of lost items, etc.
- Provide restricted area familiarization to incoming and potential contractors.
- As Alternate ASC, responsible for 24-hour point of contact response to any security concern at the airport.
- Supervise assigned employees. 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.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a Security related discipline and four (4) years experience in security compliance with TSA security regulatory requirements and responding to security compliance issues, or an equivalent combination of education, training and experience. Demonstrated writing skills required. Experience in an airport environment preferred. Supervisory and/or leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:


Assistant Manager, Security Compliance

Department: Security

Date: November 7, 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			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	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		2
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							
Other							
SUPERVISOR COMMENTS:							


11/8/19

 Immediate Supervisor Date


11-8-2019

 Department Director Date


11/8/2019

 Human Resources - Compensation Date

Assistant Manager, Structured Cabling

Department: Information Technology

Date: September 4, 2018

Title of Immediate: Manager, IT Infrastructure

Pay Level: L31

POSITION SUMMARY: Responsible for direction, supervision, and coordination of the IT Premise Distribution Systems (PDS) group to support the Authority's fiber optic and copper cabling infrastructure. Supervise the PDS staff and manage the cable infrastructure for the Aviation Authority.

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 of daily activities related to the IT Premise Distribution Systems; resolve problems, set priorities for the design, maintenance, development, evaluation and change management issues
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.
- Coordinate with internal and external customers (airlines, rent-a-car, and concessionaires) on the development of project and work order requirements.
- Provide overall program management oversight for low voltage projects. Responsible for reviewing and approving quotes, work orders and invoices.
- Respond immediately to network outages, coordinating necessary resources and activities for prompt and appropriate restoration of service
- Manage the development of the Authority's cable infrastructure in multiple data centers and communication rooms in a campus environment.
- Review and comment on construction documents; attend Joint Construction Meetings (JCM) as appropriate.
- Prepare documentation related to the installation and maintenance of the Authority's cable infrastructure, in a variety of written and electronic formats.
- Maintain current knowledge of the cable industry and upcoming projects to determine the means to implement changes in the existing network to accommodate technology, features and functionality. Review, maintain and provide updates to GOAA Standard Specifications Sections 27 00 and 28 00.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Electrical Engineering or related field and six (6) years of experience in cabling project management, installation and design , or an equivalent combination of related education, training, and experience. Experience in supervising staff on structured cabling, IT, wireless, or construction projects required. Registered Communications Distribution Designer (RCDD) or Project Management Professional certifications preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated leadership and supervisory skills. Leads with character, builds trust, respect and credibility through actions and behaviors. Strong interpersonal skills with a positive and enthusiastic attitude.
- Must be able to manage group dynamics, and to organize and motivate teams. Strives to understand and support others.
- Proven ability to assess performance and provide motivational support and discipline to personnel as required.

- Ability to provide proper advice and recommendations to management. Desire and ability to develop and share solutions and techniques with staff.
- Organized and able to hold others accountable for delivering project milestones on time. Requires ability to provide clear and timely responses and feedback.
- Strong ability to communicate technical concepts in a non-technical manner
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel, tenants, the public and contractors.
- Write clearly and informatively, able to read and interpret written information. Speak clearly and persuasively in positive or negative situations.
- Experience in telecommunications as it relates to premise distribution systems, Must be well versed in Building Industry Consulting Service International (BICSI) and Telecommunication Industries Association (TIA) rules, and standards. Knowledge of installing, splicing, terminating, and testing fiber optic cable
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving complex technical problems.
- Ability to operate in fast-paced, stress-inducing environment with a positive demeanor
- Experience with Microsoft Excel, Word, Outlook. Experience with AutoCAD and Microsoft Visio, Project are desired
- Must be able and willing to work non-standard hours, including weekends and after hours and on call as needed to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Registered Communications Distribution Designer (RCDD) preferred
- Project Management Professional certification desired.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

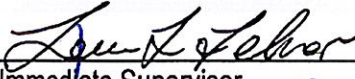
- Directly supervises a staff of approximately four (4) employees.

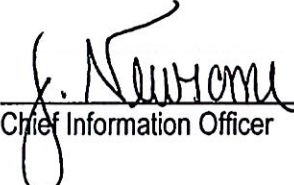
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work very independently with little supervision or directions – substantial level of initiative, judgment and authority
- High level technical problem-solving skills
- Exercise independent judgment and creativity in solving complex technical problems
- Make recommendations regarding; bid awards, resolution of problems with contractors and others

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 9/19/18
Date


 Chief Information Officer 9.19.18
Date


 Sr. Director, HR & Risk Management 10-15-18
Date



FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Assistant Manager, Structured Cabling

Department: Information Technology

Date: September 4, 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	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
Must be able and willing to work non-standard hours, including weekends and after hours and on call as needed to accommodate airport operations				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
Other						

Steve L. Felber
 Immediate Supervisor
 9/19/18
 Date

J. Newmyer
 Chief Information Officer
 9.19.18
 Date

Catherine V...
 Human Resources - Compensation
 9/15/18
 Date

Assistant Manager, Systems Administration

Department: Information Technology

Date: April 18, 2022

Title of Immediate Supervisor: Manager, IT Infrastructure

Pay Level: L31

POSITION SUMMARY: Responsible for direction, supervision, and coordination of the Systems Administration group to support the Greater Orlando Aviation Authority's (GOAA) server and storage systems. Supervise the Systems Administration staff and manage all servers, storage and data centers for GOAA. Oversee the development of GOAA data center infrastructure. Support multiple mid-sized data centers [800+ clients] 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:*

- Oversight of daily activities related to servers, storage and data centers; resolve problems and change management issues.
- Responsible for production systems' online response time.
- Maximize system availability, prepare metrics to evaluate systems performance, and work with other IT groups and users to meet service objectives.
- Supervise effectively to maintain a well-trained, motivated and professional staff. Train, schedule, monitor time, complete performance reviews, recommend disciplinary action as needed, participate in interview process, etc. Advise subordinates on administrative policies and procedures, technical problems, priorities, and methods.
- Research, test, learn, plan and manage the support of new technologies, data center performance and reliability.
- Responsible for the efficient operation of assigned activities, including computer operations, data control, operations support, and operating systems installation and maintenance.
- Control revenues and expenses within systems group; work with Manager, IT Infrastructure to meet budget goals and objectives.
- Provide input to policy level direction regarding IT standards.
- Consult with personnel in other information systems sections to coordinate activities as needed.
- Clearly articulate activities and document solutions and routines; prepare activity and progress reports.
- Provide input and recommendations regarding business continuance issues and improvements to the operations of systems and processes supported; oversee enterprise backup and disaster recovery systems to confirm reliability and integrity.
- Assist the Manager, IT Infrastructure with the development and implementation of best practices for server architecture, including build, run, performance, security, and backup with particular attention to virtualized technologies (VMWare, Hyper-V and Linux).
- Work with multiple vendors' technical and application support to coordinate expedited, effective solutions; serve as a point of contact for server hardware and application service providers and vendors.
- Work on project-based assignments, including as project lead when appropriate.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science and Six (6) years of progressive experience in the administration of enterprise systems and data centers. An equivalent combination of education, experience and training may be considered. Supervisory/leadership experience required. Extensive experience supporting Microsoft server architectures, including but not limited to SQL, Exchange, Internet Information Systems, Active Directory.


Assistant Manager, Systems Administration

Department: Information Technology


Date: April 18, 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		3
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	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							
Other							
SUPERVISOR COMMENTS:							


 _____ 19-Apr-22
 Immediate Supervisor Date


 _____ 4/19/2022
 Department Director Date


 _____ 4/19/2022
 Human Resources - Compensation Date

Assistant Manager, User Services

Department: Information Technology

Date: August 11, 2022

Title of Immediate Supervisor: Manager, Unified Communication

Pay Level: L31

POSITION SUMMARY: Provide management, administration, and supervision to the User Services and IT Operation Center (ITOC) team for the effective delivery of IT desktop/remote support services. Responsibilities include overseeing day-to-day operations of desktop support and the Greater Orlando Aviation Authority's (GOAA) 24-hour service desk, guidance towards level two support of hardware and software problems, recommendations on client hardware and software purchases and installations, and documentation and tracking of inventory items. Responsible for service and maintenance of endpoint devices, printers, accessories, and mobile devices. Other responsibilities include supporting conference room computer systems and facsimile machines, and coordinating organization-wide moves, adds, and changes.

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 supervision of the User Services and IT Operations Center support team to facilitate quality customer service and technical support of software and hardware, to include GOAA computers, peripherals, tablets, and other electronic devices.
- Develop and maintain effective policies and procedures that direct the activities of GOAA ITOC support team and contracted personnel for the proper and prompt processing of work orders.
- Review incident/issue tracking system for team assignments and performance expectations. Manage scheduling of the support team to maintain adequate support levels to the user community.
- Oversee service desk and desktop support problem resolutions to identify trends or problem support areas and verify support procedures are being followed. Prepare related reports and follow-up statistics.
- Troubleshoot and research technical solutions to reported problems.
- Oversee operational systems, processes, and infrastructure for ITOC.
- Responsible for records and inventory of assigned hardware, software, and licensing.
- Manage Mobile Devices, to include ordering, configuration and tracking. Review Mobile billing analysis to confirm accuracy and validation of charges being applied. Responsible for financial accounting transactions associated with cost recovery and analysis, corrections of inaccuracies.
- Coordinate with the Assistant Manager, Endpoint Configuration for effective operation of the SCCM and AirWatch MDM systems.
- Analyze performance of Service Desk and ITOC activities and documented resolutions, identify problem areas, and devise and deliver solutions to enhance quality of service and to prevent future problems.
- Coordinate projects with other departments and external organizations and agencies.
- Provide oversight of technical staff in the implementation, installation, configuration, and technical support of systems and mobile devices.
- Provide on-call support for IT systems as required.
- Participate in management level planning; support change management processes.
- 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.
- Interact with all internal departments, consultants, outside support staff and material vendors.
- Enforce information technology documentation and implementation of policies and procedures.

- As a member 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 three (3) years' experience in all levels of desktop support and troubleshooting, or an equivalent combination of education, training and experience. Experience in a leadership role required, with supervisory experience preferred. Experience with Cisco network and Avaya phone equipment required. Knowledge of current GOAA client management system and mobile device management system strongly preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of current GOAA technologies strongly preferred
- Ability to provide Level 2 and Level 3 desktop support
- Knowledge of customer service practices, including end-user support experience required
- Ability to prioritize and handle multiple tasks effectively
- Ability to plan and supervise to keep users and technicians working efficiently
- Ability to interface on technical terms with other IT teams
- Demonstrated ability to troubleshoot/repair desktop and laptop computers, as well as printers
- Demonstrated skill with computer imaging and Service Desk ticketing software
- Knowledge of Microsoft Office Professional Products and Microsoft Active Directory and Exchange
- Excellent verbal and written skills, demonstrated customer service skills, and ability to interface well with staff and others
- Strong problem-solving and technical troubleshooting skills
- Demonstrated skill in installing and configuring Autodesk products
- Ability to install and configure desktop computers with Windows 7/8/10
- Knowledge of IP protocol configurations in Networked [Ethernet] environment
- Ability to provide installation & support of various software packages, specifically Microsoft Office Professional in an Exchange environment, MS Project, MS Visio, MS SharePoint and Adobe Acrobat
- Knowledge of virus software configuration
- Demonstrated ability to interface well with users and staff
- Demonstrated supervisory or leadership skills
- Must be a self-motivated individual who can work independently and perform with minimal direction
- 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 three (3); as well as indirect oversight of contracted staff

Assistant Manager, User Services

Department: Information Technology

Date: August 11, 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 20 – 50 lbs 51+ lbs				X			3
					X		3
						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	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							
Other							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor _____ Date _____

Department Director _____ Date _____

Human Resources - Compensation _____ Date _____

Associate Systems Administrator (Windows)

Department: Information Technology

Date: November 3, 2021

Title of Immediate Supervisor: Assistant Manager, Systems Administration

Pay Level: L26

POSITION SUMMARY: Support, troubleshoot and manage all Windows-based data servers for the Authority. Include many facets of server and storage design, installation, administration and security. Support a mid-sized LAN in a campus design. Provide administration and support for the server environment, including Microsoft Windows Server, Internet Information Server, VMWare virtual infrastructure, etc. May require support of Windows client systems.

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:*

- Establish and maintain the security and integrity of the servers and storage.
- Coordinate the installation, relocation, maintenance, and repair of network servers, network interface hardware, peripheral equipment, printers, plotters, removable storage, and scanners.
- Monitor the system management console for error conditions. Perform all functions related to the configuration and maintenance of the server management software.
- Perform user maintenance including additions, changes and deletions as necessary and according to established guidelines.
- Monitor all systems backups and review related logs to verify the condition of the systems.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications. Maintain a current knowledge of developments in both hardware and software to confirm that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Establish the cataloging of installed equipment, software, repairs, maintenance and upgrades of server hardware and storage components. Prepare analytical reports and makes refurbishment recommendation based upon this historical inventory.
- Monitor software licensing usage to avoid violations of licensing agreements and violations of copyright laws.
- Work with Senior Systems Administrator to verify domain security is in accordance with established policies.
- Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust work schedule to include working late evenings and/or weekends when outage requirements dictate.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and three (3) years experience working in an Active Directory environment, and the administration of users and systems within a medium to large corporate network, or an equivalent combination of education, training, and experience. Experience with Windows 2012/2016/2019 Server, Windows 7/8/10 required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment, Veeam backup and recovery solution, HP Openview, System Insight Manager or other system management software is highly desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent verbal and written communication skills
- Excellent documentation skills

- Self-motivated with demonstrated ability to perform with minimal direction, using sound judgment and creativity in solving technical problems. Provides proper advice and recommendations to management and employees at all levels
- Excellent analytical skills and the ability to troubleshoot and resolve hardware and software problems
- Ability to work effectively in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Must have entry level knowledge of data processing concepts, client server technology, electronic mail, fax servers, communication servers, and database servers
- Demonstrated team player, with ability to share responsibility and communicate effectively with team members

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Microsoft MCITP, MCSA, MCSE or VMWare certification is 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 some supervision or direction, modest latitude in initiative, judgment
- Independent judgment for routine complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed. Refers unique issues to the Senior Systems Administrator
- Provide coverage for, or perform duties necessary to maintain the Authority's normal operating schedule

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:

	02/09/22		9-Feb-22
Immediate Supervisor	Date	Department Manager	Date
	2/9/22		2-10-2022
Director, Information Technology	Date	 Sr. Director, HR & Risk Management	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Associate System Administrator (Windows)

Department: Information Technology

Date: November 3, 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		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
Other							
Other							
SUPERVISOR COMMENTS:							


02/09/22
Date

Immediate Supervisor


2/9/22
Date

Director, Information Technology


2/9/22
Date

Human Resources - Compensation

Auditor

Department: Internal Audit

Date: September 17, 2018

Title of Immediate Supervisor: Director, Internal Audit

Pay Level: L22

POSITION SUMMARY: Responsible for assisting and conducting less complex audits of organizations which have contractual agreements with the Authority to determine compliance with those agreements including, but not limited to, revenue contracts such as concessionaires and tenants, management agreements, and service contracts. Assists with and conducts audits of organizational units within the Authority to determine if units are performing their planning, accounting, custodial, or control activities in compliance with management instructions, applicable statements of policy and procedures, and in a manner consistent with both the Authority's objectives and high standards of administrative practice.

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 in performing various types of less complex audits under general supervision and direction in accordance with Greater Orlando Aviation Authority (GOAA) policies and procedures, Internal Audit guidelines and professional standards established by the U.S Government Accountability Office (GAO), American Institute of Certified Public Accountants (AICPA) and/or The Institute of Internal Auditors (IIA).
- Participate in planning less complex audits or sections of audits, including completing the process identification, control analysis and risk assessment.
- Examine transactions, documents, records, reports and methods for accuracy and effectiveness and/or compliance with contract terms.
- Survey functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control to achieve established objectives; identify basic control points of the system.
- Prepare neat, logical, and complete workpapers following departmental policies and procedures. Record procedures performed, results and document well-supported conclusions; effectively clear review notes; demonstrate basic knowledge of proper workpaper technique (referencing, indexing, etc); approach assigned tasks in a logical and efficient manner.
- Obtain, analyze, and appraise supporting data as a basis to conclude on the adequacy and effectiveness of control systems and on the performance capability of the activity being reviewed.
- Communicate with the audit team throughout the audit process for guidance with decision-making and problem solving; cognizant of when audit issues should be referred to the Senior/Lead Auditor or Manager for further direction or concurrence.
- Participate in meetings to review findings and recommendations with appropriate managers, supervisors, divisions, departments, tenants and contractors to clarify information during and at the conclusion of the examination to document deficiencies, recommend corrective action.
- Participate in preparing support for formal written reports of lesser risk/complexity, as requested.
- Assist in or prepare potential audit findings that are adequately supported by documentary evidence and develop appropriate recommendations. Participate in appraising the adequacy of the corrective action taken to improve deficient conditions.
- Perform or assist with special projects or other assignments, as requested.
- Able to work independently requiring general direction and supervision and also participate as part of a team. May work under direction of Senior Auditor or Lead Auditor on specific audits or assignments.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in Accounting or a related field and up to one year auditing experience, or an equivalent combination of closely related education, training and experience. Experience with data analytic software (ACL desirable); experience with automated workpaper systems (Auto Audit) is preferred. Experience in analyzing general ledger and journal entries is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Able and available for travel (local engagements and continuing education).
- Basic knowledge of audit workpaper technique.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Governmental Accounting Principles.
- Basic knowledge of sources of accounting, auditing and internal control literature.
- Knowledge of Generally Accepted Auditing Standards (GAAS), Attestation Standards and Government Auditing Standards (GAS).
- Knowledge of IIA International Professional Practices Framework preferred.
- Knowledge of statistical sampling methodologies.
- Knowledge of financial, cost and management accounting theory and practice.
- Knowledge and application of qualitative and quantitative analysis.
- Understanding of contracting principles and administration.
- Knowledge of management and organization theory.
- Basic knowledge of Microsoft Word, Access and Excel. Knowledge of data analytic software desired (ACL preferred).
- Oral and written communications reflect use of proper grammar; writing exhibits direction, clarity and conciseness.
- Analytical and problem solving skills.
- Interpersonal skills demonstrating tact and professional etiquette.
- Experience in creating flowcharts is preferred.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Certified Public Account (CPA) or Current Certified Internal Auditor (CIA) 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)*

- Reasonable amount of independence in judgment, discretion, and motivation for workpaper preparation, based on level of experience.
- Must be able to set work priorities within the assigned audit program.
- Decisions requiring important administrative, auditing or accounting procedures, analytical questions beyond the Auditor's background, problems with managers, supervisors, etc., and the initial and final acceptance of workpapers and audit reports are to be referred to the Audit Manager, and/or Director of Internal Audit, respectively.

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:

Jeanne Durand 9/19/18
Immediate Supervisor/Director Date

[Signature] 9-2018
Chief Executive Officer Date

[Signature] 9-27-18
Sr. Director, HR & Risk Management Date

[Signature]

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Auditor

Department: Internal Audit

Date: September 17, 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	1
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							
Other							
SUPERVISOR COMMENTS:							

Gianna Dumond 9/19/18
 Immediate Supervisor/Director Date

Robert W. B... 9-20-18
 Chief Executive Officer Date

Cathy Vance 9/20/18
 Human Resources - Compensation Date

Baggage Handling Systems (BHS) Agent

Department: BHS/GSE Division

Date: October 15, 2019

Title of Immediate Supervisor: Supervisor, BHS/GSE Operations

Pay Level: L11

POSITION SUMMARY: Monitor the Greater Orlando Aviation Authority (GOAA) baggage handling systems (BHS), bag make-up carousels, and baggage claim devices to facilitate the timely delivery of baggage to the correct destination. Respond to system issues and assist/provide guidance to contracted staff in baggage system recovery events.

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 operational activity with BHS Control Center operators.
- Operate and monitor the day to day operation of all GOAA BHS systems, carousels, conveyors, pods and baggage claim devices.
- Assist and provide guidance to contracted staff in clearing bag jams, motor overloads, starter faults and in troubleshooting and resolving issues in a timely manner to maintain excellent customer service.
- Assist in verifying contract staff are properly allocated and positioned to support operational requirements.
- Interact with and assist Transportation Security Administration (TSA) personnel to resolve system failures and facilitate uninterrupted operation of the BHS.
- Respond to and trouble-shoot problems with the baggage systems and take appropriate corrective action, to include alternative measures.
- Maintain compliance with the Department of Homeland Security's regulations and requirements, including assurance that all equipment is secured at the end of flight activity. Monitor and confirm proper security protocols are achieved. Secure and report any discrepancies.
- Conduct inspections and provide reports on the conveyor/baggage systems to maintain optimal condition for customer use.
- Assist in verifying that the equipment is properly operated and maintained. Identify concerns and take appropriate and timely action to get them resolved.
- Report information to the BHS Control Center in order to have daily events captured in the Operations Activity Reporting System.
- Assist with training new staff as needed, including contracted staff.
- Regularly communicate with airlines, carriers, and customers who utilize the BHS, notifying them of operational or equipment changes, system problems, etc.
- Monitor and report any damage to equipment, unsafe conditions or incidents.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School graduate or equivalent and three (3) years of work experience with a baggage handling or similar technical conveyor system, or an equivalent combination of education, training and experience. Airline operation experience desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Effective oral and written communications skills; ability to speak and understand English is required. Multi-lingual skills desired
- Ability to lift up to 50 lbs. for extended periods of time



Baggage Handling System (BHS) Agent

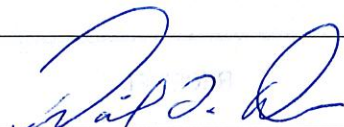
Department: BHS/GSE Division


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				3
Walking		X				3
Sitting			X			2
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		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	1
Insects				X		1
Heights, Confined Areas			X			3
Excessive Noise	X					3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Baggage Conveyor Systems	X					3
General Office Equipment (Computer, Copier, Fax, etc.)				X		3
Scissor Lift			X			3
Communication Radio	X					3
Motorized Golf Cart			X			2

SUPERVISOR COMMENTS:


Department Manager 10/17/19
Date


Department Director OCT 17, 2019
Date


Human Resources - Compensation 10/21/19
Date

BHS Operator

Department: BHS/GSE Division

Date: December 5, 2018

Title of Immediate Supervisor: Supervisor, Terminal Operations (BHS)

Pay Level: L19

POSITION SUMMARY: Operate and monitor all Greater Orlando Aviation Authority (GOAA) maintained Baggage Handling Systems from the BHS Coordination Center such as carousels, conveyors, and baggage claim devices to facilitate the timely delivery of baggage to the correct destination.

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:*

- Operate and monitor the BHS systems (carousels, conveyors, pods and baggage claim devices) by using computer status screens, graphical displays, CCTV monitors and associated equipment. Data and information provided by at least four different operating systems.
- Coordinate and/or implement baggage contingency plans within BHS operations as needed. Regularly communicate with airlines, carriers, and customers who utilize the BHS, notifying them of operational or equipment changes, system problems, etc.
- Document and update information in maintenance and operational databases. Enter, edit, delete and modify flight information data into multiple computer programs related to sortation system. Coordinate with appropriate airline staff to maintain current data at all times.
- Monitor compliance with the Department of Homeland Security's regulations and requirements, including assurance that all equipment is secured at the end of flight activity. Regularly coordinate and interact with TSA in taking appropriate measures to resolve system failures and facilitate uninterrupted operation of the BHS. Monitor and maintain proper security protocols, secure and report any discrepancies.
- Dispatch GOAA and/or contracted staff in clearing bag jams, motor overloads, starter faults and troubleshooting and resolving problems in a timely manner to maintain excellent customer service.
- Verify that equipment is properly operated and maintained. Identify concerns and take appropriate and timely action to get them resolved. Input maintenance requests using the Maximo system, and follow through to completion.
- Routinely monitor baggage data and utilize as needed to track baggage, find missing bags, or identify the origin and destination of untagged baggage. Use knowledge of tracking system to confirm that baggage arrives at final destination as quickly as possible following a jam or other incident.
- Maintain substantive, accurate information of daily events in the Operations Activity Reporting System. Routinely monitor operations maintenance reports, identify operational trends, patterns or deficiencies in operations. Notify Information Technology, Maintenance and/or management as appropriate. Make recommendations for improvement or implement approved corrective actions.
- Conduct inspections of the conveyor/baggage systems to maintain optimal condition for customer use and report any damage to equipment, unsafe conditions or incidents.
- Assist with training new staff as needed, including contracted staff.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree or two (2) years post-secondary technical education in a related area and four (4) years experience in electronic monitoring and related troubleshooting of sortation systems, distribution systems, assembly systems or an equivalent combination of education, training and experience. Airline, airport, or baggage systems experience is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

BHS Operator

Department: BHS/GSE Division

Date: December 5, 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	2
	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	3
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	2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	3
Excessive Noise						X	3
Must be willing and able to work rotating shifts, early mornings, late evenings, holidays and weekends.							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Baggage Conveyor Systems		X					3
Scissor Lift						X	3
Communication Radio		X					3
Motorized Equipment (Golf Cart)						X	3
SUPERVISOR COMMENTS:							


 Immediate Supervisor

12-17-18

Date


 Department Director

JAN 10, 2019

Date


 Human Resources - Compensation

1/11/18

Date

JOB DESCRIPTION

Job Title: Budget Financial Analyst (OMB)

Date: August 28, 2017

Department: Finance

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Manager, Budget & Accounts Payable

POSITION SUMMARY: Coordinate the preparation of the Authority's annual O&M budgets including all budget documents related to expenses. Responsible for monitoring of budget compared to actual expenditures.

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.*

- Coordinate the preparation of the annual O&M budgets including preparation of budget reference manual, establishment of timeline, scheduling budget meetings, completion of the budget documents and agenda items submitted to the Board and City Council for approval, and all correspondence associated with the completion of the budget
- Analyze all department budgets, comparing budget to actual and budget to budget, both by department account and cost center, in preparation for budget meetings, and validate reasonableness of all explanations during budget meetings
- Responsible for/perform the upload of the annual budget into Oracle
- Perform monthly variance analysis between budget and actual expenses to determine if departments are performing within approved budget; document variance explanations provided by departments
- Assist other departments with funding issues related to operation, maintenance and capital expenditure funds and prepare all related journal entries
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Accounting, or similar degree or field, and four (4) 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, ABILITIES:

- Strong analytical and interpersonal skills
- Strong writing skills
- Extensive experience with Excel spreadsheets or comparable software
- Must be familiar with computerized accounting systems
- Experience with graphs and charts a plus
- Experience with GFOA Distinguished Budget Award desirable

LICENSES/CERTIFICATIONS REQUIRED:

- Certified Public Accountant License desirable

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)*

- Works independently under limited supervision and general direction, high level of discretion and initiative is required
- Ability to provide appropriate budget/funding information to requesting departments is imperative to ensure fiscal integrity
- Non-routine budget transfers, funding requests for non-budgeted items and coordination of annual budget
- Responsibility for continuous projects and must be able to handle a great variety of tasks and responsibilities simultaneously and efficiently including prioritizing of daily and monthly work
- Must be able to determine when additional follow-up or analysis is needed

APPROVAL SIGNATURES:

Audie Harper
Immediate Supervisor

8-29-17
Date

Mari Demms
Assistant Director

8/28/17
Date

Pam Heaney
Department Director

8/29/17
Date

Jus Kathy Bond
Senior Director, Human Resources & Risk Management

8/31/17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Budget Financial Analyst (OMB)
Department Finance

Date August 28, 2017
Section 111

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	2
B. ___ 21- 50 lbs.					X	2
C. ___ 50+ 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						

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	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:

Audrea Hauger
 Immediate Supervisor

8-29-17
 Date

Pam Letourneau
 Department Director

8/29/17
 Date

Carpenter III

Department: Maintenance

Date: April 5, 2019

Title of Immediate Supervisor: Supervisor, Carpentry

Pay Level: B7

POSITION SUMMARY: Perform structural maintenance and repair of facilities, as well as small new construction 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:*

- Perform exterior and interior structural repairs and maintenance on GOAA facilities.
- Fabricate, install and repair interior trim and moldings, cabinetry, and laminate applications.
- Lay out and construct new structural elements, such as room partitions, ceilings, doors, floor tile, and similar items.
- Install and repair doors and associated hardware.
- Install and repair dry wall and wainscoting.
- Install and repair floor covering and cove base.
- Install and repair ceilings, replaces ceiling tile.
- Repair or replace glass.
- Install and repair roofs and flashing.
- Fabricate, repair, or replace frames, shelving, and office furniture.
- Assist in monitoring carpentry-related work being accomplished by contractors; inspects all work daily, coordinates job problems and final acceptance.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and executing 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 carpentry/ woodworking trade, including cabinetry, millwork, and construction framing, or an equivalent combination of education, training, and experience.

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 carpentry hand tools and power tools
- Ability to read and interpret blueprints, sketches and drawings
- 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)*





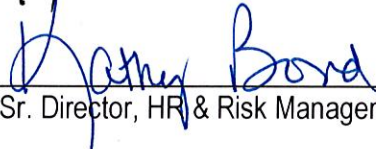
- None

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

- Plan the type of equipment, tools and material to be used for any job assigned.
- Determine work method and practices for a professional completion.
- Determine what equipment is appropriate for the assigned task and how it is to be used on the 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	4/8/19 _____ Date	 _____ Department Manager	4/11/19 _____ 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

Carpenter III

Department: Maintenance

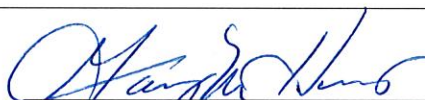
Date: April 5, 2019

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)	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		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		2
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing					X		2
Writing					X		2
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	2
Noxious Fumes					X		2
Chemicals					X		2
Insects						X	1
Heights, Confined Areas				X			3
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		2
Hand/Power Tools			X				3
Ladders/Lifts				X			3
Field communication equipment					X		3
Mobile maintenance management system					X		3
SUPERVISOR COMMENTS:							


4/8/19

 Immediate Supervisor Date


4-5-19

 Department Director Date


4/18/19

 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Central Plant Operator

Date: October 31, 2017

Department: Maintenance

Grade/Level: Non-Exempt; L19

Rotating Shift: No

Shift Premium: Yes

Title of Immediate Supervisor: Manager, Plant Maintenance

POSITION SUMMARY: Operate Central Energy Plant (CEP), monitor and control the HVAC/building automation system, airfield lighting systems, preconditioned air plant systems, main breakers system, switch gear and emergency generator systems, elevator system, various perishable center systems, and standby equipment.

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.*

- Operate and monitor CEP mechanical equipment including: 400 – 1300 ton centrifugal chillers, 200 HP oil-fired boilers, air handlers, air compressors, cooling towers, associated pumps and control equipment, and preconditioned air systems.
- Monitor various computer management systems to maintain optimal comfort levels throughout the facility; monitors lighting, elevator, and irrigation computer systems.
- Perform operational checks of plant equipment, making necessary adjustments.
- Monitor and record all necessary plant readings as required.
- Document and update information to the maintenance systems databases.
- Interact with tenants, contractors, outside agencies, and fellow employees to coordinate services and resolve problems.
- Receive trouble calls and work requests, generate appropriate repair orders, and dispatch department and contracted personnel to respond to emergency repairs.
- 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.
- Maintain and distribute plant operator log and advise appropriate personnel of any urgent issues.
- Troubleshoot malfunctioning equipment and isolate problem areas; coordinate with appropriate personnel for repairs.
- Work closely with outside contractor personnel to maintain timely compliance with the contract requirements.
- Participate in scheduled testing of all equipment related to the CEP to include emergency generators, fire pumps, and other fire protection systems.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree or accredited technical school certification in Computer Science, HVAC or a closely related field; and three (3) years experience operating a computerized building automation system with multiple chiller plant experience in a large scale operations and maintenance organization, or three (3) years experience receiving and dispatching work orders in a large scale industrial, commercial or institutional setting; or an equivalent combination of education, training, and experience. Customer service experience required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Strong computer skills.
- Knowledge and understanding of building trades
- Strong customer service skills
- Ability to operate a two-way radio
- Good communication skills
- Ability to work independently without constant supervision
- Able to work second and third shifts as scheduled

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES:

- None

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

- Works independently under general supervision
- Makes decisions based on established policy
- Exercises considerable judgment in evaluating specific technical issues

APPROVAL SIGNATURES:



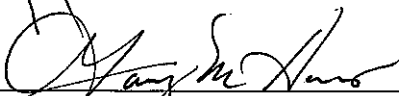
Immediate Supervisor

11/30/17
Date



Assistant Director

12/1/17
Date



Department Director

12-1-17
Date



Senior Director, Human Resources & Risk Management

12-6-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Central Plant Operator
 Department Maintenance

Date October 31, 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.

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. B. ___ 21-50 lbs. C. ___ 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						

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	2
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:

J. A. S.
 Immediate Supervisor

11/30/17
 Date

J. M. Hunter
 Department Director

12-1-17
 Date

JOB DESCRIPTION

Job Title: Certification Administrator

Date: September 20, 2017

Department: Small Business Development

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Director, Small Business Development

POSITION SUMMARY: Responsible for the review and analysis of applicant files for certification as MWBE, LDB, SBE and SDVOBE firms with the Aviation Authority. Verify supporting information and required documentation supplied by firms applying for certification, and complete an on-site review for each applicant firm. Monitor contracts for compliance, and serve as liaison between DBE, MWBE & LDB firms, the Authority and/or prime contractors when necessary.

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.*

- Enforce MWBE/LDB/SBE and SDVOBE policies
- Attend pre-bid meetings, proposal meetings, and conferences to explain the DBE/MWBE/LDB policies and procedures. Address questions and issues involving DBE/MWBE/LDB participation.
- Review certification applications and accompanying documentation to determine compliance with certification requirements in the policies and 49 CFR Parts 23 & 26. Complete on-site reviews.
- Provide information concerning upcoming opportunities to MWBE/LDB/SBE and SDVOBE firms. Respond to inquiries regarding opportunities, goals, good faith efforts, and certification.
- Analyze bids and proposals to determine compliance with the Authority's policy requirements and program goals
- Monitor compliance of contracts, purchasing and concessions agreements with regard to FAA & DOT regulations. Assist Director in ensuring appropriate participation, communication and implementation of programs in these departments.
- Schedule and attend site visits; maintain required notes and information
- Establish and maintain effective systems to track all certification data
- Assist in coordinating workshops, seminars and related public outreach functions to promote the MWBE/LDB/SBE and SDVOBE program and policies
- Research and locate qualified LDBs, MWBEs, SBEs and SDVOBEs to perform services and provide goods to the Authority
- Review monthly program disbursement reports to confirm prompt payment criteria, proper use of subcontractors, etc.
- Communicate with counterparts at other airports and entities regarding the available pool of small business firms, particularly those providing commodities (e.g. paper goods, lighting fixtures)
- Perform Small Business tasks for the Concessions department in the Director's absence and/or as needed
- Plan and oversee the work of the Small Business Certification Assistant
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Business Administration or a directly related field and four (4) years experience in an airport or business related administrative field; or an equivalent combination of education, training and experience. Experience in at least one area of MWBE, LDB, SBE, SDVOBE required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to read and interpret contract and financial documents
- Ability to interpret and explain program and compliance information
- Ability to manage multiple projects effectively
- Excellent interpersonal skills required to interact with Authority staff, contractors, small businesses, and representatives of governmental agencies
- Proficient in Excel, MSWord, and PowerPoint

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Participation in training sponsored by USDOT, FDOT and FAA regarding certification, compliance, and program management preferred at time of hire, but must be completed within one year of hire.

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.)*

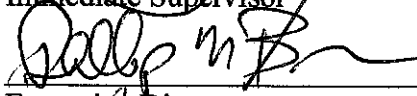
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Must demonstrate a reasonable ability to identify compliance or other contractual issues and act proactively to find solutions
- Make recommendations regarding participation and certification on bid and proposal awards.

APPROVAL SIGNATURES:



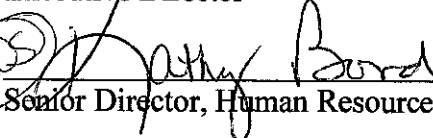
Immediate Supervisor

10-12-17
Date



Executive Director

10-16-17
Date



Senior Director, Human Resources & Risk Management

10-27-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Certification Administrator
 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

Constant
 Very Frequent
 Frequent
 Occasional
 Rare

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking			X			2
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	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)

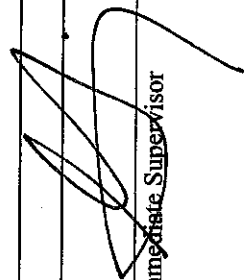
Importance

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

Supervisor Comments:
 Periodic site visits


 Immediate Supervisor

10-12-17
 Date


 Executive Director

10-26-08
 Date

Chief Administrative Officer

Department: Executive Administration

Date: October 28, 2020

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Represent GOAA's interest and provide guidance and advice to the Chief Executive Officer (CEO), Directors and internal departments on a wide variety of administrative matters related to all aspects of GOAA. Responsible for the overall activities of Concessions, Small Business Development, Public Records, and Title VI functions of the Greater Orlando Aviation Authority (GOAA). Assist the CEO in achieving strategic development of the Airport by directing administrative objectives and administrative controls, policies and procedures resulting in the efficient and effective accomplishment of strategic and tactical objectives.

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 the overall activities of Concessions, Small Business Development, Public Records, and Title VI functions of GOAA. Develop and implement goals for assigned areas that result in the efficient and effective accomplishment of strategic and tactical objectives.
- Direct the development of concession plans beneficial to GOAA based on demand and capacity analysis in order to provide customers with continued access to a variety of desirable brands and alternatives that drive sales and increase revenues.
- Monitor the Public Records function and serve as the Aviation Authority Records Custodian. Oversee the administration of related policies, i.e., Policy Section 140.33, Retention and Disposition of Public Records and Policy Section 140.031, Copying of Authority Public Records. Review and authorize the destruction of Aviation Authority records.
- Oversee the development and administration of GOAA's Small Business programs to provide maximum opportunities for contract participations with women and minority owned business. Monitor all phases of Small Business program development to determine compliance with GOAA's requirements and appropriate federal, state, and local statutes.
- Provide approval for form and legality of all contracts and agreements regarding concessions, vendors, and similar documents confirming legal sufficiency in accordance with Federal, State and local laws, ordinances, rules and regulations in coordination with the Aviation Authority's General Counsel.
- Verify that contracts, leases and agreements clearly define the interests of all parties involved including the consistent and accurate outline of tenant obligations, concession performance standards and small business goals and expectations that reflect the current regulatory environment.
- Manage the process and compliance of CFR 42 U.S.C. Title VI.
- Manage the development and oversight of the budget for assigned areas.
- Provide guidance, advice and legal analysis to the Director of Small Business Development, Manager of Concessions, Director of Maintenance (with respect to the Florida Department of Transportation System Safety Program Plan for Automated People Movers (APM)) and the Records Management Specialist with the supervision, direction and coordination of the General Counsel.
- Evaluate policies, in light of changing Aviation Authority needs and regulatory compliance. Recommend new policies or recommend modifications to existing policies as necessary.
- Prepare and present items to Aviation Authority Committees and the Board as required.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Juris Doctor Degree from an accredited school of law, admission to the Bar of the State of Florida and ten (10) years experience in managing governmental or administrative programs, or an equivalent combination of education, training and experience. Experience supervising and directing professional level employees required.

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
- Demonstrated in-depth knowledge of area(s) of assignment, such as airport concession, ACDBE programs, airport governmental activities, public records, etc.
- Demonstrated skill in developing and implementing complex initiatives
- Excellent oral and written communication skills, including demonstrated interpersonal skills and a high degree of professionalism
- Demonstrated leadership skills and effective management style
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations
- Ability to interpret and compile statistical data, prepare detailed reports, analyze legal and financial documents
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Analytical and strong contract and negotiation skills
- Intermediate computer skills in Microsoft Office programs
- Project Management Skills
- Strong organizational skills and attention to detail
- Excellent composition and grammar skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) employees; indirectly supervises a staff of approximately thirteen (13) 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 and authority, with minimal supervision, extensive latitude in initiative, judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Assessment in the degree of risk
- Judgment exercised in negotiations, contract development, and other initiatives.

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/CEO

11-16-2020

Date



Sr. Director, HR & Risk Management

12-9-2020

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Chief Administrative Officer

Department: Executive Administration

Date: October 28, 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		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							
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							
Other							
SUPERVISOR COMMENTS:							

Geoff P. M.B.

Immediate Supervisor/CEO

11-16-2020

Date

Cathy V...

Human Resources - Compensation

11/16/2020

Date

Chief Executive Officer

Department: Executive Administration

Date: August 26, 2021

Title of Immediate Supervisor: Aviation Authority Board

Pay Level: E4

POSITION SUMMARY: Serve as the Chief Executive Officer (CEO) of the Greater Orlando Aviation Authority (GOAA) and under the general administrative direction of the Aviation Authority Board, the CEO is responsible for the implementation of Board policies, and directs the operation, management, and promotion of all activities with which the Aviation Authority is charged under the provisions of its enabling legislation.

DUTIES AND RESPONSIBILITIES AS STATED IN POLICY 110.01 - CHIEF EXECUTIVE OFFICER (ORGANIZATION):

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:

- Direct the operation of all airports and projects under the jurisdiction of the Aviation Authority, plan facilities and services to meet the community's aviation needs.
- Recommend specific goals and objectives to the Aviation Authority Board.
- Collects and evaluates data pertaining to:
 - Population trends and movement of population centers,
 - Airline needs,
 - General aviation needs,
 - Other transportation media,
 - All applicable regulations and laws,
 - Technological advances,
 - Community needs,
 - Needs and plans of other agencies and authorities.
- Develop plans for airport expansion, improvement, and additions.
- Direct the operation of airports through staff.
- Perform any and all other specific functions reasonably related to the activities of the Authority that is requested by the Authority Board.

Chief Financial Officer

Department: Finance

Date: August 26, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Provide executive-level financial leadership functions for the Greater Orlando Aviation Authority (GOAA). Oversee the development and administration of the Finance and Purchasing/Material Control goals, objectives and 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:*

- Oversee the development and implementation of financial goals, objectives and strategies.
- Negotiate complex financial arrangements with other entities.
- Present annual and supplemental budgets for consideration by Chief Executive Officer and the Authority Board.
- Oversee the activities relating to designated procurements and contracts, pursuant to Authority policies and applicable state and federal laws.
- Verify that ethical and best practice purchasing activities are understood and used, and that department records management complies with Authority policy and procedure and state statutes.
- Manage the purchasing contract review process is actively managed and properly maintained to protect the Authority's interests and rights under each contract and in accordance with applicable laws and Authority policy; confirm contracts are administered in the best interest of the Authority.
- Oversee the timely and accurate development of budgets, financial reports, and models that will assist the CEO, Aviation Board, and other senior managers in making informed program strategy, resource allocation, and investment decisions.
- Review and manage (and establish as needed) internal systems, controls, processes, and procedures to ensure the integrity, accuracy, compliance, and usefulness of financial information and reporting.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on public finance, economics, and accounting and ten (10) years progressively responsible experience to include governmental accounting, financial reporting and supervision of employees, or an equivalent combination of education, training and experience. Master degree in Business Administration or Accounting preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Executive management and leadership skills
- Excellent public relations skills to act as an ambassador for the Greater Orlando Aviation Authority
- Current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and financial reporting practices for enterprise fund accounting.
- Demonstrated skills in interpreting complex contracts and financings, negotiations, and implementation of financial applications software.
- Demonstrated skill in analyzing, developing and implementing complex operational initiatives

- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent oral and written communication skills in English; multi-lingual skills a plus
- Excellent interpersonal and teamwork skills
- Demonstrated ability to understand, critique, negotiate, market and manage contracts and policies
- Computer skills and knowledge of business software applications
- Ability to effectively lead and/or participate as a member of GOAA Committees
- 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
- Certified Public Accountant (CPA)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

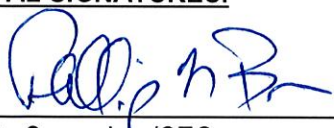

- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately forty two (42)

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

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Decision to engage outside contractors for specific assignments
- Procedural changes, which affect the Aviation Authority
- Create, design, appraise, analyze, interpret, negotiate and evaluate on a regular basis

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:

	9-2-2021		9-3-2021
_____ Immediate Supervisor/CEO	Date	_____ Sr. Director, HR & Risk Management	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Chief Financial Officer

Department: Finance

Date: August 26, 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:

[Empty box for supervisor comments]

[Handwritten signature] 9-2-2021

Immediate Supervisor/CEO

Date

[Handwritten signature] 8/26/2021

Human Resources - Compensation

Date

Chief of Operations

Department: Operations Administration

Date: August 27, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Provide executive-level leadership and oversight of the Airport Operations divisions at Orlando International Airport (OIA) and Orlando Executive Airport (OEA) including but not limited to Maintenance, Customer Experience, Security, Operations Administration, ARFF, General Aviation, Landside, Airfield, Airline, Baggage Handling Systems, Parking Operations and Ground Transportation Services.

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 implementation of programs to meet the goals and objectives of the Airport Operations department. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and review proposed solutions provided by the Airport Operations Management team.
- Oversee all required regulatory reporting for the department.
- Coordinate with Federal Aviation Administration (FAA) and other agencies as assigned.
- Oversee the designing, implementation and management of policies and procedures and verify the compliance with Federal Customs and Border Protection (CBP), handling of international baggage and trash, environmental and other regulatory requirements.
- Actively lead and support the areas of Operations, Customer Experience, Security, and Maintenance.
- Monitor Airlines and Fixed Base Operators (FBOs) and business tenants for compliance with airport operational policies.
- Lead the Aviation Authority's emergency response operations, update the Aviation Authority's emergency response plan, and oversee emergency preparedness in areas of responsibility.
- Oversee the airport noise abatement program to minimize negative impact to the environment and the neighboring public resulting from airport operations; may attend meetings with the public to address issues and concerns.
- Develop and effectively administer assigned budgets. Research and develop cost saving measures.
- Maintain a work environment that promotes the organization's values, ethics, integrity and legal responsibility.
- Consistently lead the effort to improve and streamline work processes and improve customer service; formulate and recommend department policy and procedure.
- Confirm assigned areas remain in compliance with all required federal, state, county and local regulations and standards, and other applicable laws, rules, regulations and permits.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for the selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Establish and maintain effective working relationships with senior management of airlines and other airport tenants.
- Act as an ambassador for the Greater Orlando Aviation Authority regarding airport operations matters.
- Administer contracts; may draft/negotiate contracts and/or manage the proposal/evaluation/selection process.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business Administration or related field and ten (10) years directly related experience in airport/airline operations, or an equivalent combination of education, training and experience. Minimum of five (5) years experience in management and leadership roles that include directing and oversight of staff in multiple airport operations areas and emergency response operations required. Experience with FAR 139 and 49 CFR part 1542 compliance required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated skill in analyzing, developing and implementing complex operational initiatives
- Excellent public relations skills to act as an ambassador for the Greater Orlando Aviation Authority
- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Executive management and leadership skills
- Strong contract and negotiation skills
- Experience with regulatory compliance required including FAR 139 and 49 CFR part 1542
- Knowledge of applicable regulations including but not limited to: Federal Aviation Administration (FAA) requirements including noise and emergency operations; knowledge of Federal Customs and Border Protection (CBP) requirements including international flight and passenger movements, handling of international trash and environmental regulations including Florida Department of Environmental Protection and South Florida Water Management District requirements
- Basic computer skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- American Association of Airport Executives (AAAE) credential(s) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

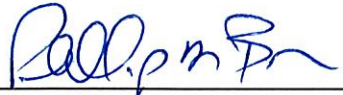

- Directly supervises a staff of approximately six (6); oversight responsibility for several departments with approximately three hundred forty (340) employees

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

- This is an executive level position, expected to show a high degree of independence, initiative, judgment and authority.
- Judgment exercised in long- and short-term strategic planning, negotiations, policy development, and financial initiatives.
- Independent decisions and recommendations based on industry and professional standards
- Decision to engage outside contractors for specific assignments
- Procedural changes, which affect other departments or which, by policy, require executive management or Board approval, are recommended to appropriate level of management
- Create, design, appraise, analyze, interpret, negotiate and evaluate on a regular basis

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/CEO	_____ Date	_____ Sr. Director, HR & Risk Management	_____ Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Chief of Operations

Department: Operations Administration

Date: August 27, 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	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
Other							

SUPERVISOR COMMENTS:

Robert M. Br... 9-2-2021

Immediate Supervisor/CEO Date

Cathy... 9/3/2021

Human Resources - Compensation Date

Commercial Properties Administrator (Airline)

Department: Commercial Properties

Date: December 14, 2021

Title of Immediate Supervisor: Senior Commercial Properties Administrator

Pay Level: L23

POSITION SUMMARY: Responsible for the administration and management of a portfolio of tenant use and lease agreements and permits. Draft leases, airline and other agreements at the direction of management. Administer and confirm compliance with the terms and conditions of the Agreements. Serve as project coordinator and Authority's liaison with customers to understand, evaluate, present and track tenant issues and projects. Provide real estate and financial analytical support, to management staff. Represent the Authority in assigned matters pertaining to Greater Orlando Aviation Authority (GOAA) 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:*

- Prepare and process draft lease documents and amendments to agreements and forward for management and legal counsel review. Coordinate the execution of agreements, and distribute executed agreements. Interface with other Authority departments to confirm the Authority's interests are represented in matters such as planning, construction, environmental issues, financial risks, security issues, utilities and other lease compliance issues as appropriate. Prepare and process form agreements, amendments and annual renewals.
- May draft board and committee memos, presentations and other business proposals as required by management. Maintain a portfolio of leases in the lease management system and verify accurate and timely update of all lease amendments, term revisions, rate adjustments, premises modifications and other key terms and conditions.
- Responsible for contractual issues with leasing of terminal airport properties for airlines and airline service providers currently serving or proposing service to Orlando International Airport.
- Responsible for the maintenance, coordination, publication and distribution of the monthly Airline Providing Services report.
- Assist in the coordination and maintenance of the Airline Business page and mobile app, and all related documents and exhibits.
- Meet or correspond with existing and potential customers to determine needs, prepare space and operating estimates as needed.
- Create and coordinate updates to exhibits to the participant Lease and Use Agreements and other non-terminal complex leaseholds. Prepare estimates, scenarios, proposals, business and statistical analysis as needed by management to support airline and commercial tenant negotiations. Work with the Finance Department to confirm revenues are apportioned accurately in accordance to the lease documents.
- Assist with the maintenance and population of the Space Management System database and coordination of modifications to base drawing with CADD support personnel. Assist in the coordination with Planning, Engineering, and Construction to initiate terminal capital improvement projects. Conduct field verification as needed.
- Track critical dates for follow up on leases, lease renewals, premises relocations and changes, terminations and various lease amendments. Work closely with the Finance department to verify and confirm tenant billing. Assist Finance in collections.
- Travel between Orlando International Airport and Orlando Executive Airport for meetings, tenant issues, site visits and other related duties listed herein.
- Process tenant projects and signage requests, and present to DRC. Maintain compliance with design and graphic standards and uniformity with past and future issues.
- Compile and maintain statistical data essential to developing aviation and non-aviation tenant development projects to include establishment of rates and charges, minimum annual privilege fees, project costs, and financial

proformas. Provide revenue forecasts and coordinate the department's revenue budget annually with the Finance Department.

- May assist in the development of bid documents and Request For Proposals (RFP) for the use, lease and development of land and facilities; coordinate the solicitation, bid review, recommendation to procurement committee and to Authority Board for award to successful bidder.
- 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 confirm the 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.
- Organize and maintain the physical and electronic contract files in compliance with the Authority's Lease Management Policy and departmental procedures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business, Management, Real Estate, Finance, Public Administration, or in a directly related field and four (4) years' experience related to commercial lease management and/or contract administration experience or an equivalent combination of related training, education and experience. Airline/Airport operational management experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Considerable knowledge of principles, practices, techniques, and methodologies of commercial real estate and public administration
- Working knowledge and experience in maintaining contract files and enforcing contract provisions
- Ability to read, interpret and draft agreements, leases, licenses and permits
- Basic understanding of construction blueprints, schematics, drawings and architectural renderings
- Excellent interpersonal skills, verbal and written communication and public presentation skills and be able to effectively interact with technical and non-technical personnel
- Demonstrated analysis and problem resolution skills
- Intermediate computer and Microsoft Office programs to perform contract, financial and general business analysis; prepare documents, exhibits and presentations resulting from analysis performed
- Considerable knowledge of principles, practices, techniques, and methodologies of real estate business, public administration
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks and represent the Authority in a professional manner
- Knowledge of Oracle or similar accounting software and PROPworks or similar lease management system

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


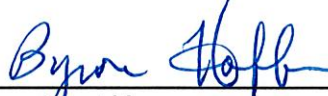
- None



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

- Work independently under limited supervision and general direction, exercising a high level of independent judgement and discretion regarding tenant compliance with agreement terms and financial requirements. Must be able to meet deadlines, create ad-hoc reports for management
- Interprets and applies contracts, policies, laws
- Frequent day to day customer contacts in which Authority's policies and procedures must be consistently and accurately represented. Required to provide 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:

	1/10/2022		4/28/22
_____ Immediate Supervisor	Date	_____ Department Manager	Date

	1/10/22		1-19-2022
_____ Department Director	Date	_____ Sr. Director, HR & Risk Management	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Physical Requirements and Working Conditions


Commercial Properties Administrator (Airline)


Department: Commercial Properties

Date: December 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			2
Walking				X			2
Sitting			X				2
Lifting: 0 – 20 lbs						X	1
20 – 50 lbs						N/A	1
51+ lbs						N/A	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
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 1/10/2022
 Date


 Department Director 1/14/22
 Date


 Human Resources - Compensation 1/14/2022
 Date

Commercial Properties Administrator (General Aviation)

Department: Commercial Properties

Date: December 13, 2021

Title of Immediate Supervisor: Manager, Commercial Development (Airline)

Pay Level: L23

POSITION SUMMARY: Responsible for the administration and management of a portfolio of tenant use and lease agreements and permits. Draft leases, airline and other agreements at the direction of management. Administer and confirm compliance with the terms and conditions of the Agreements. Serve as project coordinator and Authority's liaison with customers to understand, evaluate, present and track tenant issues and projects. Provide real estate and financial analytical support, to management staff. Represent the Authority in assigned matters pertaining to Greater Orlando Aviation Authority (GOAA) properties, generally but not limited to General Aviation related 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:*

- Prepare and process draft lease documents and amendments to agreements and forward for management and legal counsel review. Coordinate the execution of agreements, and distribute executed agreements. Interface with other Authority departments to confirm the Authority's interests are represented in matters such as planning, construction, environmental issues, financial risks, security issues, utilities and other lease compliance issues as appropriate. Prepare and process form agreements, amendments and annual renewals.
- May draft board and committee memos, presentations and other business proposals as required by management. Maintain a portfolio of leases in the lease management system and verify accurate and timely update of all lease amendments, term revisions, rate adjustments, premises modifications and other key terms and conditions.
- Responsible for contractual issues with leasing of non-terminal airport properties for General Aviation, and non-aviation tenants at both airports, and service providers currently serving or proposing service.
- Travel between Orlando International Airport and Orlando Executive Airport for meetings, tenant issues, site visits and other related duties listed herein.
- May assist in the coordination, maintenance, and distribution of the Monthly Fuel Report.
- Meet or correspond with existing and potential customers to determine needs, provides support documentation as needed.
- Create and coordinate updates to exhibits to the Term Sheets, Lease and Use Agreements and Lease Amendments-for General Aviation related leaseholds. Prepare scenarios, proposals, business and statistical analysis as needed by management to General Aviation lease negotiations. Work with the Finance Department to confirm revenues are apportioned accurately in accordance to the lease documents.
- May assist with the maintenance and population of the Space Management System database and coordination of modifications to base drawing with CADD support personnel. May assist in the coordination with Planning, Engineering, and Construction to initiate General Aviation related capital improvement projects. Conduct field verification as needed.
- Track critical dates for follow up on leases, lease renewals, premises relocations and changes, terminations and various lease amendments. Work closely with the Finance department to verify and confirm tenant billing. Assist Finance in collections.
- May assist in the development of bid documents and Request For Proposals (RFP) for the use, lease and development of land and facilities; coordinate the solicitation, bid review, recommendation to procurement committee and to Authority Board for award to successful bidder.
- Process tenant projects and signage requests, and present to DRC. Maintain compliance with design and graphic standards and uniformity with past and future issues.

- Compile and maintain statistical data essential to developing aviation and non-aviation tenant development projects to include establishment of rates and charges, minimum annual privilege fees, project costs, and financial proformas. Provide revenue forecasts and coordinate the department's revenue budget annually with the Finance Department.
- Coordinate with Airport Management personnel on all operational activities to assure compliance with the permitted uses specified in lease agreements and confirm the property is in a condition that complies with the terms of leases. 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.
- Organize and maintain the physical and electronic contract files in compliance with the Authority's Lease Management Policy and departmental procedures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business, Management, Real Estate, Finance, Public Administration, or in a directly related field and four (4) years' experience related to commercial lease management and/or contract administration experience or an equivalent combination of related training, education and experience. General Aviation Airport operational management experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Considerable knowledge of principles, practices, techniques, and methodologies of commercial real estate and public administration
- Working knowledge and experience in maintaining contract files and enforcing contract provisions
- Ability to read, interpret and draft agreements, leases, licenses and permits
- Basic understanding of construction blueprints, schematics, drawings and architectural renderings
- Excellent interpersonal skills, verbal and written communication and public presentation skills and be able to effectively interact with technical and non-technical personnel
- Demonstrated analysis and problem resolution skills
- Intermediate computer and Microsoft Office skills to perform contract, financial and general business analysis; prepare documents, exhibits and presentations resulting from analysis performed
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks and represent the Authority in a professional manner
- Knowledge of Oracle or similar accounting software and PROPworks or similar lease management system

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 independently under limited supervision and general direction, exercising a high level of independent judgement and discretion regarding tenant compliance with agreement terms and financial requirements. Must be able to meet deadlines, create ad-hoc reports for management
- Interprets and applies contracts, policies, laws
- Frequent day to day customer contacts in which Authority's policies and procedures must be consistently and accurately represented. Required to provide 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:

Byron Hoffman 1/3/2022
 Immediate Supervisor Date

 1/10/22
 Department Director Date

 Kathy Bond 1-19-2022
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Commercial Properties Administrator (General Aviation)

Department: Commercial Properties

Date: December 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					N/A	1
	51+ lbs					N/A	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
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							

Byron Hoffman 1/3/2022
 Immediate Supervisor Date

[Signature] 1/10/22
 Department Director Date

Cathy Kraus 1/14/2022
 Human Resources - Compensation Date

Commercial Properties Contract Analyst

Department: Commercial Properties

Date: May 23, 2018

Title of Immediate Supervisor: Supervisor, Commercial Properties

Pay Level: L20

POSITION SUMMARY: Prepare standard form commercial permit agreements, property space and use agreements and related legal documents. 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. Compile revenue and activity reports. Assist with general administrative support, program maintenance, policy preparation and procedural compliance.

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 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.
- Collect, track, compile and analyze current and historical monthly revenue data, budget revenue projections and reporting; provide financial and statistical spreadsheets and analysis of variances, trends and projections; run various system reports such as monthly rent roles, aged receivables, etc.
- Monitor commercial permits for contract compliance and report concerns to supervisor for resolution.
- Review monthly revenue and activity data and reports for accuracy, timeliness, completeness and consistency; communicate with customers to resolve reporting discrepancies and assist with collections as needed.
- Verify lease terms to prepare estoppel certificates and other lease disclosures.
- Compile monthly fuel flowage reports, track volume levels, compile statistical data for revenue forecasting; issue related activity reports.
- Monitor, update and confirm compliance with insurance requirements for assigned agreements and permits; contact customers to resolve non-compliant issues or request updated certificates.
- Assist in maintaining the department's policies, procedures, business practices and data integrity in the property lease management system and other databases.
- Assist with general administrative support as needed; maintain current customer contact information in databases for assigned agreements.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business Management or Public Administration and three (3) years experience in lease and contract processing, dealing with tenants and customers, financial and accounting spreadsheets, revenue analysis and word processing skills, or an equivalent combination of education, training, and experience. Experience in an airport/airline properties or commercial real estate office preferred, Knowledge of airline/aviation commercial property management or property lease management software desirable.

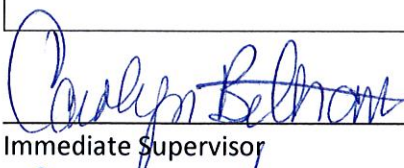
Commercial Properties Contract Analyst

Department: Commercial Properties

Date: May 23, 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				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	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:							


 Carolyn Beltram 5/23/18
 Immediate Supervisor Date


 Senior Department Director 5/23/18 Date


 Cathy Vance 5/24/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Communications System Administrator

Date: November 9, 2015

Department: Information Technology

Grade/Level: Exempt; L25

Title of Immediate Supervisor: Assistant Manager, Unified Communications

POSITION SUMMARY: Provide service and support to Communication Systems users including Authority staff and Shared Tenant Services program customers. Oversee user accounts and ensure continuing customer satisfaction by resolving problems, improving existing service, coordinating technical support in resolving customer issues, establishing new accounts and providing users with basic technical support and training. Support the performance, and availability of our Communication Systems to include Voice Services, Voice Messaging, Audio and Video Conferencing, Interactive Voice Response and Mobile Device Management.

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.*

- Oversees the deployment and enhancement of telecommunications-related hardware and software services. Analyzes billing records produced by the airport's billing system to ensure accuracy and validation of charges being applied. Responsible for all financial accounting transactions associated with cost recovery and analysis. Analyzes telephone expenses for the airport based on actual and projected usage. Analyzes all PBX telephone database usage reports and balances them with the Facilities Management Billing System, and corrects inaccuracies. Compares cost of providing telecommunications services against the actual rates and charges invoiced to customers. Recommends rate and charge adjustments as necessary. Performs annual station reviews with customer to verify billing and correct any errors.
- Analyzes customer's present communications arrangements and develops / presents types of services that the customer should consider to meet their needs. Programs the telephone changes in the communications system requested by the customer to meet their needs. Programs Voice Mail services to provide customers with the desired service. Recommends and implements changes to maximize telecommunications system operation and minimize costs. Performs telecommunications consultation services to customers for each request submitted requiring substantive change in service. Advises customers on product features.
- Audits the PBX Network and Voice Mail databases to ensure users remain valid customers on the network. Administers the Authorization Code Program and issues and tracks those codes for usage and possible toll fraud.
- Studies material usage, identifies shortages and obsolete/excess stock, and analyzes equipment flow to the customer. Prepares and analyzes telecommunications statistics relating to the department's communications equipment and use. Recommends appropriate stock levels.
- Responsible for System Administrator functions associated with airport's communication systems to include but not limited to: voice service, voice messaging, Authorization Code System, Interactive Voice Response System and Mobile Device Management Server. Serves as the System Administrator for the airport's Call Pilot Voice Mail System, Cellular Blackberry and Goodlink Server. Runs backup and recovery operations.

RESPONSIBILITIES (continued):

- Must be accessible by cell phone for on-call and emergency call-back to provide necessary services on a rotating basis.
- Assists users with desktop applications. Trains customers in all aspects of the telephone system and equipment including Voice Mail. Attends telecommunications seminars and schools in order to keep abreast of growth and changes within the telecommunications industry.
- Troubleshoots network hardware and software problems. Addresses the complexities of network provisioning circuits and diagnosing telecommunications problems to their source. Analyzes trouble reports to define areas of recurring problems or irregularities. Creates and maintains historic data files for long-term comparison and analysis. Provide liaison between users and vendor(s) for transmission problems. Creates and maintains appropriate audit trails to effect efficient resolution to circuit problems/outages. Responsible for analysis, interpretation and processing of all telecommunications work order processing. Performs necessary functions related to the operation and maintenance of the cellular wireless network and serves as interface between the vendor and the customer. Captures and records all cable management information including Telephone Terminal board, cable pair and communications jack requirements. Documents maintenance problems.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Computer Science, Telecommunications or a related field and a minimum of five (5) years of experience including experience in a large telephony environment. An equivalent combination of education, training and experience will be considered. Understanding of accounting practices desirable. Experience with VoIP and Unified Communications systems required. At least three (3) years experience with Airwatch or similar MDM system.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Skilled knowledge of video conferencing systems and their integration with unified communications systems
- Hands on experience with Avaya telephony products and technology
- Must have experience administering Apple iOS and Android mobile devices
- Practical working knowledge of VPFM, Solarwinds or similar monitoring platforms
- Working knowledge of Microsoft Office suite
- Excellent diagnostic and problem-solving skills
- Interpersonal skills to interface with users and staff
- Good oral and written communication skills
- Working knowledge of Windows and Linux server
- Must be able to work both standard and non-standard work schedules, including weekends

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 exercise independent judgement and make decisions.)*

- Must be able to work independently
- Deals directly with customers in analyzing their telephone requirements and recommending solutions
- Must direct the activities of contractor personnel to ensure the work orders are processed properly and promptly
- Analyzes billing invoices for accuracy and makes adjustments as necessary
- Works with Finance Department to balance accounts (both payables and receivables)
- Make adjustments in inventory levels to meet customer needs

APPROVAL SIGNATURES:



Immediate Supervisor

11-11-15

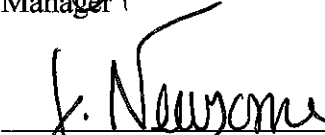
Date



Manager

11-11-15

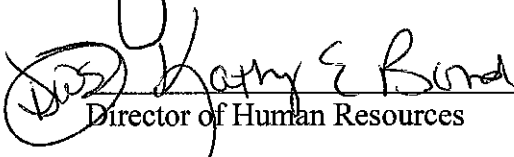
Date



Department Director

NOV 11 2015

Date



Director of Human Resources

11-16-15

Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Communications System Administrator
 Department Information Technology

Date November 9, 2015
 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 A. __ 0 - 20 lbs.				X		3
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	X					3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

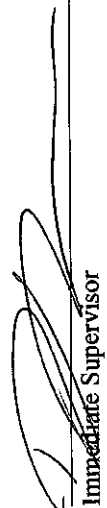
In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- 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 - Able to work both standard and non-standard work schedules, including weekends			X			3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Automobile			X			2
General office equipment (computer, copier, fax, etc.)		X				3

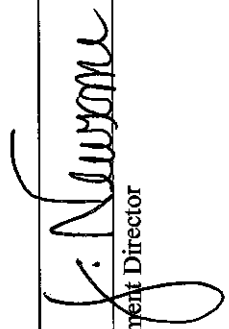
Supervisor Comments:



 Immediate Supervisor

11-11-15
 NOV 11 2015

 Date



 Department Director

Date

Compliance Analyst

Department: Internal Audit

Date: September 20, 2019

Title of Immediate Supervisor: Assistant Director, Internal Audit

Pay Level: L20

POSITION SUMMARY: Responsible for assisting and conducting basic audits, following established guidelines and procedures, of organizations which have contractual agreements with the Greater Orlando Aviation Authority (GOAA) to determine compliance with those agreements including, but not limited to, revenue agreements management agreements, and service contracts. Assist with audits of organizational units within GOAA to determine if units are performing their planning, accounting, custodial, or control activities in compliance with management instructions, applicable statements of policy and procedures, and in a manner consistent with both GOAA's objectives and high standards of administrative practice. Responsible for monitoring revenue agreements across GOAA and carrying out continuous auditing procedures under the supervision of a Senior Auditor or Audit Management.

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 the Internal Audit staff with performing basic audits under moderate supervision and direction in accordance with GOAA policies and procedures, Internal Audit guidelines and professional standards established by the U.S Government Accountability Office (GAO), American Institute of Certified Public Accountants (AICPA) and/or The Institute of Internal Auditors (IIA).
- Under moderate supervision, participates in the planning of basic audits or sections of audits, including completing the process identification, control analysis and risk assessment.
- Identify and document aspects of the organization's systems and processes that do not comply with agreements, regulations, industry standards, or GOAA policies.
- Review less complex agreements, contracts, leases, etc. and evaluate compliance.
- Examine transactions, documents, records, reports and methods for accuracy and effectiveness and/or compliance with contract terms.
- Survey functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control to achieve established objectives; identify basic control points of the system.
- Monitor revenue agreements across GOAA for alignment with established agreements and guidelines, performing financial analysis/trending to identify abnormalities or irregularities for review by the Auditors.
- Perform continuous monitoring of data for compliance with procedures that are narrower in scope than those performed by the Auditors.
- Assist in the preparation of neat, logical, and complete work papers following departmental policies and procedures for the Internal Audit staff. Record procedures performed, results and document well-supported conclusions; effectively clear review notes; demonstrate basic knowledge of proper workpaper technique (referencing, indexing, etc.); approach assigned tasks in a logical and efficient manner.
- Assist in gathering and analyzing supporting data as a basis to conclude on the adequacy and effectiveness of control systems and on the performance capability of the activity being reviewed.
- Communicate with the audit team throughout the audit process for guidance and problem solving; cognizant of when audit issues should be referred to the Senior Auditor or Audit Management for further direction or concurrence.
- Participate in preparing support for formal written reports of lesser risk/complexity, as requested.
- Assist in or prepare potential audit findings that are adequately supported by documentary evidence

and help to develop appropriate recommendations. Participate in appraising the adequacy of the corrective action taken to improve deficient conditions.

- Perform or assist with special projects or other assignments, as requested.
- Able to work independently requiring general direction and supervision as well as a team environment.
- Work under the direction of Auditors, Senior Auditors, or Audit Management on specific audits or assignments.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Accounting, Business or a related field and two (2) years of similar financial experience or a Bachelor Degree in Accounting, Business or a related field and related course work, or an equivalent combination of closely related education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of IIA International Professional Practices Framework preferred
- Basic knowledge of Microsoft Word, Excel, and Access. Knowledge of data analytic software desired (ACL preferred)
- Knowledge of statistical sampling methodologies preferred
- Knowledge of financial, cost and management accounting theory and practice
- Knowledge and application of qualitative and quantitative analysis
- Understanding of contracting principles and administration
- Knowledge of management and organization theory
- Oral and written communications reflect use of proper grammar; writing exhibits direction, clarity and conciseness.
- Analytical and problem solving skills
- Demonstrated attention to detail
- Interpersonal skills demonstrating tact and professional etiquette
- Experience in creating flowcharts is preferred
- Must be able to manage multiple tasks and projects
- Able and available for travel (local engagements)

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 independently on assigned tasks under general supervision and direction.
- Moderate amount of independence in judgment, discretion, and motivation for work paper preparation, based on level of experience.
- Ability to prioritize and adjust work schedule to meet deadlines to handle a wide variety of tasks and responsibilities simultaneously and continuous projects efficiently including prioritizing of daily and monthly work.
- Take initiative with respect to execution of responsibilities and achievement and the ability to determine when additional follow up or analysis is needed.
- Decisions requiring important administrative, auditing or accounting procedures, analytical questions beyond the Analyst's background, problems with managers, supervisors, etc., and the final preparation of

work papers and audit reports are to be referred to the Senior Auditor or Audit Management respectively.

- Ability to read and understand contracts, agreements, and leases.

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:

Wendy Mequo 9/20/19
Immediate Supervisor Date

Lasse Dumond 9/20/19
Department Director Date

Penny Bond 9-24-19
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Concessions Contract Analyst

Department: Concessions

Date: November 2, 2018

Title of Immediate Supervisor: Manager, Concessions

Pay Level: L20

POSITION SUMMARY: Prepare standard form permit agreements, property space and use agreements and related legal documents. 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. Compile revenue and activity reports. Assist with general administrative support, program maintenance, policy preparation and procedural compliance.

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 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.
- Collect, track, compile and analyze current and historical monthly revenue data, budget revenue projections and reporting; provide financial and statistical spreadsheets and analysis of variances, trends and projections; run various system reports such as monthly rent roles, aged receivables, etc.
- Monitor permits for contract compliance and report concerns to management for resolution.
- Review monthly revenue and activity data and reports for accuracy, timeliness, completeness and consistency; communicate with customers to resolve reporting discrepancies and assist with collections as needed.
- Verify lease terms to prepare estoppel certificates and other lease disclosures.
- Compile monthly statistical data for revenue forecasting; issue related activity reports.
- Monitor, update and confirm compliance with insurance requirements for assigned agreements and permits; contact customers to resolve non-compliant issues or request updated certificates.
- Assist in maintaining the department's policies, procedures, business practices and data integrity in the property lease management system and other databases.
- Assist with general administrative support as needed; maintain current customer contact information database.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Management or related field and three (3) years' experience in lease and contract processing, dealing with tenants and customers, financial and accounting spreadsheets, revenue analysis and word processing skills, or an equivalent combination of education, training, and experience. Experience in a commercial real estate office preferred, Knowledge of property lease management software desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of commercial real estate industry practices
- Excellent written and oral communication skills.
- Strong time management and organizational skills
- Demonstrated advanced level of customer service skills and experience

- Intermediate to advanced skills with Microsoft Word, Excel, Access and PowerPoint
- Knowledge of Oracle or similar accounting/finance system
- Knowledge of PROPworks or similar property lease management system.
- Ability to communicate clearly in English required; multilingual abilities a plus

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 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.
- Understand and apply the Authority's rates and charges structure. Ability to read and understand lease agreements.

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:

Tray C. Harris 11-5-18
 Immediate Supervisor Date

[Signature] 11/16/18
 Senior Department Director Date

Kathy E Bond 11-29-18
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A

Concessions Contract Analyst

Department: Concessions

Date: November 2, 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				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	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							

Jay C. Harris 11.5.18
 Immediate Supervisor Date

[Signature] 11/14/18
 Senior Department Director Date

Cathy Hoover 11/26/18
 Human Resources - Compensation Date