JOB DESCRIPTION

Job Title: Painter II

Date: January 10, 2018

Department: Maintenance

Grade/Level: Non-Exempt; B5
Shift Premium: Yes

Title of Immediate Supervisor: Supervisor, Paint

POSITION SUMMARY: Utilizes and applies protective and decorative coatings and coverings to furnishings, fixtures, and equipment to maintain GOAA facilities.

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

- Prepares surfaces to be reconditioned and/or resurfaced.
- Applies proper protective or decorative coating with appropriate applicators.
- Assists in the refinishing of existing office furniture, shelving, tables, and other furnishings, fixtures, and equipment using various applications of stain, varnish, and sealant.
- Assists with pavement markings.
- Performs regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and for proper response as required.
- Completes maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly so that accurate maintenance and repair records are kept.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and three (3) years experience in the painting field, with particular emphasis on spray painting, or an equivalent combination of education, training, and experience. Experience in commercial and industrial painting preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Sound working knowledge of paints, solvents, varnishes, and similar materials used in protecting various types of surfaces.
- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations, and guidelines regarding the proper utilization of various protective devices during the application of chemicals and paints.
- Knowledge of rules, regulations, and guidelines regarding the safe operation of spray painting equipment and power tools.
- Must be capable of properly operating field communications equipment.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Determines if and when a painting task should be discontinued due to unsafe or high-risk conditions.
- Constant exercise of sound independent judgment to be sure that scaffolding, platforms, rigging and other equipment are safely and properly secured.
- Determines what equipment is appropriate for the assigned task and how it is to be used on a job.
- Determines when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 1-10-2018

Manager — Date: 1-10-18

Assistant Director — Date: 1/10/18

Department Director — Date: 1-11-18

Senior Director, Human Resources & Risk Management — Date: 1-16-18

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Painter II
Department: Maintenance

Date: January 10, 2018
Section: 683

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

Frequency
- 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	1
Lifting A. __ 0 - 20 lbs.			X			3
B. __ 21- 50 lbs.				X		3
C. __ 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	1
Speaking & Hearing				X		3
Detailed Inspection/Reading/Editing				X		2
Writing					X	1
Other						

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

Frequency

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		3
Chemicals			X			3
Insects					X	1
Heights, Confined Areas				X		3
Excessive Noise				X		3
Other						
Monitoring/Operating Vehicles or Equipment Type?	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Spraying equipment		X				3
Maintenance box van				X		3
Pressure washer		X				2
Field communications equipment					X	3

Supervisor Comments:

Immediate Supervisor — Date: 1-10-2018

Human Resources – Compensation — Date: 1/12/18

Department Director — Date: 1-11-18

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Painter III

Department: Maintenance

Date: April 5, 2019

Title of Immediate Supervisor: Supervisor, Paint

Pay Level: B6

POSITION SUMMARY: Professionally apply architectural and protective coating systems required to provide maximum protection under a regularly scheduled maintenance program to all surfaces within the painting industry standards and maintenance departmental guidelines in order to maintain GOAA facilities.

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

- Inspect and maintain all structural and architectural surfaces, provides the necessary protective coating system to ensure the appearance and maintain a sound level of structural integrity within the industry.
- Prepare all structural and architectural surfaces properly to be reconditioned and/or resurfaced.
- Remove and reapply pavement markings on runways, taxiways, ramps and roadways.
- Apply proper protective or decorative coating with appropriate applicators.
- Refinish existing office furniture, shelving, tables and other furnishings, fixtures and equipment using various applications of stain varnish and sealant.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and for proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly so that accurate maintenance and repair records are kept.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience in commercial and industrial painting, with emphasis in maintenance, with a strong background in brush, rolled and spray experience, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Industry knowledge of paints, solvents, varnishes and other related materials used to protect surfaces of all kinds and under all weather conditions
- Basic knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe operation of various protective devices during the application of chemicals and paints, spray painting equipment and power tools
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Familiarity with a mobile computerized maintenance management system desired
- Demonstrated skill to organize and prioritize work
- Good oral and written communication skills
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Determine if and when a painting task should be discontinued due to unsafe or high-risk conditions.
- Constant exercise of sound independent judgment to be sure that scaffolding, platforms, rigging and other equipment are safely and properly secured.
- Determine what equipment is appropriate for the assigned task and how it is to be used on a job.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

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

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 4/15/19

Department Manager — Date: 4/15/19

Department/Assistant Director — Date: 4/5/19

Department Director — Date: 4-5-19

Sr. Director, HR & Risk Management — Date: 4-19-19

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: Yes

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Painter III

Department: Maintenance

Date: April 5, 2019

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

Frequency		Importance
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	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	1
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs				X		3
Bending/Stooping			X			3
Pushing, Pulling and/or Digging				X		3
Reaching over head			X			3
Kneeling, Crawling				X		2
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		2
Speaking & Hearing				X		3
Detailed Inspection/Reading/Editing				X		2
Writing					X	1
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes				X		3
Chemicals			X			3
Insects					X	1
Heights, Confined Areas				X		3
Excessive Noise				X		3
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X		2
Spraying Equipment		X				3
Pressure washer		X				3
Field Communication Equipment					X	3
Mobile Maintenance Management System				X		2
SUPERVISOR COMMENTS:						

Immediate Supervisor — Date: 4/15/19

Department Director — Date: 4-5-19

Human Resources - Compensation — Date: 4/18/19

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Parking Customer Service Coordinator

Department: Parking Operations

Date: February 21, 2022

Title of Immediate Supervisor: Assistant Director, Airport Operations - Parking and GT

Pay Level: L16

POSITION SUMMARY: Primary representative for Parking Operations contractual and customer service issues for the parking management agreement, the shuttle management agreement and other customer services related issues. Respond to high volume of telephone calls Parking/Ground Transportation customer complaint line, resolve customer service issues or refer issues to appropriate member of management. Provide administrative support for the Assistant Director, Airport Operations - Parking and Ground Transportation and Manager, Airport Operations - Parking.

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

- Customer service liaison for the Parking and Grounds Transportation department. Customer service issues include but are not limited to; damaged vehicles, customer towed vehicles, abandoned Rental Cars in public parking, repossessed vehicle recovery, etc.
- Respond to high volume of telephone calls for Parking/Ground Transportation customer complaint line, resolve customer service issues or refer issues to appropriate member of management.
- Research, prioritize, and follow up on incoming issues and concerns addressed to Parking/Grounds Transportation. Determine appropriate course of action, referral, or response: gather and analyze information required for review by management.
- Administer GOAA's E-Pass/SunPass program, to include; resolving payment issues, request reversal of replenishments, manual charges and other issues with the program.
- Monitor the shuttle bus operator's compliance with the contractual frequency schedule and notify shuttle operator of the result.
- Provide administrative support for the Assistant Director, Airport Operations - Parking & Ground Transportations and other management as assigned, including correspondence, answer/screen telephone calls and direct to appropriate person for response, schedule appointments and maintain calendar, arrange internal and external meetings. Coordinate travel arrangements and process travel documents
- Responsible for Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete process and maintain related documents
- Assist in preparing Board, Concession/Procurement, Construction Finance Oversight Committee items,
- Prepare and distribute meeting meetings as needed.
- Administer the Authority's parking validation stamp program.
- Coordinate the Division's uniform program to include fitting, ordering, payment, receiving, and return of uniforms.
- Act as Records Management Coordinator for the Parking Operations / GT Services Division. Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations.
- Serve as payroll clerk for the department. Confirm data and prepare payroll documentation; maintain all supporting documentation
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years experience in customer service with a focus on customer compliant resolution, administrative support and/or airport operations, or an equivalent combination of education, experience and training.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Effective customer service resolution skills
- Knowledge of word-processing and a typing speed of 50 CWPM
- Intermediate computer skills and proficient in Microsoft Office programs required; experience using Oracle Financials
- Excellent and professional oral and written communication in English including grammar and punctuation skills
- Demonstrated attention to detail and strong organizational, and administrative skills
- Strong analytical, interpersonal, and problem solving skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under general supervision with limited independence and under general direction
- Demonstrate good judgement in communicating with senior management, consultants, customers, and other Authority departments regarding customer related issues
- Make routine decisions within established guidelines, refer unique issues to management
- Interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient
- Set priorities for own work

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

APPROVAL SIGNATURES:

5/18/22
Immediate Supervisor / Assistant Director — Date

MAY 25, 2022
Department Director — Date

10-5-2022
Sr. Director, HR & Risk Management — Date

FLSA: Non – Exempt
EEO Category: Administrative Support
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Parking Customer Service Coordinator

Department: Parking Operations

Date: February 21, 2022

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing			X			2
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
2 way Radio					X	2

SUPERVISOR COMMENTS:

E. B. McClain 5/18/22

Immediate Supervisor/Assistant Director Date

M A Goffe MAY 25, 2022

Department Director Date

Cathy Vann 9/22/2022

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Parking Operations Specialist

Department: Parking Operations

Date: February 17, 2020

Title of Immediate Supervisor: Manager, Parking Operations

Pay Level: L15

POSITION SUMMARY: Serve as the operational liaison with parking and shuttle bus contractors for the public, valet and employee parking systems. Monitor the day-to-day activities and operation of the parking and shuttle contracts associated with the various parking facilities; verify all designated parking facilities are maintained and operated to the standards and specifications set forth in the respective contract documents.

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

- Monitor the day-to-day activities and operation of the parking garages and parking/shuttle contractors with emphasis on the levels and standards of service, quality control, security of parking facilities, and contractors' responsiveness.
- Assist in the development and implementation of procedures to meet the requirements set forth in the contract documents.
- Assist and follow-up on facility inspections, initiate repair orders, and verify work has been completed.
- Respond to various situations that occur at any of the parking facilities (equipment malfunctions, lane back-ups, vehicle incidents, etc.).
- Enforce parking and abandoned vehicle policies and issue parking citations when appropriate.
- Provide testimony during court proceedings regarding parking citations.
- Develop and maintain an *Abandoned Vehicle* list and remove abandoned vehicles as required under GOAA policy.
- Document all safety and security related incidents in area of responsibility; compile incident information into clear and concise reports.
- Act as the Authority's representative to resolve situations that occur "on the scene" between the parking or shuttle contractor and the customers.
- Coordinate with GOAA maintenance and contractors for peak and holiday parking periods.
- Assist the traveling public by providing information concerning airlines, the airport, the Central Florida attractions and any other locations, and providing any other assistance as appropriate.
- Assist with crowd control, traffic control, and coordination of parking facilities during emergencies and irregular operations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and two (2) years experience in an area related to the parking industry and/or monitoring performance based contracts, to include customer service experience, or an equivalent combination of education, training and experience. Experience in the airport parking industry preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of parking operations and revenue control systems desired
- Must have good oral and written communication skills. Bi-lingual skills desirable
- Knowledge of City of Orlando regulations governing parking operations, and OIA rules and policies
- Knowledge of the Airport Emergency Plan (AEP), CFR 1540 & 1542 (airport security), and other Orlando International Airport rules, regulations, policies and procedures

- Intermediate computer skills to include proficiency in Microsoft Office programs
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Ability to stand and walk for extended periods of time, often in adverse weather conditions and in areas with noxious fumes
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times and in potentially stressful, difficult and confrontational situations
- Ability to handle multiple tasks, manage time effectively, and pay close attention to detail
- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends based on operational needs
- Ability to operate a two-way radio
- Knowledge of Central Florida and the surrounding areas

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Parking Enforcement Specialist Training (PEST) within 90 days of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Exercises considerable independence under general supervision
- Makes day-to-day operational decisions based on interpretation of the policies and procedures and/or the contract documents.

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

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 7/20/20

Department Assistant Director — Date: 7/15/20

Department Director — Date: JUL 20, 2020

Department Senior Director — Date: 07-20-2020

Sr. Director, HR & Risk Management — Date: 7-31-2020

FLSA: Non-Exempt

EEO Category: Service-Maintenance

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Parking Operations Specialist

Department: Parking Operations

Date: February 17, 2020

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs				X		3
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging				X		2
Reaching over head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)				X		3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather			X			3
Noxious Fumes			X			3
Chemicals					X	2
Insects			X			3
Heights, Confined Areas			X			3
Excessive Noise			X			3
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)				X		3
Field Communication Equipment (2-Way radio)	X					3
Revenue Control Equipment	X					3

SUPERVISOR COMMENTS:

Immediate Supervisor — Date: 7/20/20

Department Director — Date: JUL 20, 2020

Human Resources - Compensation — Date: 7/22/20

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Parking Revenue Analyst

Department: Parking Operations

Date: October 3, 2018

Title of Immediate Supervisor: Manager, Parking Operations

Pay Level: L17

POSITION SUMMARY: Responsible for analyzing and reconciling credit card and E-Pass/SunPass transactions, daily parking lane activity, and daily deposits. Assist other departmental staff as needed.

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

- Analyze and reconcile credit card and E-Pass/SunPass transactions to verify all funds are accurately reported. Research discrepancies and follow up with questions to credit card company, Parking Revenue Control System contractor, etc. to validate exceptions. Maintain tracking of valid exceptions.
- Analyze and reconcile parking daily lane activity reports to the revenue control system reports.
- Verify the daily deposits for parking garages, commercial lane, valet parking and satellite parking.
- Work with the Finance department to research and resolve discrepancies. Contact banks regarding incorrect balances, notify contractors to stop accepting checks from chronic offenders, and take other related actions as necessary.
- Design and develop spreadsheet and management reports as needed.
- Assist with revenue box audits, annual certification of fees, procedural audit and other related projects as assigned
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Accounting, Business, or related field and two (2) years accounting work experience, or an equivalent combination of education, training and experience. Experience with parking operations and/or parking revenue accounting systems preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Computer skills – proficient in Microsoft Office
- Knowledge of basic accounting concepts, practices and procedures
- Strong analytical skills with sound judgment
- Able to operate general office equipment
- Effective customer service skills
- Good verbal and written communications skills
- Demonstrated attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Determine methods of analyzing operation and revenue reports
- Judgment as to what constitutes discrepancies with potential for revenue loss
- Exercises considerable independence under general supervision
- Makes independent decisions following established guidelines/procedures

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

APPROVAL SIGNATURES:

Immediate Supervisor — 10/8/18 — Date

Department Director — OCT 8, 2018 — Date

Department Senior Director — 10-08-2018 — Date

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

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Parking Revenue Analyst

Department: Parking Operations

Date: October 3, 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		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				2
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:

Immediate Supervisor — Date: 10/9/18

Department Senior Director — Date: 10-08

Human Resources - Compensation — Date: 10/12/18

JOB DESCRIPTION

Job Title: Parking Systems Auditor

Date: September 12, 2014

Department: Airport Operations – Transportation Contracts

Level: Exempt; L21

Title of Immediate Supervisor: Manager, Parking Operations

POSITION SUMMARY: Assists in the audit, research, and maintenance of the Authority's Parking and Ground Transportation Revenue Control System (PRCS) software. Researches E-Pass/SunPass transactions, modifies transponder activity, corrects system records, and documents adjustments. Analyzes PRCS data, identifies system deficiencies, and assists in database research. Supports implementation of new PRCS software and hardware and conducts detailed reviews of system testing and reports. Audits PRCS credit card processing to ensure credit card transactions and revenue are accurately processed and reported. Reviews PRCS data and provides reports 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.*

- Conduct detailed analysis of all transactions, activity, records, data and systems to ensure accurate capture, recording and charging of Authority parking revenues
- Support the Manager by performing research and maintenance of the PRCS software database
- Responsible for audit and research of the PRCS software to ensure it is operating efficiently and effectively
- Participate in the implementation of new PRCS software/system upgrades and conduct detailed review of system testing and reports to verify accuracy and system performance
- Responsible for the daily research and maintenance of E-Pass/SunPass records, to include but not limited to modification of transponder activity, adjustment to system records, equipment software data, and documentation of records
- Responsible for the daily audit of PRCS credit card processing to ensure credit card transactions and revenue are accurately processed and reported
- Support the parking and ground transportation administrative staff in research of the PRCS system database
- Review PRCS data and provide reports as needed
- Immediately reports concerns to management as appropriate
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Two (2) years of related technical training and three (3) years experience to include parking system database administration and troubleshooting, database mining related to transactional activity, batching and data transfers, and related database research or an equivalent combination of education, training, and experience. Experience in parking systems audit and parking revenue control preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Extensive parking and ground transportation systems knowledge and skills
- Familiarity with parking audits or systems audits
- Effective oral and written communication skills
- Attention to detail
- Strong research and analytical skills
- Microsoft Office and Systems Database skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Works independently under moderate supervision, exercising considerable judgment and discretion
- High level problem-solving skills in area of expertise

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 9/12/14

Department Director — Date: 9-12-2014

Director of Human Resources — Date: 9-24-14

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Parking Systems Auditor
Department Airport Operations – Transportation Contracts
Date September 12, 2014
Section 234

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	1
Walking					X	3
Sitting		X				3
Lifting A. __ 0 - 20 lbs.				X		3
B. __ 21-40 lbs				X		3
C. __ 50+ lbs.					X	3
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	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

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

Frequency

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

Importance

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

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

Supervisor Comments:

Immediate Supervisor

9/12/14
Date

Department Director

Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Payroll Financial Analyst

Department: Finance

Date: December 7, 2018

Title of Immediate Supervisor: Supervisor, Payroll

Pay Level: L23

POSITION SUMMARY: Prepare payroll related journal entries and reconciliations. Perform financial analysis of general ledger payroll accounts and make necessary adjustments. Perform the monthly, quarterly and year-end variance analyses and prepare related explanations. Assist with the necessary support for the payroll related notes of the Comprehensive Annual Financial Report (CAFR). Serve as backup and/or assist in the processing of payroll and related payroll taxes.

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 analyze payroll related reconciliations of general ledger accounts according to deadlines.
- Prepare payroll journal entries for the bi-weekly payroll and monthly accrual, FSA claims, pension, compensated absences and other miscellaneous entries.
- Research and resolve payroll issues/discrepancies; collects and analyzes information, interprets and reports on the findings; prepare corrections if necessary.
- Verify the accuracy for the computation and pay for non-exempt and exempt employees, including miscellaneous pay, leaves of absence, overtime, retroactive pay, partial pay, overpayments and terminations.
- Provide prompt responses to inquiries from management, employees and other departments.
- Reconcile and maintain accurate employee accrued leaves balances and health care cost for W-2 reporting purposes.
- Monitor the outstanding checks list to adhere to escheat property laws, prepare outstanding check correspondence and assist the escheat filing each year.
- Prepare fiscal year end payroll accruals, including but not limited to compensate absences adjusting entries.
- Assist with the month-end, quarter-end and year-end schedules, reports and support for CAFR notes.
- Follow policies and procedures, report and recommend needed changes. Identify and document issues/errors and resolutions for future reference and process improvements. Document and update processes and procedures as required.
- Maintain compliance with local, state and federal laws and regulations, and Authority policies relative to payroll and employee compensation taxable withholding. Keep informed and up to date on changes in tax and deduction laws that apply to the payroll.
- Assist with the processing of the bi-weekly payroll for 800+ employees using ADP Work Force Now (WFN) via Kronos time and attendance interface.
- Serve as back up to the Senior Payroll Specialist as needed.
- Assist with the implementation of payroll timekeeping system migrations and upgrades and other special projects as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting and four (4) years general ledger and payroll related experience, or an equivalent combination of education, training and experience. Extensive experience with Oracle General Ledger or other financial applications systems preferred. Experience with ADP WFN Payroll, Kronos and custom reports highly desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of general ledger, reconciliations and preparation of journal entries
- Good knowledge of payroll, payroll related taxes and compliance of local, state and federal payroll/tax regulations, including Fair Labor Standards Act (FLSA) rules
- Must be detailed oriented, accurate and have time management skills
- Must be able to work under strict deadlines and be reliable
- Must be able to maintain confidentiality
- Advanced skills in Microsoft Office, experience with financial, payroll and timekeeping systems
- Familiar with Bloomberg BNA – Payroll Administration reference library
- Knowledge of garnishment, child support and levy processes
- Must possess strong interpersonal skills
- Must possess strong organizational skills and 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:

- Certified Payroll Professional certification desirable, but not required

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 high level of independent judgment
- Must be able to prioritize and adjust work schedule to meet deadlines
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- May manage multiple projects with a wide variety of task, determine priorities and able to determine when additional follow up or analysis is needed

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 — Date: 1.11.19

Department Assistant Director — Date: 1/11/19

Department Director — Date: 1/11/19

Chief Financial Officer — Date: 1/14/19

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

FLSA: Exempt
EEO Category: Professionals

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Payroll Financial Analyst

Department: Finance

Date: December 7, 2018

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	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**
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:

Elsie Alfonso 1.11.19
Immediate Supervisor Date

Pam LaHaurenx 1/11/19
Department Director Date

Cathy Vrooman 1/14/19
Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Plumber II

Department: Maintenance

Date: August 14, 2019

Title of Immediate Supervisor: Supervisor, Plumbing

Pay Level: B8

POSITION SUMMARY: Install, repair, and maintain plumbing systems, including water lines, pumps, and underground water and sewer lines.

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

- Inspect, repair, and maintain all plumbing systems, including water, sanitary and industrial waste lines to confirm compliance with all applicable codes.
- Inspect and repair vents, storm drainage, and special piping systems in or adjacent to GOAA buildings, along with their associated fixtures and appurtenances, including building drains, and water service pipes.
- Install, repair and maintain pumps for lift stations.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required.
- Complete maintenance work orders as assigned, record all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three (3) years plumbing experience in either plumbing repair or construction field, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Sound working knowledge of plumbing systems, PVC, copper, cast iron, galvanized and black iron pipe installations
- Basic knowledge of plumbing codes
- Knowledge of applicable OSHA regulations and the rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools
- Basic knowledge of essential safety equipment and protective devices
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Familiarity with a mobile computerized maintenance management system desired
- Demonstrated skill to organize and prioritize work
- Good oral and written communication skills
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Determine when shut down of facility or system is required and coordinate with Supervisor and affected agencies
- Determine proper tools and equipment to be used for the assigned task and how they are to be used on a job
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next
- 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

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:

8/23/19

Immediate Supervisor — Date

8/27/19

Department Manager — Date

Department Assistant Director — Date

8-23-19

Department Director — Date

8/27/19

Sr. Director, HR & Risk Management — Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Plumber II

Department: Maintenance

Date: August 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					3
Walking	X					3
Sitting					X	1
Lifting: 0 – 20 lbs		X				3
20 – 50 lbs		X				2
51+ lbs			X			2
Bending/Stooping	X					3
Pushing, Pulling and/or Digging		X				3
Reaching over head		X				3
Kneeling, Crawling		X				3
Climbing (ladders, stairs, hills)		X				3
Typing/CRT (attention to detail)				X		2
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing				X		2
Writing				X		2
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			3
Excessive Noise			X			2
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Waste Line Auger		X				3
Pipe Threading Machine				X		2
Hand/Power tools		X				3
Bucket Truck					X	2
Mobile computerized maintenance management system				X		2

SUPERVISOR COMMENTS:

8/23/19

Immediate Supervisor — Date

8-23-19

Department Director — Date

8/27/19

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Plumber III

Department: Maintenance

Date: August 14, 2019

Title of Immediate Supervisor: Supervisor, Plumbing

Pay Level: B9

POSITION SUMMARY: Install, repair, and maintain plumbing systems, including water lines, pumps, and underground water and sewer lines.

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

- Inspect, repair, and maintain all plumbing systems, including water, sanitary and industrial waste lines to confirm compliance with all applicable codes.
- Inspect and repair vents, storm drainage, and special piping systems in or adjacent to GOAA buildings, along with their associated fixtures and appurtenances, including building drains, and water service pipes.
- Install, repair and maintain pumps for lift stations.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required.
- Complete maintenance work orders as assigned, record all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years plumbing experience, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Sound working knowledge of plumbing systems, PVC, copper, cast iron, galvanized and black iron pipe installations
- Thorough working knowledge of plumbing codes
- Knowledge of applicable OSHA regulations and the rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools
- Basic knowledge of essential safety equipment and protective devices
- 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
- Current Journeyman Plumber certificate of competency recognized by the State of Florida

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Determine when shut down of facility or system is required and coordinates with Supervisor and affected agencies.
- 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 proper tools and equipment to be used for the assigned task and how they are to be used on a job.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

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

APPROVAL SIGNATURES:

8/23/19
Immediate Supervisor Date

8/27/19
Department Manager Date

Department Assistant Director Date

8-23-19
Department Director Date

8/27/19
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Plumber III

Department: Maintenance

Date: August 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					3
Walking	X					3
Sitting					X	1
Lifting: 0 – 20 lbs		X				3
20 – 50 lbs		X				2
51+ lbs			X			2
Bending/Stooping	X					3
Pushing, Pulling and/or Digging		X				3
Reaching over head		X				3
Kneeling, Crawling		X				3
Climbing (ladders, stairs, hills)		X				3
Typing/CRT (attention to detail)				X		2
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing				X		2
Writing				X		2
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			3
Excessive Noise			X			2
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Waste Line Auger		X				3
Pipe Threading Machine				X		2
Hand/Power tools		X				3
Bucket Truck					X	2
Mobile computerized maintenance management system				X		2

SUPERVISOR COMMENTS:

8/23/19

Immediate Supervisor — Date

8-23-19

Department Director — Date

8/27/19

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Procurement Administrator and Supplier Relationship Coordinator

Department: Procurement Services | Date: December 7, 2023

Title of Immediate Supervisor: Vice President, Procurement Services | Pay Level: L18

POSITION SUMMARY: Provide a variety of executive-level administrative support to the Vice President of Procurement Services and assist other staff as needed. Serves as the main contact person for Suppliers; provides information on how to do business with the Greater Orlando Aviation Authority (Aviation Authority). Attend outreach events to promote business opportunities, often in collaboration with other Aviation Authority Departments. Provide documentation for Public Records requests and manage the Procurement Services Records Management Retention.

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:*

- Serve as the Procurement Services Department's receptionist.
- Provide senior management level administrative support to the Vice President of Procurement Services with tasks that include but are not limited to answer/screen telephone calls, preparing correspondence, scheduling appointments and maintaining the calendar, prioritizing scheduling to assist others with calendar needs, arranging internal and external meetings and prepare meeting rooms as appropriate, open/distribute mail, scan, answer telephones, etc.
- Work closely and effectively with the Vice President of Procurement Services to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Assist with special projects, assignments, and reports as assigned. May include organizing complex data that include but are not limited to: procurement data for workload management, analysis of Supplier Pool, design spreadsheets and presentations, etc.
- Coordinate travel schedules and arrangements; reconcile, prepare, and submit expense reports.
- Maintain various general Procurement Services Department files.
- Take meeting minutes or notes as necessary.
- Work with the Aviation Authority Records Management personnel to prepare and provide responses for Public Records requests.
- Responsible for the use and reconciliation of a procurement card.
- Order and monitor office materials and supplies.
- Assist in resolving delivery problems with Material Management and payment problems with Finance.
- Assist with meetings, pre-bids, and bid openings as assigned, and take meeting minutes as necessary.
- Manages the Supplier database within Enterprise Resource Planning (ERP) system and E-Procurement Platform.
- Engage, assist, and inform interested Suppliers regarding the procurement process, how to do business with the Aviation Authority, and the E-Procurement platform.
- Organize, promote, and participate in Supplier outreach events, often in collaboration with other Aviation Authority Departments.
- Works closely with Department leadership during budgeting as the Budget Coordinator.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration or related field and two (2) years administrative support experience providing similar function or an equivalent combination of education, training and experience. Experience maintaining a database or with a computerized financial system preferred. Procurement or public agency experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent organizational skills
- Excellent oral and written communication skills
- Experience with Oracle Financial Software is desirable
- Experience with E-Procurement System is preferred
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Strong interpersonal and problem solving skills with the ability to work effectively with diverse groups
- Proficiency in Microsoft Suite, SharePoint, Adobe Acrobat Pro, Box, Teams/Go-To Meetings
- Experience with governmental procurement operations is preferred
- Demonstrated ability to prioritize and manage work schedule in a fast paced, multifaceted work environment

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, exercising sound judgement and discretion.
- Make day-to-day decisions based on established guidelines, policies, and procedures.
- Set priorities for own work.
- Interact with staff (all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.

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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Chief Financial Officer	Date
Vice President, Human Resources	Date		

FLSA: Non-Exempt
EEO Category: Administrative Support
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Procurement Administrator and Supplier Relationship Coordinator

Department: Procurement Services

Date: December 7, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	2
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Chief Financial Officer Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Procurement Contract Analyst

Department: Procurement Services Date: March 25, 2024

Title of Immediate Supervisor: Assistant Manager, Contracts Administration and Reporting Pay Level: L21

POSITION SUMMARY: Provide data entry and analysis of information to maintain procurement logs, databases and Contract Management System. Monitor and maintain insurance tracking for Purchasing Contracts; notify Senior Purchasing Agents and customers of contract expiration dates for renewals or re-bid process. Maintain the Greater Orlando Aviation Authority (Aviation Authority) electronic contract management system. Develop requirements and queries for reports from the ERP software (Oracle) and other Aviation Authority software systems to provide users/management with procurement activity reports. Create Contract Headers and Blanket Purchase Agreements for new contracts. Create and analyze spreadsheets for purchasing reports.

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 the insurance monitoring process with Risk Management, including notification of awarded/closed contracts and insurance requirements for those contracts. Review insurance reports for compliance. Resolve issues regarding expired or non-compliant insurance certificates and update weekly status report for Procurement/Risk Management staff.
- Maintain and update the Project Status Report and distribute to departments and Procurement staff.
- Notify Procurement Agents and customers far enough in advance of contract expiration dates to maintain timely routine renewal or rebid of needed services.
- Prepare the monthly Board notification memo. Track entries requiring Board notification.
- Maintain data entry of Contract Purchase Agreements and Blanket Purchase Agreements and update with revisions or changes as required.
- Maintain active contract files, confirm active contracts are available in central contract file, and expired contracts are closed and available for review as needed. Reorganize files as needed.
- Enter data and analyze information in Contract Management System and the Contract Compliance System. Provide historical data to customers, Procurement Agents, and others as required of past and current contracts.
- Maintain and provide data entry of Procurement information in the Aviation Authority electronic contract management system.
- Monitor and update contract requirements, documentation and dates for contract expiration, performance and payment guarantees/bonds, insurance requirements and other documents.
- Serve as back up to the Procurement Contract Administrator as needed.
- Attend and conduct meetings with internal customers as needed.
- Remain current in the knowledge of procurement principles, theories, procedures, best practices, and processes, and demonstrate proficiency in their practical application.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree in a related field and three (3) years of progressively responsible work experience in procurement with large service contracts and/or professional service contracts or an equivalent combination of related education, training and experience. Experience in maintaining contract files required. Previous insurance experience and enforcing contract provisions is preferred. Procurement experience with contracts in the public sector is desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation, award process and the administration of awarded contracts for major purchases of commodities, equipment and services.
- Knowledge of procurement principles, theories, procedures, best practices, and processes
- Working knowledge and experience in maintaining contract files and enforcing contract provisions.
- Demonstrated ability to work independently.
- Excellent verbal and written communication skills are required.
- Knowledge of Microsoft Office Word and Excel required, experience with Oracle or a contract management system preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current certification as Certified Professional Public Buyer (CPPB), or equivalent certification is preferred.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under moderate supervision.
- Exercise considerable judgment and discretion.
- Research issues, evaluate data.
- Remain current in procurement principles, theories, procedures.

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

APPROVAL SIGNATURES:



Aug 7, 2024

Immediate Supervisor — Date



Aug 19, 2024

Senior Manager, Purchasing — Date



Sep 13, 2024

AVP, Procurement Services — Date



Sep 13, 2024

Vice President, Procurement Services — Date



Sep 13, 2024

Vice President, Human Resources — Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Procurement Contract Analyst

Department: Procurement Services

Date: March 25, 2024

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			3
20 – 50 lbs				X		2
51+ lbs					X	1
Bending/Stooping				X		3
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	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:

Racha El Khalil
boxSIGN 1JRQVJ7Z-4YZJLZ9L

Immediate Supervisor — Aug 7, 2024 — Date

Olimpia Lonsdale
boxSIGN 42K96RWV-4YZJLZ9L

AVP, Procurement Services — Sep 13, 2024 — Date

Kelly L Loll
boxSIGN 15QY5K9L-4YZJLZ9L

Vice President, Procurement Services — Sep 13, 2024 — Date

Natalia Londono
boxSIGN 4Z79XV2Z-4YZJLZ9L

Human Resources – Compensation — Sep 13, 2024 — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Production Technician

Department: Public Affairs

Date: January 25, 2024

Title of Immediate Supervisor: Manager, Public Affairs

Pay Level: L18

POSITION SUMMARY: Coordinate audio, video and display systems, setups and technical systems operation for public presentation and media productions handled through the Public Affairs Department. Edit video and audio projects for the Greater Orlando Aviation Authority (Aviation Authority). Provide audio-visual (AV), photographic and video support for special events. Develop power point presentations.

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:*

- Support audio / visual needs for Aviation Authority Board meetings and Sunshine meetings; operate various types of equipment such as multi-camera recording and audio/video mixing boards.
- Coordinate equipment setup and preparation for a variety of Aviation Authority and community presentations, meetings, etc.
- Provide technical assistance for events by determining necessary equipment; ensuring internal equipment is set up properly and coordinating the preparation for a variety of Aviation Authority and community presentations, meetings, etc.
- Provide input for production and creative set-ups for special events.
- Perform still photography and videotaping services as assigned.
- Advise the Production Administrator of equipment, personnel and supplies needed for planned presentations.
- Coordinate acquisition and transportation of equipment required to accommodate production and meet deadlines for presentations and meetings.
- Handle the production of content, links, other media and displays for public presentations and departmental needs; may assist with post-production processing.
- Maintain scheduling and set-up requests for department.
- Develop and support PowerPoint presentations for external and internal briefings.
- Maintain inventories of audio / visual equipment and supplies required to meet department goals; maintain and monitor equipment needs and condition of AV equipment.
- Organize the Public Affairs photographs and videos. Assist in maintaining the departments extensive media archive
- Assist in maintaining data input for Aviation Authority's intranet system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in electronics or related field and two (2) years experience in electronics repair, maintenance and systems operation related to sound reinforcement, video and audio production and control and professional entertainment presentation systems; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to problem solve in a demanding environment, establish priorities, and efficiently plan work to meet deadlines
- Understanding of Audio Visual, IT, and construction integration practices, including control system and the workings of analog, electronic and digital media
- Demonstrated ability to troubleshoot different forms of AV systems, electronic equipment and digital media
- Ability to discern the compatibility of different forms of electronic equipment and digital media

- Strong computer skills in Microsoft Office products and strong technical aptitude to learn new IT programs
- Good communication skills to interact with a variety of Aviation Authority employees and represent GOAA at community events
- Knowledge of Crestron systems is helpful

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
- Responsible for extensive technical systems and equipment
- Must use good judgment in providing support equipment and systems that will enhance the presentation of Aviation Authority programs to the public and in evaluating specific technical issues, and researching data
- Must coordinate closely with departmental scheduling to maintain timely response
- Make routine decisions related to prioritizing support requests and department response

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:



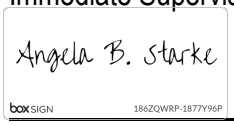
Mar 4, 2024

Immediate Supervisor Date



Mar 7, 2024

Assistant Vice President, Public Affairs Date



Mar 13, 2024

Senior Vice President, Public Affairs Date



Mar 15, 2024

Vice President, Human Resources Date

FLSA: Non-Exempt

EEO Category: Technicians

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Production Technician

Department: Public Affairs

Date: January 25, 2024

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		3
Bending/Stooping		X				3
Pushing, Pulling and/or Digging			X			3
Reaching over head			X			3
Kneeling, Crawling			X			3
Climbing (ladders, stairs, hills)			X			3
Typing/CRT (attention to detail)			X			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		3
Noxious Fumes					X	1
Chemicals					X	1
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
Audio Visual Equipment	X					3

SUPERVISOR COMMENTS:

Lawrence Ell — boxSIGN 4Z7LWYZV-1877Y96P — Mar 4, 2024

Immediate Supervisor — Date

Angela B. Starke — boxSIGN 186ZQWRP-1877Y96P — Mar 13, 2024

Senior Vice President, Public Affairs — Date

Natalia Londono — boxSIGN 4Z79XV2Z-1877Y96P — Mar 15, 2024

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Project and Construction Coordinator (Landside)

Department: Airport Operations – Landside

Date: December 12, 2022

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

Pay Level: L23

POSITION SUMMARY: Provide project management support and program coordination from an Airport Operations' perspective. Seek solutions to issues that arise in the planning, design, and construction phases that involve Airport Operations. Coordinate with Project Managers on conceptual designs, scope, planning, technical reviews, budgeting, scheduling and monitoring of all development phases of projects or programs. Review documents, specifications, outage notifications, and change orders, and provide notifications and communicate construction activity with all GOAA departments and airport tenants, as required. Perform at the direction of Airport Operations in a professional and proficient manner.

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 project management support and program coordination for terminal and roadway projects that require direct input from Airport Operations.
- Division liaison with Construction, Planning, Engineering, Maintenance, Consultants, Contractors, Construction Committee and DRC. Provide input to these departments and committees to confirm that Airport Operations concerns are being addressed.
- Seek solutions to issues that arise in the planning, design, and construction phases that involve Airport Operations.
- Coordinate projects from conceptual drawings to completion. Inspect, review, and assist in the project development. Assist in developing construction barriers (e.g. demising walls) that minimize operational constraints.
- Review documents, specifications, outage notifications, and change orders; provide notifications and communicate construction activity with all GOAA departments and airport tenants, as required.
- Monitor to verify the project is completed as required for areas that directly impact Airport Operations.
- Review and provide operational analysis for terminal Utility Outage Notifications.
- Maintain effective communications between Operations, the Aviation Authority, consultants, contractors, contractors' suppliers, and legal representatives working on assigned projects.
- Assist in coordinating Landside Operations' matters as needed with the guidance from the Assistant Director.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Aviation, Business Management, Construction, or related field and four (4) years' experience in airport operations, project coordination, or construction management, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong familiarity with Federal Aviation Administration Regulations and Transportation Security Administration Regulations
- Knowledge of construction terminology and practices
- Knowledge of OSHA safety guidelines
- Ability to interpret construction documents, plans and schematic diagrams
- Proficiency in computer applications to include Microsoft Office Suite and Adobe Acrobat

- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Effective oral and written communication skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Provide exemplary customer service (skills, training, support)
- 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
- OSHA 30 hour certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May provide some guidance to staff as it relates to Landside project activities

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 judgment and discretion
- Provide solutions for problems encountered on various projects
- Evaluate project performance and compliance with program objectives

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

APPROVAL SIGNATURES:

12-28-22
Immediate Supervisor — Date

DEC 14, 2022
Department Director — Date

12-14-2022
Chief of Operations — Date

12/28/22
Sr. Director, HR & Risk Management — Date

FLSA: Exempt

EEO Category: Technicians

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Project and Construction Coordinator – Landside

Department: Airport Operations - Landside

Date: December 12, 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	3
51+ lbs.					X	2
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	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		3
Heights, Confined Areas				X		3
Excessive Noise				X		3
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Field Communication Devices			X			3
Construction Safety Equipment (barricades, lights, etc.)					X	3

SUPERVISOR COMMENTS:

12-28-22

Immediate Supervisor — Date

DEC 14, 2022

Department Director — Date

12/29/22

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Projects Controls Specialist

Department: Engineering & Construction

Date: May 23, 2022

Title of Immediate Supervisor: Manager, Project Controls

Pay Level: L20

POSITION SUMMARY: Perform specialized construction administrative functions, assist Project Managers in the lifecycle of engineering and construction projects. Process various engineering/construction documents such as start-up packages, requests for proposals, invitations to bid, bids, change orders, and closeout documents. Review and process pay applications, invoices, direct pays and service receipts, confirming compliance with contract documents, GOAA policies, Florida State Statutes Prompt Payment Act, and federal and state grant requirements. Participate in a variety of public and project-related meetings, maintaining records and minutes for various GOAA Sunshine committee. Manage the construction and engineering Box.com site. Work closely with consultants, contractors, external agencies and Greater Orlando Aviation Authority (GOAA) staff.

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

- Assist Project Managers in the lifecycle of construction and engineering projects from startup to closeout. Initiate startup packages and submit for approvals, drafting and submission of consulting contract awards, construction contract awards, and change orders for approval by the Construction Committee. Assist in the preparation of construction progress reports for monthly board meetings, monitoring long lead Owner-Furnished Material (OFM) items needed for compliance with the project schedule. Organize, maintain, and track project documents and correspondence.
- Schedule, prepare agendas, and attend project related meetings including pre-bids, bid openings, pre-construction, weekly progress, and closeout meetings. Prepare and distribute meeting minutes. Track and file all Notice to Owner (NTO) notifications for each project. Request permit checks and track all project permits.
- Assist in tracking of project Requests for Information (RFIs) and responses, tracking Requests for Change Orders (RCOs) from contractors. Initiate Field Change Orders (FCOs) and submit to SharePoint for approval. Log and track all FCOs.
- Collaborate with the project manager to provide all the safety equipment needs. Track, file, and assist in facilitating resolutions for any Notice of Non-Payments (NNPs) for each project. Assist in the production and tracking of the closeout punchlist completion.
- Review invoices and prepare project-specific pay applications, direct pays, and service receipts for assigned departments. Verify payment is as specified in the contract and confirm compliance with GOAA's financial system requirements and policies, Florida State Statute, and regulatory or grant requirements. Confirm amount paid and all required items, signatures, documentation and compliance; follow up as necessary. Make payment decisions when applications/invoices do not fit into established procedures, may establish new procedures for new regulations. Maintain documentation as required.
- Create requisitions within the Oracle Financial system for non-project related contracts and department services. Verify payment is as specified in the contract, and confirm compliance with the GOAA's financial systems requirements and policies. Prepare year-end accruals for assigned accounts.
- Coordinate the Project Close-Out process. Review close-out manuals, checking for compliance to contract specifications and GOAA policy. Identify and follow up on incomplete items. Prepare close-out letters for presentation to the Construction Committee to approve contractors' final payments. Prepare Certificate of Substantial Completion and other required documents. Analyze accounts to determine if available balances are to remain in the program, and note "triggers" to begin close out process at the appropriate time. Analyze account following closeout to determine when contingency funds can be unencumbered.

- Administer the Box.com website for sunshine agendas, professional invoicing submissions, project documents, and other communications. Authorize users, trouble-shoot the website for users from other departments, consulting firms, contractors, etc. Provide training and help guides for using the website.
- Administer SharePoint folders for related Sunshine meetings and project administration/project management folders. Create subfolders, shared folder queries as needed, and authorize users.
- For assigned Sunshine meetings, which may include the Construction Committee, Professional Services Committee (PSC), and Design Review Committee (DRC), prepare agenda, post, record and publish minutes. Following meetings, confirm that action items have been assigned and completed prior to the next meeting. Prepare related correspondence. Maintain current knowledge of Legislative Acts, Policies and Procedures, as related to the sunshine committees
- Perform supporting tasks for the PSC including, but not limited to, preparing agendas and minutes for pre-submittal and pre-proposal conferences; managing the related RFP/RFQ e-mail box for Q/As and verifying responses are posted timely; processing and distributing Letters of Interest (LOIs) and Statements of Qualification (SOQ) monitoring compliance with Florida State Statutes regarding public records exemption on financial records; performing reference checks for LOIs/SOQs, preparing related report, and verbally presenting findings to the PSC at the meetings; drafting and distributing all related letters to proposers; following up with firms on outstanding documentation and confirming appropriate review/approval of said documentation; and, posting all related updates to GOAA's website.
- Submit legal classified advertisements, (invitations to bid, etc.) to the appropriate media and GOAA website in a timely manner. Prepare required notification letters and coordinate with Senior Project Managers so that deadlines are met. May draft advertisements for an expiring contract. Complete final review of advertisement prior to submitting, and confirm published document is accurate. Determine appropriate dates to advertise based on Board schedule.
- Manage office equipment lease agreements, including maintenance agreements, for leased equipment
- Monitor the Debarred Vendors List for regulatory compliance regarding debarment, suspension, ineligibility, etc.
- Participate as assigned in department BCP and other assigned projects and GOAA initiatives, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration, Accounting or closely related field and three (3) years experience related to project administration and fundamentals of cost accounting, or an equivalent combination of related education, training, and experience. Experience with a construction firm, consulting firm, construction firm, law firm or in an airport or other public sector environment preferred. Experience with Sunshine meetings is preferred. Construction Management at Risk (CM@R)/GMP experience is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- 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 demonstrated knowledge of job costing and cost accounting.
- Excellent interpersonal skills
- Excellent organizational skills to manage multiple and diverse activities and projects.
- Demonstrate a 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 policies and procedures.
- Demonstrated knowledge of construction specifications, contract terms, related construction, design, legal and scientific terminology, and basic accounting principles.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- CSI-Certified Construction Administrator (CCCA) certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under minimal supervision, exercising considerable judgment and discretion
- Use judgment in making pay decisions where applications/invoices do not fit into established procedures, and in releasing contingency funds
- May identify/establish new procedures

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Assistant Director	Date
Department Senior Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Project Control Specialist

Department: Engineering & Construction

Date: May 23, 2022

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	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:

Cheri L Bayliss 5/24/2022

Immediate Supervisor Date

Department Senior Director 5/24/22

Date

Cathy Vrana 5/24/2022

Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Project Manager – Structured Cabling

Date: December 5, 2017

Department: Information Technology

Grade/Level: Exempt; L26

Title of Immediate Supervisor: Manager, IT Infrastructure

POSITION SUMMARY: Provide project management and analysis oversight for construction-related activities pertaining to telecommunications, serving as a communications infrastructure advisor. Serve as liaison between user groups, systems managers and the technical staff developing solutions.

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.*

- Coordinate and assist in planning, engineering, and utilization of the Authority's voice and data communication systems to achieve maximum efficiency and operational performance within budgetary limits
- Review voice and data structures, cable plan designs, construction and design detail drawings for cabling systems; assist with cable schedules and construction issues
- Serve as liaison with Aviation Authority Departments and Committees to address communications infrastructure concerns and requirements during all phases of the project including planning, design, development and construction
- Design cable infrastructure, cabinet layouts, distribution frames and patching facilities. Perform studies, analyze technical data, inspect, review and assist in the adherence to cabling standards and policy.
- Coordinate with contractors and engineers, on the selection and placement of communications systems for renovation and new construction. Establish and project costs associated with proposed infrastructure.
- Coordinate and manage contractors at job sites, including monitoring their work, facilitating equipment deliveries and identifying and escalating any improper issue. Act as on-site facilitator during construction and build out of any building including cable installation, electrical power and HVAC.
- Track all expenses related to a project and review invoices
- Assist users with connectivity problems
- Analyze voice and data communications requests and determine the most cost effective and compatible means by which maximum efficiency and economics can be achieved
- Keep abreast of trends and technical developments in the field by self-study, participation in job related seminars, courses, or conferences, and liaison with vendors
- Prepare and maintain resource loaded schedules of activities and milestones
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Telecommunications, Electrical or Electronics Engineering with five (5) years of experience in copper and fiber optic cable installation, design and analysis, or an equivalent combination of education, training and experience. Three (3) years of experience in telecommunications, computer room design, and cable distribution methods; including utilization of basic principles of electronics and components. Two (2) years enterprise telephone system experience desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of cabling installations standards ANSI/TIA/EIA 568-A, 569, 606 and 609
- Knowledge in all areas of structured cable installation and design including surveys, estimates, Outside Plant, fiber optic, National Electronic Code, IEEE standards
- Knowledge of Ethernet, MPLS topologies, EIA/TIA standards, BICSI TDM Manual
- Ability to interface with users and staff and possess excellent oral and written communication skills
- Knowledge of electronic principles and components
- Knowledge of enterprise telephone system desired
- Knowledge of PowerPoint, MS Projects, MS Word, Excel, AutoCAD, and Visio desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- BICSI Installer certification preferred
- Fiber Optic Installation and Testing certification preferred
- RCDD certification preferred

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.)*

- Coordinate and manage contractors at job sites and assist users with connectivity problems
- Determine methods of resolving discrepancies in cabling installations and design
- Provide comments on construction project drawings
- Advise project managers and contractors on cabling routes for inside and outside plant applications
- Participate in the design, installation, maintenance and troubleshooting of voice and data networks
- Work independently with little supervision – high level of initiative, judgment

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 12/5/17

Chief Information Officer — Date: 12.5.17

Senior Director, Human Resources and Risk Management — Date: 12-11-17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Project Manager – Structured Cabling
Department: Information Technology
Date: November 1, 2017
Section: 521

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting		X				3
Lifting 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			2
Climbing (ladders, stairs, hills)		X				2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing		X				3
Other						

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

Frequency

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

Importance

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

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

Supervisor Comments:

Immediate Supervisor — Date: 12/7/17

Human Resources - Compensation — Date: 12/7/17

Chief Information Officer — Date: 12.7.17

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Property Specialist

Department: Purchasing

Date: October 10, 2018

Title of Immediate Supervisor: Supervisor, Material Control

Pay Level: L14

POSITION SUMMARY: Plan and perform annual fixed asset physical inventory of property and tag and track new fixed asset items when they are received. Process for auction, reuse or disposal any surplus material, equipment and items GOAA-wide.

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:*

- Working with GOAA department designees, plan and perform an annual fixed asset physical inventory of all Authority property for Orlando International Airport, Orlando Executive Airport, the Authority owned hotel facility and as required to support contracts between the Authority and its Contractors. Reconcile discrepancies and update files in the Authority's Financial System.
- Apply Radio Frequency Identification (RFID) tags to new fixed asset items when they are received utilizing the RFID system. Establish and maintain fixed asset information in the Authority's Financial System and stand-alone RFID database. Maintain current knowledge of the technical requirements of the RFID software and processes, and work with Information Technology department to resolve problems.
- Receive, evaluate and redistribute or dispose of all surplus property, including items from Lost and Found, construction material, furniture, etc. Designate non-usable items as either auctionable or disposable, and process accordingly.
- Handle, prepare and track items going to auction. Review the revenue and expenses from the auctioneer and verify compliance with the contract agreement. Maintain auction running sales totals for fiscal reporting. Prepare reports for management approval.
- Notify users of available surplus material and schedule meetings for them to view. Stage items in warehouse, verifying standard operating procedures are followed. Arrange for delivery of surplus items to user departments and transfer fixed asset to appropriate department.
- Develop and maintain Excel spreadsheets to document the issue and receipt of materials and items. Audit surplus and Lost and Found paperwork for contract compliance. Maintain running sales totals for fiscal reporting. Prepare reports for management approval.
- Prepare "disposal of surplus property" memo for Aviation Authority Board approval. Maintain proper documentation of all material requiring approval before disposal.
- Design and maintain drawings in Visio software for all fixed assets located Authority-wide. Assist in the management of warehouse space utilization for the Material Control and remote warehouses.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and three (3) years experience in fixed assets and/or inventory control, or an equivalent combination of education, training and experience. Experience using computerized inventory system, Visio software and RFID system software is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Intermediate computer skills including, Microsoft Office; knowledge of Visio desired
- Knowledge of inventory concepts and practices

- Must possess good planning and organizational skills
- Detail oriented
- Good oral and written communication skills, and comfortable working with all levels of management
- Basic math skills

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)*

- Make routine decisions within established guidelines
- Work under general supervision, receive general direction and limited independence

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	10.10.18 Date	Department Manager	10/10/18 Date
Department Assistant Director	10/10/18 Date	Chief Financial Officer	10/18/18 Date
Sr. Director, HR & Risk Management	10-31-18 Date		

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Property Specialist

Department: Purchasing

Date: October 10, 2018

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X			3
Lifting: 0 – 20 lbs				X		3
20 – 50 lbs				X		3
51+ lbs					X	2
Bending/Stooping			X			3
Pushing, Pulling and/or Digging					X	1
Reaching over head				X		3
Kneeling, Crawling			X			3
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	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: 10.17.18

Chief Financial Officer — Date: 10/18/18

Human Resources - Compensation — Date: 10/22/18

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Public Affairs Strategist

Department: Public Affairs | Date: October 18, 2023

Title of Immediate Supervisor: Senior Vice President, Public Affairs | Pay Level: L25

POSITION SUMMARY: Develop, create, and write message points for special events and presentations for executive staff. Work closely with all Greater Orlando Aviation Authority's (GOAA) departments to coordinate accurate and consistent messaging. Stay current with changing communication strategies, methods and technologies. Assist in capturing key events, including GOAA Board meetings, through video and support the audio/visual team with meeting set-ups.

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 managing media outputs throughout the 24-hour news cycle. Manage content design, creating and publishing relevant, original, high quality content. Adjust content/strategy based on Public Affairs initiatives as well as key metrics analysis and feedback.
- Work closely with all GOAA departments to coordinate accurate and consistent messaging. Create message points for special events and presentations for executive staff.
- Evaluate the impact and effectiveness of communication plans and advises management if efforts should be discontinued, emphasis changed or coverage area expanded, or otherwise modified.
- Assist with capturing key events, including GOAA Board meetings, through video and supports the audio/visual team with meeting set-ups. Shoot photos and videos for Video News Releases.
- Help with the coordination of film, photography, and commercial audio/visual location requests.
- Stay current with changing communication strategies, methods and technologies.
- Support the agency's AV needs, including meetings and press conference setup to photography/video.
- Monitor emerging tools and trends, evaluate how they can be incorporated into GOAA's Public Relations plan.
- Assist with facility tours for VIP guests, many of whom are international; manage and assist with organizing special events; and benchmark occasions for the Aviation Authority.
- Recommend appropriate media response in reacting to emergency situations
- Assist in the administration of the Public Affairs library of historical and current airport photographs and slides.
- Responsible for the records management activities for the department. Assist with the requests of GOAA records.
- Provide input, oversight, proofing for copy and news features
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Journalism or related field, and four (4) years experience in communications, marketing or public relations, preferably in an airport environment, or an equivalent combination of education, training and experience. Some on-air news reporter experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of communication principles, methods and techniques, and skill in applying them to oral and written communications, in order to develop strategies; and disseminate information concerning organization programs, activities and functions.
- Creative skills to design, develop, create and edit content, including writing, photography, videography, graphic designs, etc.
- Excellent interpersonal skills required to interact with Authority staff and partners

- Advanced computer skills including Microsoft programs, and other media platforms
- Excellent oral and written communications skills. Must be fluent in English - Bilingual/Spanish a plus.
- Detail oriented, excellent research and organizational skills
- Strong analytical skills; ability to interpret trends and performance measurements
- Demonstrated ability to effectively plan, schedule and meet deadlines
- Willing and able to work a flexible schedule including early mornings, late evenings, holidays, and weekends as required to accommodate events for employees with various shifts

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, exercising a considerable judgment and discretion
- Remain up-to-date on constant changes in specialty field and develop appropriate recommendations
- Make recommendations based on analysis/interpretation
- High level problem-solving skills

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

APPROVAL SIGNATURES:



Nov 1, 2023

Immediate Supervisor/SVP Date



Dec 12, 2023

Chief – External Affairs Date



Dec 13, 2023

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Public Affairs Strategist

Department: Public Affairs

Date: October 18, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	2
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Angela Starke — box SIGN 186ZQWRP-4WLQ37Q5

Nov 1, 2023

Immediate Supervisor/SVP — Date

Kenyatta Y. Lee — box SIGN 4Q8X2SPP-4WLQ37Q5

Dec 12, 2023

Chief-External Affairs — Date

box SIGN 1R6ZLY3Z-4WLQ37Q5

Dec 14, 2023

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Purchasing Agent

Department: Purchasing

Date: April 18, 2022

Title of Immediate: Manager, Purchasing

Pay Level: L20

POSITION SUMMARY: Purchase materials, supplies, equipment and services in a timely fashion and of a quality and price consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Process routine solicitations of approved value primarily utilizing a Request for Quotation (RFQ) or other approved method. May serve as a primary buyer for procurements needed to support Airport Operations and Maintenance. Perform routine processes which include market research, review of other agencies' contracts to determine eligibility for utilization, purchase description development, locating vendors, solicitation processing, price analysis, value analysis, award determination or recommendation, award and purchase order processing.

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 process electronic documents as required, utilizing the Authority's Financial System. Documents include Standard Purchase Orders, Blanket Purchase Agreements and Contract Purchase Agreements as required by the individual purchase
- Review, refine and develop purchase descriptions for routine purchase solicitations; assist the Purchasing Manager in the development of specifications and statements of work for use in major purchase solicitations as requested; coordinate with requesting department to confirm drawings, other attachments and supporting documentation are provided within timeframes to meet required deadlines
- Prepare RFQ solicitation packages to solicit goods and services with the goal of getting the best value for dollars spent consistent with Authority needs and in accordance with good purchasing principles and ethical standards, Authority policy and State of Florida statutes utilizing the Authority's most current e-procurement system.
- Receive and evaluate quotations, assist in the development of award recommendation memos as requested by the Purchasing Manager, and prepare award documents.
- Coordinate alternate actions with requestor when budgetary restrictions, sourcing problems, availability, or time constraints impact the procurement.
- Perform market research to maintain an understanding of goods and services to be purchased, be proficient in assigned commodities, and assist customers in obtaining product information for a competitive vendor base.
- Advise customers of the Authority's procurement process to obtain goods and services. Provide guidance to customers in purchase description development.
- Resolve any delivery or payment issues with the appropriate department.
- Conduct pre-solicitation and other meetings with vendors and customers as needed.
- Remain current in knowledge of purchasing principles; Authority policy, procedures, methods and accepted operational practices demonstrate proficiency in their practical application.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in General Studies, Business Administration, Public Administration or a related field and three (3) years of progressively responsible work experience in procurement, or an equivalent combination of education, training and experience. Experience must include processing solicitations in an e-procurement system. Bachelor degree and/or procurement experience in the public sector is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for purchases of commodities, equipment, and services using request for quotes
- Working knowledge of purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, price analysis and value analysis
- Excellent verbal and written communication skills
- Desktop application software skills including word processing, database, and spreadsheets. ERP system order entry experience is preferred.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License
- Current certification as a Certified Purchasing Manager (C.P.M.), Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB) or equivalent certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities.
- Work independently under moderate supervision and general direction, exercising considerable independent judgment and discretion.

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:

4/24/23
Immediate Supervisor — Date

Lauren M. Stanmore, CFO 4/25/23
Chief Financial Officer — Date

5/12/23
Director, Human Resources — Date

FLSA: Exempt
EEO Category: Professional

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Purchasing Agent

Department: Purchasing

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.

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		3
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	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 — Date 4/24/23

Chief Financial Officer — Date 5/4/23

Human Resources - Compensation — Date 5/11/2023

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Receptionist

Department: Customer Experience

Date: March 19, 2019

Title of Immediate Supervisor: Assistant Manager, Airport Information

Pay Level: L11

POSITION SUMMARY: Responsible for greeting employees, customers, VIPs, and dignitaries, and direct them to the appropriate Greater Orlando Aviation Authority offices. Answer incoming calls; take messages or route calls according to office procedures. Perform clerical tasks as assigned, and assist other departments 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:*

- Answer incoming calls, take messages or route calls accordingly. Log calls, and enter into database as appropriate.
- Greet visitors and dignitaries, and provide directions and information as requested.
- Support Customer Experience with administrative assistance, including various clerical tasks, routine typing assignments, etc.
- Serve as back-up to Executive Administrative staff.
- Responsible for collecting and signing for mail from Federal Express, Airborne Express, UPS, DHL and other special deliveries.
- Support Director, Board Services and other departments as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and three (3) years customer service experience, preferably as a receptionist or in a similar capacity for a large organization; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- 25 CWPM typing speed
- Familiar with multi-line telephone system equipment
- Excellent written and verbal communication skills and a pleasant personality. People oriented.
- Professional appearance and demeanor
- Basic computer skills and knowledge of Microsoft office programs
- Effective prioritization of competing priorities
- Fluent in English; knowledge of one or more additional languages desired

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)*

- Works under close supervision with limited independence
- The quality of professionalism and judgment displayed directly affects the public image of the 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:

Immediate Supervisor — Date: 4-29-19

Department Director — Date: 4/29/19

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

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Receptionist

Department: Customer Experience

Date: March 19, 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	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		2
Writing				X		2
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Betty Gardenas 5/9/19
Immediate Supervisor Date

Department Director 4/29/19
Date

Cathy Vianne 4/30/19
Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Records Coordinator

Department: Engineering and Construction

Date: May 16, 2022

Title of Immediate Supervisor: Manager, Contracts and Grants

Pay Level: L18

POSITION SUMMARY: Coordinate program and project information (paper, microfilm and electronic data). Coordinate the handling of all project related documents, confirming documents are properly filed, maintained, stored and destroyed in accordance with Greater Orlando Aviation Authority (GOAA) policy and state regulations. Respond to requests for documentation from internal and external customers. Support the Engineering and Construction Department and staff extension.

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:*

- Serve as the department's Records Coordinator and provide proper management of documentation in compliance with the State of Florida regulations for Public Records, Public Libraries and State Archives, and Electronic Recordkeeping Standards. Conduct regular field visits to various locations throughout the airport to gather documents and liaison with consultants, etc. Work in conjunction with GOAA Manager, Records Administration and Records Management Specialist as needed.
- Provide GOAA staff and legal counsel timely production of documents.
- Oversee the filing, scanning and destruction of project files, bid documents, design criteria packages and Letters of Interest, etc. Provide GOAA staff, contracted staff and consultants with filing and shredding policy and procedures.
- Supervise the proper operation of the Scanner equipment, verify the integrity of scanned documents and associated indexes.
- Coordinate operating cost and staffing (extension of staff) for records management, if required. Obtain cost information for documents and drawings, and assist in developing specifications for solicitation and selection of vendors for record retention services.
- Utilize a database for recordkeeping and maintain the Department libraries.
- Serve as back-up for permit processes.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration, Public Administration, Library Science or a related field and three (3) years of work experience related to records management, or an equivalent combination of education, training and experience. Experience in public sector records management and/or high level administrative support in a Planning, Engineering or Construction field or an airport environment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficient computer skills required, to include advanced knowledge of Microsoft Office Products and advanced experience with web-based database software, Adobe Acrobat Pro and records management systems such as SharePoint required.
- Knowledge of Oracle financial system desired
- Excellent organizational skills to manage multiple and diverse activities and projects
- Demonstrated high degree of accuracy and attention to detail
- Excellent oral and written communication skills, as well as interpersonal skills

- Demonstrated knowledge of construction specifications, contract terms, related construction, design, legal and scientific terminology, and basic accounting principles desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under general supervision; exercising considerable judgment and discretion
- Establish priorities in order to meet deadlines
- Deal with sensitive/confidential matters
- Apply appropriate regulatory requirements
- Provide training and determine compliance with prescribed procedures
- May identify/establish new procedures

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

APPROVAL SIGNATURES:

	5/23/22		23 May 2022
Immediate Supervisor	Date	Department Assistant Director	Date
	5/24/22		6-7-2022
Department Senior Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Records Coordinator

Department: Engineering & Construction

Date: May 16, 2022

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 – 20 lbs				X		2
20 – 50 lbs				X		2
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	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
Oversight or operation of Scanning equipment			X			3
Oversight or operation of Microfilm reader/printer			X			3

SUPERVISOR COMMENTS:

Field project site visits. Meetings on and off GOAA properties.

5/23/22

Immediate Supervisor — Date

5/24/22

Department Senior Director — Date

5/24/2022

Human Resources - Compensation — Date

JOB DESCRIPTION

Job Title: Records Management Specialist

Date: July 27, 2017

Department: Board Services

Grade/Level: Non-Exempt; L19
Rotating Shifts: No
Shift Premium: No

Title of Immediate Supervisor: Director, Board Services

POSITION SUMMARY: Serves as the Authority's Records Management Liaison Officer (RMLO) to the State of Florida, required by F.S. 257.36(5)(a). Ensures Authority's compliance with all statutory requirements for public records 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.*

- Serve as GOAA's Records Management Liaison Officer (RMLO) to the State of Florida
- Manage Authority information including paper, microfilm, imaging and electronic records, ensuring the integrity of the corporate (GOAA) memory
- Recommend, implement and monitor Authority record management policies/procedures to ensure compliance with Public Records Law. Develop and implement the format for computer indexing of original documents.
- Implement State of Florida Records Schedule throughout the Authority. Serve as a resource for all GOAA records coordinators, and ensure they are trained and kept up to date regarding State Schedule and GOAA procedures. Prepare and conduct workshops or other training/ communication as needed.
- Submit and obtain all authorizations for disposition of Authority records and certify same
- Assist with public records as directed by the Director, Board Services. Assist with responses to subpoenas Duces Tecum with and without deposition.
- Obtain and implement continuing updated records management information by participating in State briefings and seminars
- Draft and monitor department budget, monitor and reconcile two Pro Cards
- AAR for assigned contracts
- Assist the Director, Board Services with administrative tasks
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Business Administration, Business Management or Library Sciences and three (3) years in records management position(s) for a large organization, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILL, ABILITIES:

- Requires a strong working knowledge and thorough understanding of records management
- General knowledge of Public Records Law required, Florida law preferred
- Strong organizational abilities
- Excellent computer and word processing skills
- Strong communication skills to assist department records staff, conduct related training exercises

LICENSESCERTIFICATIONS REQUIRED:

- Valid Florida drivers' license
- Certified Records Manager certification desired

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 moderate supervision, exercising considerable judgment and discretion
- Provides recommendations related to records and archives, in compliance with GOAA policies and Florida Statutes.
- Questions may need to be referred to the Director, Board Services, general counsel, or the State of Florida Bureau of Records before a decision is reached.

APPROVAL SIGNATURES:

Immediate Supervisor — Date 8/22/17

Executive Director — Date 8-23-17

Senior Director, Human Resources & Risk Management — Date 8/25/17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Records Management Specialist
Department: Board Services
Date: July 27, 2017
Section: 531

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting		X				3
Lifting 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		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						

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 (Restoration materials)					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**
Microfilm reader/printer					X	3
Company or personal vehicle usage				X		3
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

Immediate Supervisor 8/23/17 Date

Executive Director 8-23-17 Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Research & Insights Analyst

Department: Air Service Development and Marketing | Date: September 15, 2024

Title of Immediate Supervisor: Assistant Vice President, Marketing | Pay Level: L23

POSITION SUMMARY: Responsible for business, cargo, aviation, and tourism industry research and analysis, and development of industry trends, forecasts, presentations, reports and briefings in support of the Greater Orlando Aviation Authority's (Aviation Authority) domestic and international marketing, air service development (ASD), cargo and business development (BD) efforts.

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:*

- Tabulate and analyze data from internal and external databases/tools including flight schedules, T-100, O&D, on-time performance, catchment analysis, I-94 Visitor Arrivals Program, TSA throughput and CBP Airport Wait Times databases, Oracle, Resource Management System and SplashBI tools, and other economic, demographic and aviation industry resources.
- Maintain internal databases incorporating data from internal and external sources to support ASD, cargo and BD efforts.
- Research new and additional databases/tools to support MCO marketing, ASD, cargo and BD goals.
- Develop compelling presentations, charts, and reports of research results, findings, and recommendations.
- Maintain and organize all research data files, presentations, and reports in SharePoint.
- Propose route strategies based on trends and findings to support MCO's ASD efforts.
- Meet with airline route planners and represent MCO at air service development events.
- Represent MCO on external committees such as the Regional Research Roundtable.
- Develop a network of contacts responsible for research at local organizations including Visit Orlando, Experience Kissimmee, Orlando Economic Partnership, Orlando/Orange County Convention Center, hotels and attractions.
- Provide website content including route maps and weekly airfare deals.
- Assist with the design, development and administration of surveys, including the Aviation Authority's Passenger Terminal Survey and online 2-Minute Survey, and development of management reports of key findings from survey data.
- Support staff as necessary in Marketing, Business Development, Cargo and Air Service Development departments.
- Handle all secondary research requests from various business units within the Aviation Authority.
- Stay current on all news relevant to MCO Marketing & ASD.
- Overnight travel to attend conferences and events.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Marketing, Airport Management or related field and five (5) years of experience conducting primary and secondary research, analyzing findings, developing conclusions and recommendations along with designing/writing surveys, or an equivalent combination of education, experience and training. Experience posting web content, creating web content and/or utilizing a content management system to deliver web content required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of and experience with Microsoft Office programs, Outlook, and aviation databases such as Airline Data Inc., Cirium, OAG, IATA AirportIS, etc.

- Ability to extract news and information from credible online sources and commercial databases
- Ability to develop persuasive presentations which turn complex datasets into a compelling business case
- Ability to analyze diverse sets of data and develop key findings
- Ability to design and write research surveys/questionnaires
- Ability to establish and maintain effective working relationships, both inside and outside the organization
- Ability to prioritize and complete multiple projects, sometimes with a short lead time
- Ability to communicate effectively, both orally and in writing
- Willing and able to travel 25% of the time (Domestic/International)
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times
-
- Strong interpersonal, analytical and problem-solving skills with the ability to work effectively with diverse groups

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)*

- Works independently under moderate supervision
- Judgement is required to balance the needs of several departments which may require research and analytics, including Marketing, ASD, BD and cargo
- Prepares appropriate and accurate economic, demographic and airline industry analyses and marketing presentations
- Analyses, presentations and recommendations may have substantial effect on overall Authority financial results, project costs, economic impact and air service decisions made by others
- Projects often have significant levels of uncertainty and forecasting is often required
- Judgment is required to weigh conflicting data and priorities in order to prepare sound analyses, forecasts, and recommendations

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:

Jerry Harris
box SIGN 15QLVW3K-4Z2Q2PQX Oct 17, 2024
Immediate Supervisor Date

Vicki Jaramillo
box SIGN 4YRKR268-4Z2Q2PQX Oct 17, 2024
Chief Development Officer Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-4Z2Q2PQX Oct 21, 2024
Vice President, Human Resources Date

FLSA: Exempt
EEO Category: Professionals
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Research & Insights Analyst

Department: Air Service Development and Marketing Date: September 15, 2024

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:

Jerry Harris
box SIGN 15QLVW3K-4Z2Q2PQX Oct 17, 2024

Immediate Supervisor Date

Vicki Jaramillo
box SIGN 4YRKR268-4Z2Q2PQX Oct 17, 2024

Chief Development Officer Date

Natalia Londono
box SIGN 4Z79XV2Z-4Z2Q2PQX Oct 23, 2024

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Resources Management System Coordinator

Department: Airline Division

Date: December 6, 2018

Title of Immediate Supervisor: Supervisor, Airport Scheduling & Billing

Pay Level: L21

POSITION SUMMARY: Troubleshoot, maintain, and provide day-to-day user support of the Greater Orlando Aviation Authority's (GOAA) Resource Management System (RMS). Work closely with Airport Scheduling & Billing, Airport Operations Center (AOC), Business Applications (BAT), Information Technology (IT) teams, and with RMS vendor on the evaluation, upgrades, and enhancements of the RMS system. Assist with basic documentation of the system evaluation, enhancements and upgrades, training, change requests, testing, and communication of system changes or issues.

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:*

- Initial point of contact for the RMS. Assist end users with troubleshooting system issues, setting and changing user settings, resource settings, and basic system settings. Document and maintain user access. Resolve application problems in a timely manner. Escalate issues as required.
- Add, change, update and verify all RMS business rules as needed, based on new or amended agreements; to include hard rules pertaining to facility issues or constraints and soft rules based upon airline preferences and requirements.
- Work with the RMS vendor, GOAA IT, and BAT teams on RMS system patches, updates, and outages. Verify and test for compliance with contract requirements.
- Assist the supervisor in recommending and leading the evaluation and testing of major and minor application upgrades and enhancements, including leading and assisting the end users with required functionality designs and testing for the RMS.
- Conduct user training for RMS updates and enhancements.
- Escalate and work closely with RMS vendor support team on level 1 and level 2 issues; follow up and closure of incidents to maintain customer satisfaction. Provide information and direction to end users on escalated issues.
- Track, monitor and verify RMS system events and status logs. Confirm all data is collected and reported as needed.
- Verify proper allocation and utilization of funds to the vendor in compliance with the RMS contract. Verify invoices are correct and accurate before releasing payment.
- Participate and lead RMS meetings and generate RMS system reports as requested.
- May design custom reports with the assistance of IT, develop ad hoc reports.
- Assist with Airport Scheduling and Billing as assigned; compile and confirm scheduling, billing and usage information and compliance, input into RMS; analyze and research the established schedule to the airline submitted billing sheets and prepare monthly statements; monitor the day-to-day operation of the common use facilities; prepare the monthly usage reports; reconcile usage; create and edit "What If" scenarios.
- 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. Substantial knowledge of aircraft and airline ground/flight operations (IATA/ICAO codes) required. One (1) year of experience as an Airport Scheduling and Billing Coordinator highly desired. End user support experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to support and administer RMS related technology
- Knowledge of a resource management system required
- Strong technical troubleshooting skills preferred

- Intermediate computer and Microsoft Office skills (Word, Excel, etc.) to effectively use a variety of different programs required; advanced skills desired
- Analytical skills required to compile and interpret airline and airport specific information
- Understanding of rates and charges methodology
- Excellent oral, written communication, and documentation skills
- Computer skills including database, spreadsheet and word processing software
- Organizational skills, good attention to detail
- Able to establish and maintain effective working relationships with the airline support employees, fellow employees and members of diverse cultural and linguistic backgrounds
- Excellent interpersonal relationship skills

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 under moderate supervision, exercising considerable judgement and discretion
- Interact with persons of various levels throughout the Authority; may include outside consultants.
- Initiate day-to-day operational decisions based on interpretation of Orlando International Airport rules and policies. Refers 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:

Laura Chuzzo 12.7.18
Immediate Supervisor Date

12/7/2018
Department Assistant Manager Date

12/7/18
Department Manager Date

12/7/2018
Department Assistant Director Date

DEC 7, 2018
Department Director Date

12-07-2018
Department Senior Director Date

Kathy E Bond 12-17-18
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt
EEO Category: Technicians

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Resource Management System Coordinator

Department: Airline Division

Date: December 6, 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			X	3
Excessive Noise					X	2
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Laura Ehlinger 12.7.18
Immediate Supervisor Date

Mgiffor Dec 7, 2018
Department Director Date

Cathy Vlaun 12/13/18
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Revenue Control Analyst

Date: October 23, 2014

Department: Finance

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Supervisor, Revenue Control

POSITION SUMMARY: Record, report, monitor and analyze revenues, airline statistics, security deposits, and concession activity. Coordinate all aspects of collection and monitoring of the passenger facility charge (PFC) program. Compile and analyze tax related data and prepare returns. Maintain and monitor revenue, invoicing and collection of revenue relating to Authority's customers. Review contract documents for compliance.

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 financial analysis, including but not limited to the preparation of monthly revenue and deferred revenue accruals, revenue fluctuation analysis, revenue trend analysis, concession audits and airline revenue analyses, A/R to G/L and interfund reconciliations.
- Compile, summarize and analyze parking revenue activity and record related transactions to GL
- Research tax issues and prepare sales tax, gross receipts tax, excise tax and municipal utilities tax returns on a monthly basis.
- Prepare year-end financial statement schedules and notes and work with independent auditors during the interim and year-end audits.
- Coordinate all collection and monitoring of the Authority's PFC program including coordination of efforts with Department of Transportation General Council, Federal Aviation Administration (FAA) and air carriers when necessary to correct any non-compliance issues. Perform monthly reconciliation of PFC database to general ledger and bank statements, monitor airlines' remittance of quarterly reports and audits in accordance with FAA regulations. Review and analyze the airlines remittances to ensure reasonable reporting.
- Monitor security deposits to ensure compliance with contract documents and coordinate efforts to obtain renewals of Letter of Credit and bond continuation certificates prior to expiration. Perform draws on security deposits when necessary to minimize losses to the Authority. Coordinate an annual review of cash security deposits in preparation of Escheat Property filing to state agency and a semiannual review of deposit compliance on Ground Transportation's customers.
- Perform collection, analysis and report air carrier statistics; compile billing data for the invoicing of landing and baggage fees.
- Work with Commercial Properties and PROPworks on the set up of bill rules in connection with new rates and charges established on an annual basis.
- Understand and follow the Authority's policies and procedures and the internal controls designed for the Revenue Control Department.
- Update departmental procedures and internal controls as needed.
- Assist with financial system application testing as needed and trouble shoot system errors and issue
- Assist with special projects, work with other departments and oversee the work of staff as assigned.

- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Accounting and four (4) years of related work experience relating to accounts receivable, general ledger and account analysis, or an equivalent combination of education, training and experience. Must be familiar with computerized accounting systems and have collection experience. Oracle and PROPworks experience desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Strong understanding of basic accounting concepts, practices and procedures
- Must be familiar with computerized general ledger and accounts receivable accounting systems
- Extensive knowledge of MS Office software, with emphasis on Access database and Excel spreadsheet software
- Strong interpersonal skills
- Ability to understand and carry out complex oral and written instructions
- Ability to deal tactfully and courteously with employees and the general public
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public
- Strong attention to detail; organizational skills to prioritize work and meet deadlines; manage multiple projects simultaneously
- Must be proactive and take initiative
- Strong analytical skills with sound judgment,

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- As assigned on special projects

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

- Make sound decisions to minimize financial losses to the Authority
- Works independently under limited supervision and general direction, exercising high level of independent judgment

APPROVAL SIGNATURES:

Immediate Supervisor

10/29/14
Date

Assistant Director — Date: 10/29/14

Department Director — Date: 10/28/14

Director of Human Resources — Date: 11-7-14

Job Description Supplement
Physical Requirements and Working Conditions

Position Title **R**evenue Control Analyst
Department Finance

Date October 23,, 2014
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

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

Importance

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

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

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

Frequency

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

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	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:

10/30/14
Immediate Supervisor — Date

10/30/14
Department Director — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Revenue Control Specialist

Department: Finance

Date: August 15, 2018

Title of Immediate Supervisor: Supervisor, Revenue Control

Pay Level: L17

POSITION SUMMARY: Responsible for the posting, settlement and research of various payment types received and the reconciliation of various revenue accounts. Manage various aspects of commercial lane customers.

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:*

- Post and balance a variety of payment receipts
- Prepare and post general ledger entries to balance and reconcile various revenue accounts
- Reconcile and maintain accountability of receipts issued to customers
- Contact delinquent customers in accordance with guidelines specified in commercial lane contracts; establish reasons for non-payment and resolve problems
- Work with Permitting Department to resolve commercial lane disputes, monitor security deposit requirements and provide all supporting information; work with various departments to resolve disputes
- Work with Microsoft Word and Excel reports as needed to support the collection of the commercial lane balances
- Process Non-Sufficient Fund (NSF) checks for collection in accordance with established guidelines and procedures
- Reconcile deposits and NSF items on the central and trustee bank statements monthly
- Understand and follow the Authority's policies and procedures and the internal controls designated for the Revenue Control Department
- Post Accounts Receivable's bad debt write-offs upon management approval
- Assist with monthly and year-end closing activities; prepare periodic schedules and prepare journal entries as directed to maintain accurate financial data
- Assist with system upgrades as needed
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Accounting or related field and two (2) years accounts receivable experience, or an equivalent combination of education, training, and experience. Experience with MS Office, word processing and spreadsheet software required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of Microsoft Office and computerized accounting programs required; Oracle Financial and Lease Management Systems experience preferred
- Demonstrated knowledge of basic journal entry accounting; concepts of debits and credits required
- Meticulous attention to detail
- Ability to handle multiple responsibilities and deadlines in a variety of 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:

- 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 independence and make decisions)*

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Determine when contact is to be made in collection effort and methods used, within general guidelines, as well as when supervisor assistance is needed.
- 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 — Date: 8/17/18

Manager — Date: N/A

Assistant Director — Date: 8/17/18

Department Director — Date: 8/17/18

Chief Financial Officer — Date: 8/17/18

Sr. Director, Human Resources & Risk Mgmt — Date: 8/23/18

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Revenue Control Specialist

Department: Finance

Date: August 15, 2018

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	2
Walking					X	2
Sitting	X					3
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	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:

Vaughn Hoak 8/17/18
Immediate Supervisor Date

Pam Lotterer 8/17/18
Department Director Date

Cathy Deane 8/14/18
Human Resources - Compensation Date

Risk Management Specialist (Claims)

Department: Risk Management

December 16, 2024

Title of Immediate Supervisor: Manager, Risk Management

Pay Level: L21

POSITION SUMMARY: Assist in fulfilling Risk Management department duties and responsibilities. Have experience with insurance, compliance reviews, incident reporting & investigation, and assisting with loss prevention and safety. Maintain a comprehensive understanding of department workflow processes and record keeping. Review insurance documents to identify basic requirements and assist in summarizing and resolving content. Maintain a variety of complex logs and records, including those in department specific software systems. Coordinate and provide a variety of other administrative assistance, as required. Effective and customer-focused communication, electronic, written & phone.

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:*

GENERAL ACTIVITIES:

- Compose and transmit professional communications (emails, memos, letters) to internal and external contacts and follow up for responses, as needed, related to insurance, claims, safety, business continuity, and insurance compliance.
- Support and anticipate the needs of department and management as it relates to insurance, claims, business continuity, and safety programs. This includes maintaining reports and graphs and the ability to collect, review, compare and contrast data from various resources and summarize in a manner required by management, which will be utilized for the department's use, payment of claims, budgeting, regulatory compliance, etc.
- Respond, in a timely manner, to assist all internal and external customers; Primary point of contract for all internal and external customers, determining best response, including handoff to management.
- Maintain department's administrative systems, as assigned, including, but not limited to contracted software, web/cloud-based systems, SharePoint, or databases. Coordinate with system providers for updates, improvements, training, or service issues; coordinate and train staff on use of such systems.
- Assist department with its compliance of records management and our organization's policies and procedures.

CLAIMS MANAGEMENT: Assist management in its claims management and leads recoveries, as assigned.

- Access the system of incident reports (ASOCs), update incident tracking spreadsheet for claims and recovery purposes, monitor and present concerns or issues for management's attention.
- Investigate claims, assign to insurers, third party administrators, and maintain claims files and records.
- Coordinate with insurers and various departments to assist in the defense of claims.
- Lead the recovery of damages incurred by the organization; initiate and coordinate with departments to support the costs and expenses associated with damages, process and track recovery and/or restitution, correspond and maintain appropriate documentation, managing the resolution of these claims.
- Coordinate with various departments' AARs to collect recoveries from contracted providers based on management approval and established procedures.

- Responsible for collecting, maintaining, updating &/or reconciling reports and graphs that support claims data and funding and payment of claims, as needed per above.

INSURANCE TRACKING MANAGEMENT: Manage and monitor insurance compliance based on vendors', contractors' and service providers' contractual obligations.

- Coordinate with various departments with their compliance with insurance requirements for their contracts in accordance with Risk's SOPs. Review certificates of insurance in comparison to insurance requirements to determine compliance or deficiencies and advise departments accordingly in relation to their own workflow.
- Coordinate with the third party vendor handling the tracking insurance compliance for all contracts. Serve as point of contact regarding vendor's systems, such as access, updates, training, etc.
- Train and Coordinate with department business unit rep., the contractor, and its insurance representative on the COI management systems and workflows.
- Monitor any compliance issues for comprehensive resolution and elevate to department management accordingly.

SAFETY PROGRAM: Assist management with the activities and promotion of the Safety Program

- Maintain various safety program records, supports employee safety trainings, hazmat inventory, logging hot-work permitting records, etc.
- Coordinate with third party providers, IT and staff for databases and systems utilized by the department and facilitate resolution. Coordinate and perform training on these databases and systems for optimal utilization.
- Manage the employee driver license compliance, coordinate with HR and other GOAA departments in accordance with policy requirements as needed.
- Coordinate the supply of safety equipment to staff on a periodic basis, by scheduling with supplier, staff, distribute supplies upon receipt, and handling of employee payroll deductions, as assigned.
- Attend Safety Working Group, Green Team meetings, safety inspections and other meetings, events or exercises on behalf of Risk and Safety to update management on topics of discussion.

OTHER DUTIES: Assist management with other department related responsibilities and activities.

- Coordinate with each department and/or division for their annual updates to each section plan, review of each drive-away kit, and supporting documentation tied to each plan. Maintain exercises and trainings documentation.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate degree and five (5) years of experience in an administrative support or related role requiring strong communication skills, attention to detail, and working with considerable independence; or an equivalent combination of education, training and experience. Insurance/claims background preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong verbal and written communication skills in English; multi-lingual skills a plus
- General knowledge and understanding of risk management and insurance policies and processes
- insurance and incident reporting experience
- Comprehensive understanding of department workflow processes and record keeping
- Ability to maintain professionalism, diplomacy and confidentiality at all times in dealing with staff and the public

- Strong computer skills in Word and Excel, experience with Outlook
- Attention to detail and high degree of accuracy
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Advanced organizational and problem-solving skills required
- Ability to interact effectively with employees, various departments and other individuals

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Safety/Insurance training and/or certifications (ie: COSS) as assigned by management within one year of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Exercise independence under general supervision
- Make decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Set work priorities and make office operations decisions

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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor Date

Vice President, Risk Management Date

Senior Manager, Human Resources Date

FLSA: Exempt

EEO Category: Administrative Support Workers

Management Hours: 24

Shift Premium: N/A

Rotating Shift: N/A

Risk Management Specialist (Claims)

Department: Risk Management December 16, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting	X					3
Lifting: 0 – 20 lbs				X		2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing						3
Other				X		
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**
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
GOAA/Personal Vehicle				X		2
Other						

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Human Resources – Compensation Date

Risk Management Specialist (Insurance)

Department: Risk Management

December 16, 2024

Title of Immediate Supervisor: Manager, Risk Management

Pay Level: L21

POSITION SUMMARY: Assist in fulfilling Risk Management department duties and responsibilities. Have experience with maintaining an insurance program and contract review for insurance compliance. Maintain a comprehensive understanding of department workflow processes and record keeping. Review insurance documents to identify basic requirements and assist in summarizing and resolving content. Maintain a variety of complex logs and records, including those in department specific software systems. Coordinate and provide a variety of other administrative assistance, as required. Effective and customer-focused communication, electronic, written & phone.

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:*

GENERAL ACTIVITIES:

- Compose and transmit professional communications (emails, memos, letters) to internal and external contacts and follow up for responses, as needed, related to insurance, claims, safety, business continuity, and insurance compliance.
- Support and anticipate the needs of department and management as it relates to insurance program, business continuity, and contractor's insurance compliance. This includes maintaining reports and graphs and the ability to collect, review, compare and contrast data from various resources and summarize in a manner required by management, which will be utilized for the department's use, payment of insurance, budgeting, regulatory compliance, etc.
- Respond in a timely manner to assist internal and external customers. See edits to other for edit this line. Maintain shared, secured, and web-based (SharePoint) files and documents to support the department and the organization's staff who will be accessing such files. Assist department with its compliance of records management and our organization's policies and procedures.

INSURANCE TRACKING MANAGEMENT: Manage and monitor insurance compliance based on vendors', contractors' and service providers' contractual obligations.

- Coordinate with various departments with their compliance with insurance requirements for their contracts in accordance with Risk's SOPs. Review certificates of insurance in comparison to insurance requirements to determine compliance or deficiencies and advise departments accordingly in relation to their own workflow.
- Train and coordinate department business unit rep., the contractor, and its insurance representative on the COI management systems and workflows.
- Monitor any compliance issues for comprehensive resolution and elevate to department management accordingly.

INSURANCE: Administer the insurance program as assigned by management.

- Collect and compile data from various departments, compare and contrast data, review for accuracy, and update spreadsheets and applications accordingly.
- Collect insurance policies, endorsements, summaries and other documentation coordinating with insurance broker and reviewing and transferring basic information into other reports, records and documents with accuracy.
- Request and distribute necessary documents related to policy renewals (i.e. Auto ID Cards, Workers Compensation posters).

- Responsible for obtaining statistical information needed to comply with regulatory obligations as a Self-Insurer with the State and for Actuarial Study.
- Facilitate payment of insurance costs, through review for accuracy and within compliance of pay processes. Prepare & maintain detailed spreadsheets of procured insurance, including associated costs as backup.
- Administer the maintenance of Bonds for Board Members with Board Services.
- Collect 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.
- Assist with updating and maintaining Authority owned buildings and property spreadsheets for submittal to insurance brokers.

OTHER DUTIES: Assist management with the administrative activities related to the Business Continuity Program.

- Effectively record, summarize, correspond and monitor meetings and actions items, as assigned, and coordinate with BCP program team and consultant as determined by management.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate degree and five (5) years of experience in an administrative support or related role requiring strong communication skills, attention to detail, and working with considerable independence; or an equivalent combination of education, training and experience. Insurance/claims background preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong verbal and written communication skills in English; multi-lingual skills a plus
- General knowledge and understanding of risk management and insurance policies and processes
- insurance programs and incident reporting experience
- Comprehensive understanding of department workflow processes and record keeping
- Ability to maintain professionalism, diplomacy and confidentiality at all times in dealing with staff and the public
- Strong computer skills in Microsoft Word, Excel, Outlook, & PowerPoint, and experience with financial systems, such as Oracle and with document management systems, such as SharePoint, Box, DocuSign
- Attention to detail and high degree of accuracy
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Advanced organizational and problem-solving skills required
- Ability to interact effectively with employees, various departments and other individuals

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Safety/Insurance training and/or certifications (ie: COSS) as assigned by management within one year of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under general supervision performing routine and non-routine tasks with minimal supervision
- Exercise some judgement in decisions, planning, researching and evaluating data
- Make decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments
- Set work priorities and make office operations decisions

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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor Date

Vice President, Risk Management Date

Senior Manager, Human Resources Date

FLSA: Exempt

EEO Category: Administrative Support Workers

Management Hours: 24

Shift Premium: N/A

Rotating Shift: N/A

CX Passenger Journey Strategist

Department: Customer Experience September 9, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting	X					3
Lifting: 0 – 20 lbs				X		2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing						3
Other				X		
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**
0				X		2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Human Resources – Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Security Compliance Specialist

Department: Security

Date: July 1, 2019

Title of Immediate Supervisor: Supervisor, Security Compliance

Pay Level: L16

POSITION SUMMARY: Maintain compliance with security regulatory requirements and provide guidance to airport tenants, construction project teams, and contracted security personnel and airport guests regarding security compliance issues. Conduct inspections of airport property to assess compliance to minimum standards pursuant to Federal Regulations contained in 49 CFR Part 1542 and maintain security area operations and protocols in support of the Airport Security Program (ASP). Provide security related training as necessary throughout the airport community to help maintain security compliance standards. Respond to security compliance related incidents to address appropriately and in a timely manner.

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:*

- Maintain compliance with Federal Regulations and the ASP by performing regular inspections of airport property including, but not limited to, confirming access points, X- ray and magnetometer equipment, alarms and entry security control systems, and facilities such as the Central Receiving and Distribution Center comply with regulatory requirements; report noted deficiencies
- Review tenant construction project scope documents for compliance with 49 CFR Part 1542 and the ASP as assigned by Supervisor; may confer with design teams, consultants, contractors, and appropriate GOAA departments as needed to facilitate review; complete review checklist and submit to Supervisor. Monitor changes and verify regulatory compliance standards are being met and perform final inspections of project deliverables as they relate to security.
- Perform access control system and alarm testing and acceptance for security related infrastructure installations, renovations or upgrades.
- Perform joint testing and inspections with Transportation Security Administration (TSA) Inspectors to address vulnerabilities in order to find mutually beneficial solutions to mitigate findings and elevate security processes and procedures.
- Conduct new hire orientation training for contracted security staff in the policies and procedures for operating on airport property as well as security awareness, TSA regulations and the specific functions of their position.
- Observe contract security personnel for their efficiency and effectiveness in enforcing the ASP and employee screening policies; report noted deficiencies and assist in resolution.
- Assist in the development of policies and procedures for the Secure Area access operations
- Perform monthly airside concessionaire inspections of sharp objects and record sharps inventory.
- Provide immediate response to security compliance related issues on airport property to achieve proper resolution in a timely manner.
- Issue Security Violations as appropriate for compliance related violations of the ASP or other regulatory requirements; log and track violations for historical and trending analysis.
- Provide security awareness training as needed; recommend training, such as active shooter and other security related situational awareness training; assist with coordination and setting up training.
- Maintain data in reports, logs, and other documentation as required for the ASP, regulatory policies and other compliance standards.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a Security related discipline and two (2) years security compliance related experience, preferably in an airport environment, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Computer proficiency to include a working knowledge of Microsoft Office such as Word, Excel and PowerPoint
- Knowledge of TSA security requirements
- Understanding of airport operations to include operational, security and maintenance issues
- Good oral and written communication skills and proficient in English, multilingual skills desired
- Ability to effectively and professionally interact with various Authority staff, contracted staff, tenants and airport guests
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Ability to pay attention to detail and meet deadlines; organizational skills
- Must be able to act effectively in highly stressful situations
- 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)*

- 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 independent decisions following established guidelines/procedures
- May interpret departmental rules, regulations, policies, etc.

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

APPROVAL SIGNATURES:

7/12/19
Immediate Supervisor — Date

7-15-19
Department Assistant Manager — Date

7/11/19
Department Manager — Date

7-11-19
Department Director — Date

7-15-19
Sr. Director, HR & Risk Management — Date

FLSA: Non-Exempt

EEO Category: Protective Service Worker

Shift Premium: Yes

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Security Compliance Specialist

Department: Security

Date: July 1, 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		3
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		3
Noxious Fumes					X	2
Chemicals					X	2
Insects				X		2
Heights, Confined Areas					X	2
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

SUPERVISOR COMMENTS:

7/12/19

Immediate Supervisor — Date

7-11-19

Department Director — Date

7/15/19

Human Resources - Compensation — Date

Security Operations Analyst

Department: Security

Date : June 24, 2025

Immediate Supervisor: Manager, Emergency Communications

Pay Level: L15

POSITION SUMMARY : Monitor door alarms and other related security systems via the CCTV system from the Security Operations Center (SOC). Investigate, dispatch and coordinate as needed to provide appropriate response. Assist security personnel with routine door testing patrols and assessing the effectiveness of security procedures

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

- Monitor door alarms and other related security systems via the CCTV system from the SOC; continuously monitor and assess security situations.
- Investigate and dispatch security responses for activated security system alerts within the required timeframe, coordinating with Communication Center and other Airport Security personnel as needed. Escalate notifications to the TSA within the required timeframe.
- Provide first line assistance to all callers with concerns relating to safety and security. Communicate effectively with various callers, security guards, and others to obtain complete information to determine the necessary action(s) for proper resolution while providing exceptional customer service
- Manage access, open and monitor doors, gates and elevators to allow authorized access of employees, deliveries, vendors and visitors. Monitor and capture video surveillance
  Assist Security Supervisors in the deployment of security personnel and security personnel activities. Support security personnel in the field with routine door testing and alarm audits.
- Assist in the enforcement of the Airport Security Program (ASP) in accordance with 49 CFR Part 1542.
- Prepare reports, logs, and other documentation in support of the ASP and section policies
- Compile, review, and log incident reports and daily reports
- Monitor the CCTV system in operation at the Security Operations Center, maintain data of cameras needing maintenance, submitting work order requests as needed and following up on resolution
- Provide support, generate maintenance requests, assist with troubleshooting for all security related systems including CCTV, access control, alarms etc.
- Coordinate Ambulance escorts with the Emergency Communication Center for medical emergencies within the AOA or Sterile areas.
- Responsible for remaining current on all GOAA emergency response procedures and executing proper response as required.
- Monitor Florida and National Crime Information (FCIC/NCIC) Center system and relay information to Criminal Justice personnel when appropriate.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma or GED and three (3) years security related experience, preferably in an airport environment, or an equivalent combination of education, training and experience. Experience monitoring alarms and/or security systems in an operations center preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Computer proficiency to include a working knowledge of Microsoft Word and Excel
- Knowledge of Transportation Security Administration security requirements
- Good oral and written communication skills
- Ability to effectively and professionally interact with various Authority staff and Airport security personnel
- Ability to operate a two-way radio
- Ability to work independently without constant supervision
- Must have the ability to prioritize multiple tasks and handle more than one task at a time
- Must be able to act effectively in highly stressful situations
- Must be able to type a minimum of 25 cwpm
- Proficiency in speaking and understanding English required, multilingual skills desired
- Must be able to work rotating shifts, early mornings, late evenings, weekends and holidays
- Experience/knowledge of general airport operations

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

The following certifications are required at time of hire or must be obtained within 6 months:

- Florida Criminal Information Computer/National Criminal Information Center (FCIC/NCIC)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Works independently and under general supervision
- Must be able to make immediate decisions following established guidelines/procedures

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

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

APPROVAL SIGNATURES:

Jammi Hackett Filbert
box SIGN 4Q8K5WQ2-15532LLY
Jun 26, 2025
Immediate Supervisor Date

Jonathan Cute
box SIGN 4W69KKV8-15532LLY
Jun 26, 2025
Vice President, Security Date

box SIGN 4Q8XW3KX-15532LLY
Jun 27, 2025
Chief Operating Officer Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-15532LLY
Jul 2, 2025
Interim Chief Administrative Officer Date

FLSA: Non-Exempt
EEO Category: Service Maintenance
Manager Hours: N/A
Shift Premium: N/A
Rotating Shift: N/A

Security Operations Analyst

Department: Security

Date: June 24, 2025

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	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	2
Chemicals					X	2
Insects				X		2
Heights, Confined Areas					X	2
Excessive Noise				X	X	
Other : Ability to work night, weekends & holidays			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
Pull Trailer					X	3
Security systems (CCTV, alarms, etc.)	X					3
Communications Equipment (radio, cell phone)	X					3

Jammi Hackett Filbert
box SIGN 4Q8K5WQ2-15532LLY

Jun 26, 2025

Immediate Supervisor Date

Allison Duncan
box SIGN 19YY2YPV-15532LLY

Jun 26, 2025

Human Resources – Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Administrative Assistant

Department: Board Services

Date: March 1, 2018

Title of Immediate: Director, Board Services

Pay Level: L16

POSITION SUMMARY: Provide complex administrative support to the Board Services department, and other executive and management staff as assigned. Post Sunshine meetings; assist with the preparation for a variety of meetings

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 administrative support including prepare correspondence, copy, scan, file, route correspondence, and other general office duties for the Board Services department and other executive and management staff as assigned. Support may include regular contact with elected officials, community leaders, etc.
- Post Sunshine Meeting information as required, and maintain related records in accordance with established regulations and policies.
- Serve as back-up to schedule, organize and prepare agendas and packages for a variety of meetings including Board and executive staff meetings.
- Assist with calendars for Director, Board Services, Chief Executive Officer, and others as assigned.
- Establish and maintain effective tickler systems.
- Research and compile a variety of information as assigned.
- Authorized procurement card user; reconcile monthly activity.
- Inventory and order departmental office supplies.
- Monitor maintenance of Copy and Postage equipment under contract and track service requests; provides assistance with copy & postage equipment issues.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation.
- Manage the scheduling of 8 conference rooms in the executive offices and annex building; organize and maintain conference rooms in the executive offices; print and update daily calendar as needed for each conference room.
- Assist with special projects or events.
- Serve as back-up for other administrative functions in Executive Administration including but not limited to monitoring the departmental budget, handling office related duties, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or related field and two (2) years experience in high-level administrative support work experience, or an equivalent combination of education, training and experience. Experience with public sector administrative support and/or with Sunshine committee support preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 60 CWPM
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint; and other systems as required
- Proficient in oral and written communications in English including grammar and punctuation
- Demonstrated ability to responsibly handle sensitive information
- Demonstrated ability to deal professionally and effectively with high profile individuals
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Demonstrated competency and professionalism, exercising good judgment, initiative, resourcefulness and decision-making skills
- Knowledge of Florida Sunshine meeting law preferred

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)*

- Exercises considerable independence under general supervision
- Makes independent decisions, following established guidelines/procedures
- Demonstrates good judgment in communicating with executive management, elected officials, community leaders, and other Authority departments regarding schedules, etc.
- Set work priorities, makes office operations decisions.

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	3/2/18 Date	Sr. Director, HR & Risk Management	3/7/18 Date
Chief Executive Officer	3-5-18 Date		

FLSA: Non-Exempt
EEO Category: Administrative Support
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Administrative Assistant

Department: Board Services

Date: March 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	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 — Date 3/2/18

Chief Executive Officer — Date 3/5/18

Human Resources - Compensation — Date 3/7/18

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Administrative Assistant

Department: Maintenance

Date: April 19, 2022

Title of Immediate: Director, Maintenance

Pay Level: L16

POSITION SUMMARY: Provide complex administrative and project support for all sections of the Maintenance Department, including direct support to the Director, Assistant Directors, Managers, and Assistant Managers on a day-to-day basis. Assist with a variety of research, documentation, and report development/maintenance. Maintain assigned records and assist staff with a broad range of activities and projects.

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

- Provide advanced administrative support for the Maintenance Department. Support may include but is not limited to: answering multiple department telephone extensions, scheduling appointments and maintaining multiple calendars, prioritizing scheduling to assist others with calendar needs, draft and type correspondence and reports, file, processing/distributing mail, maintain currency of bulletin board notifications and employment openings
- Coordinate assigned staff meetings; prepare agenda; draft and disseminate associated correspondence; record and transcribe minutes; follow up on deliverables for the Director.
- Maintain the department personnel files; assist employees with badge renewals including U.S Customs and Border Protection Security Area ID applications and submittal; responsible for on-line registration for Movement Area Driver's classes.
- Scheduling and coordinate the use assigned conference rooms and classrooms.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit expense reports.
- Maintain office supplies, office equipment and other purchased items; research quality and cost. Monitor equipment under contract, verify equipment is in good operating order, submit and track work orders and coordinate with vendor when repairs are required.
- Responsible for the use and reconciliation of a procurement card. Assist in the reconciliation of the Director and Assistant Director's procurement cards and invoices.
- Assist and serve as a backup for the Cost Control Specialist as needed.
- Generate weekly Standby Letters and Maintenance Call-back Report used as a reference by Central Plant for off-duty work assignments; prepare and maintain listing of department management and contacts for various contracts.
- Develop and maintain an ongoing record of all maintenance department contracts and their current status, eligibility for extension, re-bids, board action, etc.
- Coordinate with Department Managers and others to collect and create Board and Committee memos for the Maintenance 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.
- Create and track work orders for the Maintenance Administration department repairs and services.
- Maintain and update the OM library; prepare updates for the Emergency Response Plan and Business Continuity Plan manuals; maintain reference manuals and update a variety of notifications, logs, etc.
- Assist department management staff with special projects as requested.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or related field and two (2) years in a high level administrative support experience supporting a large department or multiple management staff, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing speed minimum - 50 CWPM
- Demonstrated administrative skills and attention to detail
- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Excellent interpersonal skills and the ability to interact effectively with employees, various departments and other individuals
- Intermediate computer skills and proficient in Microsoft Office programs
- Advanced organizational and time management skills to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Demonstrated ability to work independently in a fast-paced environment

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. Set work priorities and make office operational decisions
- Make independent decisions following established guidelines/procedures
- Has latitude to use independent judgment concerning normal daily routines, such as paying small invoices, ordering office supplies, scheduling meetings, and other duties
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.

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

APPROVAL SIGNATURES:

	5/18/2022		05-18-2022
Immediate Supervisor/Director	Date	Chief of Operations	Date
	10-5-2022		
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Administrative Support
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Administrative Assistant

Department: Maintenance

Date: April 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.

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	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/Director	5/18/2022 Date	Chief of Operations	05-18-2022 Date
Human Resources - Compensation	9/30/2022 Date		

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Administrative Assistant

Department: Public Affairs

Date: June 6, 2018

Title of Immediate Supervisor: Senior Director, Public Affairs

Pay Level: L16

POSITION SUMMARY: Provides administrative support to the Senior Director and project support for the Public Affairs department. Coordinate a broad range of activities, special events and projects.

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

- Provide administrative support including, but not limited to, answer multiple department telephone extensions, maintain both physical and electronic filing systems, schedules and calendars, operate office equipment, type and draft correspondence, and process/distribute mail
- Monitor department budget, confirm correct allocation of funds and prepare related reports and analyses; verify contract invoices are correct and accurate before submitting for approval
- Provide meeting support for GOAA Art Committee, the Internal Communications Committee, and other meetings as assigned, including but not limited to taking minutes, schedule rooms, prepare agendas, prepare PowerPoint presentations, schedule presentation for committees, arrange travel schedules, etc.
- Authorized procurement card user; reconcile monthly activity for several department procurement cards
- Research and coordinate response of media calls; record in the Public Affairs Report; develop and compile year-end report
- Serve as a backup in the Oracle procurement process including purchase requisition and releases for assigned professional services; prepare service receipts/direct pays as approved; complete process and maintain related documents
- Coordinate the department's uniform program to include fitting, ordering, payment, and receiving, as well as the Authority's branded materials
- Order office supplies and collateral materials; coordinate maintenance work orders, office repairs, etc.
- Plan, coordinate and oversee the Hometown Heroes project, the College Sports display and other special events as assigned; work independently to manage details such as exhibit displays, room reservations, scheduling speakers, preparing agendas, planning and ordering refreshments, planning room set up, and addressing any issues in order to maintain the success of the event; may monitor/reconcile event budget
- Coordinate community/civic/international/industry briefings, outreach events, and Authority's Speakers Bureau; serve as liaison to community organizations, assist with scheduling, agendas, refreshments, room set-up, arrange speakers, coordinate program, etc.
- Serve as a backup department payroll clerk, review and verify system data in accordance with policies and procedures for supervisor review and approval
- Draft and update biographies for Directors, Senior Directors, and Board Members; draft community information pieces
- May be assigned to greet arriving diplomats/dignitaries
- Assist as assigned with crisis management response – all department staff expected to be available to respond in terms of media, public and employee information; on-call for airport emergencies as required
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

High School graduate and four (4) years administrative experience in an office environment handling similar duties including meeting minutes and agendas, or an equivalent combination of education, training, and experience. Some college preferred. Experience providing support to multiple managers or functions preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 60 CWPM; transcription 35 CWPM or other acceptable method
- Proficient in Microsoft Word, Excel, and Outlook
- Proficient in oral and written communications
- Demonstrated ability to maintain confidentiality
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Strong working knowledge of Microsoft Office
- Must be flexible in accommodating continual interruptions for information, etc.
- Good customer relations skills

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
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Make decisions regarding numerous work priorities and some budget designations. Set work priorities and make office operations decisions.
- Keep time and calendar, using judgment in directing inquiries, requests or information
- Make judgments regarding conveyance of pertinent information to staff members
- Handle situations with an understanding of media protocol

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 — Date

Chief Executive Officer — 7-20-18 — Date

Sr. Director, HR & Risk Management — 7-19-18 — Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Administrative Assistant

Department: Public Affairs

Date: June 6, 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						
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:

8/6/18

Immediate Supervisor/Sr. Director — Date

7-20-18

Chief Executive Officer — Date

7/19/18

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Administrative Assistant

Department: Airfield Operations

Date: October 15, 2019

Title of Immediate Supervisor: Assistant Director, Airport Operations (Airfield)

Pay Level: L16

POSITION SUMMARY: Provide complex administrative support to the Airfield Operations department. Assist with a variety of research, documentation, and report development/maintenance. Maintain assigned records; assist staff at all levels with a broad range of activities, special events and projects.

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

- Perform administrative support including, but not limited to answer multiple department telephone extensions, maintain both physical and electronic filing systems, schedule and coordinate meetings and calendars, operate office equipment, type and draft correspondence, and process/distribute mail.
- Serve as Recording Secretary for the assigned meetings including the coordination of meetings; prepare agenda; draft and disseminate associated correspondence; record and transcribe minutes.
- Research various information as needed for Airfield Operations, Wildlife, FAR 139 compliance, etc., as assigned
- Receive, review and approve Movement Area Driving Endorsement (MADE) renewal applications; research eligibility, request additional information if needed and forward to management new applications for approval; maintain an electronic tracking file, and assist in scheduling of Movement Area Driver's Training (MADT) classes; update AOA Safety Violations log, communicate with internal and external agencies and track remedial training.
- Maintain and update a variety of departmental resources, including but not limited to: Airfield Operations Operational Procedures letters, Airport Certification Manual, Airport Emergency Plan, documents for annual FAA 139 inspection, various reports and database maintenance, administrative projects and special events.
- Confirm data and prepare payroll documentation for bi-weekly submittal; maintain all supporting documentation.
- 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.
- Draft a variety of letters, memos; create and maintain a variety of reports as needed
- Monitor the department budget, verify correct allocation of funds, prepare related reports, and research items as necessary. May assist with projections and other research as needed to prepare the new budget.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation within established timeframes.
- Authorized procurement card user; reconcile monthly activity.
- Serve as the liaison between the Authority and vendors for office supplies, office equipment and other purchased items. Verify equipment is in good operating order, submit work orders and coordinate with vendor when repairs are required.
- Authority Authorized Representative (AAR) for the employee uniform purchase program.
- Establish and maintain effective tickler systems as needed.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit expense reports.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or a related field and two (2) years experience in a high-level administrative support work, or an equivalent combination of education, experience, and training. Experience with public sector administrative support preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 50 wpm
- Proficient computer skills to include: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required
- Proficient oral and written communication in English including grammar and punctuation
- Demonstrated attention to detail and strong organizational, and administrative skills
- Ability to interact effectively with employees, various departments, vendors and other individuals

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)*

- Exercises considerable independence under general supervision
- Makes independent decisions following established guidelines and procedures (ordering supplies, responding to customers, researching materials, etc.)
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Set work priorities and make office operations decisions

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:

	18 Oct 19		Oct 18, 2019
Immediate Supervisor	Date	Department Director	Date
	10-24-2019		11-1-19
Department Senior Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Administrative Assistant

Department: Airfield Operations

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				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						
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: 10/18/19

Department Director — Date: OCT 18, 2019

Human Resources - Compensation — Date: 10/25/19

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L16

POSITION SUMMARY: Provide administrative support to the Assistant Director, Finance and other Finance management staff as assigned. Maintain assigned financial records. Oversee records management for the department. Assist with administrative functions, and provide back-up assistance to the Finance Administrative Assistants.

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 for the Assistant Director, Finance and other Finance management as assigned, including coordinate correspondence, answer/screen telephone calls and direct to appropriate person for response, schedule appointments and maintain calendar, arrange internal and external meetings. Coordinate travel arrangements and process travel documents.
- Draft written correspondence on behalf of the Assistant Director, Finance and other management staff as requested.
- Coordinates typing of the Comprehensive Annual Financial Report (CAFR) and distribution
- Assist with the preparation of the Authority's annual budget, monitor assigned department budget line items, verify correct allocation of funds, prepare related reports.
- Oversee records management for the department. Remain familiar with current state laws, confirm the proper destruction/storage of all documents, and appropriate record retention. Coordinate records destruction with the other Finance Senior Administrative Assistant.
- Maintain tickler file and journal entry log for Finance department, verifying required entries are included and issuing reminders/follow up as necessary.
- Custodian of Finance department fixed assets
- Authorized procurement card user; reconcile monthly procurement card activity.
- Serve as Finance department payroll coordinator, reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Receive incoming cash and checks; counting to confirm amount with department total
- Maintain and order inventory supplies.
- Schedule and coordinate meetings with senior management, consultants, government officials, business and industry representatives.
- Assist and back-up other department administrative staff as needed.
- Serve as a back-up for the preparation of purchase requisitions and releases; prepare service receipts/direct pays as approved.
- Serve as back-up for daily department mail distribution.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma and four (4) years administrative support experience in an office environment handling similar duties, or an equivalent combination of education, training, and experience. Some college preferred. Experience providing support to multiple managers or functions preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 50 CWPM; transcription or speed writing skills required
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Excellent grammar skills
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Proficient in oral and written communications
- Demonstrated ability to handle sensitive and confidential matters
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Proficient in handling cash, good basic arithmetic skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida Notary Public preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, banks, airline officials and external auditors, tenants and other Authority departments regarding schedules, etc.
- Set work priorities, make office operations decisions.

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

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 7/2/19

Department Director — Date: 7/2/19

Chief Financial Officer — Date: 7/5/19

Sr. Director, HR & Risk Management — Date: 7-8-19

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	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:

Mani Dennis 7/2/19
Immediate Supervisor Date

Pam Letteurex 7/2/19
Department Director Date

Cathy Viane 7/5/19
Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

Title of Immediate: Director, Finance

Pay Level: L16

POSITION SUMMARY: Provide administrative support to the Director, Finance and other Construction Finance management staff as assigned. Maintain assigned financial records. Act as Finance SharePoint administrator; maintain official committee related electronic records.

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 for the Director, Finance and other Construction Finance management as assigned, including coordinate correspondence, answer/screen telephone calls and direct to appropriate person for response, schedule appointments and maintain calendar, arrange internal and external meetings. Coordinate travel arrangements and process travel documents.
- Draft written correspondence on behalf of the Director, Finance and assigned staff as requested. May include organizing complex data.
- Assist with the preparation of the Authority's annual budget, monitor assigned department budget line items, verify correct allocation of funds, prepare related reports.
- Maintain Construction Finance Oversight Committee (CFOC) official records and maintain the electronic filing of these documents. Assist with data entry, scanning and filing for Construction Finance using consistent naming conventions and assigning appropriate meta data. Act as the Finance Department's Sharepoint Administrator, maintaining official records in the electronic format. Coordinate records destruction with the department Records Coordinator.
- Prepare purchase requisitions and releases; prepare service receipts/direct pays as approved.
- Authorized procurement card user; reconcile monthly procurement card activity.
- Perform daily department mail distribution.
- Schedule and coordinate meetings with senior management, consultants, government officials, business and industry representatives.
- Serve as back-up Finance department payroll coordinator, reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Serve as back-up for receipt of incoming cash and checks; counting to confirm amount with department total
- Serve as back up for Sunshine meetings as needed.
- Assist and back-up other department administrative staff as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma and four (4) years administrative support experience in an office environment handling similar duties, or an equivalent combination of education, training, and experience. Some college preferred. Experience providing support to multiple managers or functions preferred

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 50 CWPM; transcription or speed writing skills required
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook required
- Excellent grammar skills

- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Proficient in oral and written communications
- Demonstrated ability to handle sensitive and confidential matters
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Comfortable handling cash, good basic arithmetic skills
- Knowledge of Florida Sunshine meeting law preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida Notary Public preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, banks, airline officials and external auditors, tenants and other Authority departments regarding schedules, etc.
- Set work priorities, makes office operations decisions.

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 — Date: 7/2/19

Chief Financial Officer — Date: 7/5/19

Sr. Director, HR & Risk Management — Date: 7-8-19

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	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:

Pam Letourneau 7/2/19
Immediate Supervisor/Director Date

[signature] 7/5/19
Chief Financial Officer Date

Cathy Vann 7/5/19
Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Analyst, Parking Revenue

Department: Parking Operations

Date: February 1, 2023

Title of Immediate Supervisor: Manager, Parking Operations

Pay Level: L20

POSITION SUMMARY: Confirm controls external to the Parking Revenue Control System (PRCS) are in place and enforced to capture all revenue. Analyze the data provided by the Parking and Ground Transportation Systems Auditor, the Parking Revenue Analyst, the parking operator's daily and quarterly audits, and the secondary audits. Define, recommend and implement procedures to address the control risks identified in the analysis of all parking data generated by the department and parking operator. Provide management reports of the department's revenue control performance, identified risks, and recommended remedies.

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 parking activity to determine risk exposure of parking revenue loss due to procedural deficiencies, lack of compliance with revenue control processes, or other related factors.
- Identify reporting requirement changes based on risk exposure found in data generated by the Parking and Ground Transportation Systems Auditor and parking audits.
- Analyze the data generated by the PRCS. Generate activity reports to analyze operator performance and refer to the Parking and GT Systems Auditor any system performance issues found during the audit.
- Analyze and reconcile contractor invoices and supporting documents to minimize errors or discrepancies. Verify invoices are within approved budget limits and contractual requirements.
- Monitor parking contractor's adherence to approved policy and procedural standards in relation to revenue collection
- Audit tickets ("secondary audits") and review exceptions to be sure they are legitimate and have been correctly processed and recorded. Determine the scope and sample size of each audit
- Review validations to validate their legitimacy, and that GOAA has received appropriate payment
- Participate in annual parking revenue and expense budget development
- Complete daily audit of the license plate recognition systems
- Perform trending analysis
- Work closely with the Parking and GT Systems Auditor in researching discrepancies and with the Manager, Systems Construction in system testing and reconciling reports.
- Train and may assist the Parking Revenue Analyst at times
- Develop and maintain management and departmental reports, including Historical OIA Parking statistics.
- Primary contact for parking revenue, contractor budgetary issues and invoice processing
- Perform financial analysis and audit functions
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Associate degree in Accounting and/or Business, and three (3) years experience in accounting and system auditing or an equivalent combination of education, training and experience. Experience specific to parking finance and system reporting (PRCS in particular) is strongly desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Computer skills – proficient in Microsoft Word and Excel

- Knowledge and thorough understanding of Parking Revenue Control Systems (PRCS) reporting, determining which data fields should be used in various studies
- Strong analytical skills required to analyze available information and implement an appropriate action plan within established guidelines
- Attention to detail
- Ability to effectively multi-task under stressful conditions
- Effective communications skills, both verbal and written
- Demonstrated leadership skills
- 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

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)*

- Judgment used to analyze variety of data and assess risk/possibility of revenue loss; develop and recommend remedies
- Works independently under general supervision
- Makes independent decisions based on established policy

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

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 5/12/23

Department Assistant Vice President — Date: 5/12/23

Department Vice President — Date: MAY 12, 2023

Chief of Operations — Date: 05-12-2023

Vice President, Human Resources — Date: 5/12/23

FLSA: Non-Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Analyst, Parking Revenue

Department: Parking Operations

Date: February 1, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 – 20 lbs				X		2
20 – 50 lbs					X	2
51+ lbs					X	2
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	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				2
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	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: 5/12/23

Department Vice President — Date: MAY 12, 2023

Human Resources - Compensation — Date: 5/15/23

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Applications Systems Analyst Programmer (EAM)

Department: Information Technology

Date: September 17, 2018

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L29

POSITION SUMMARY: Responsible for analysis and development of process automation concepts and options, assessment of associated costs and benefits, preparation of automated systems and components acquisition documents or design and test documents, selected software development, and user training and sustaining support. These processes support multiple disciplines including: planning, engineering, operations, and properties, and address both business and technical data. Assess software, product, or service (COTS or custom) capabilities and suggest alternatives considering cost and effectiveness.

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

- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts and options and assessment of their associated costs and benefits.
- Define detailed function, interface and performance requirements for selected automation options consistent with applications standard methodology.
- Prepare specifications for acquisition or development of automation systems and components, and prepare test plans and procedures as appropriate.
- For acquired systems and components (e.g. reports) developed in-house, prepare design documentation and conduct design reviews, code or configure software, prepare test plans and procedures and perform or observe tests as appropriate.
- Develop and maintain effective relationships with Information Technology customers and Information Technology team members.
- Provide ongoing support for products and related custom objects/processes created. Prepare training documents, conduct training sessions and provide continuing support.
- Perform product, system or component administration duties.
- Develop and maintain expertise in the use of products that constitute our environment and assist in the productivity of their area of support.
- Provide shared administrative support for in-house Linux and/or Windows platforms.
- Understand and use formal development and maintenance methodologies, standards and procedures.
- 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 Information Technology, or related field and five (5) years of recent experience designing and implementing Maximo solutions, or an equivalent combination of education, training and experience. Work experience to include: (1) developing and supporting large corporate applications (2) programmer writing/supporting business applications and/or (3) systems analyst. Solid knowledge of J2EE web application architecture, development and underlying technologies; Experience in business reporting, analytics and business information systems; Experience with Oracle or SQL database principles including ability to write and analyze complex queries; Working knowledge of SOA are preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Experience in all aspects of Maximo EAM Administration
- Solid understanding of system design and workflow analysis
- Strong interpersonal relationship skills with a focus on teamwork, customer service and customer satisfaction in a sometimes stressful environment.
- Excellent verbal and written communication skills.
- Attention to detail, a self-starter and the ability to take initiative.
- Demonstrated ability to plan and manage multiple projects simultaneously.
- Demonstrated experience using one or more leading analysis and development methodologies.
- Demonstrated experience in developing and supporting large multi-tier applications and interfaces with various RDBMS (Oracle, SQL Server, and Access) on Windows or LINUX environments with a technical understanding of file system structure.
- Able to work with customers and peers to elicit all requirements needed to implement capabilities
- Ability to effectively analyze and evaluate issues and data challenges
- Able to troubleshoot error messages and performance problems
- Able to write KPIs and Workflows (to include notifications) to meet customer and internal needs
- Able to perform advanced screen configurations and building custom applications
- Able to modify objects, domains, database attributes and build object relationships
- Able to build classification/specification tables and other tables to facilitate the greatest level of data sorting
- Able to write custom queries for both search functions (data review) and custom reports (BIRT Report, Cognos or similar report writing tools)
- Able to produce technical designs and/or code for JAVA extensions; write Maximo custom classes
- Demonstrate significant experience developing and supporting software solutions in Oracle PL/SQL or a comparable relational database platform
- Configuration and support WebSphere application servers and components
- Demonstrate strong knowledge of JAVA development in Maximo and JAVA class file structure.
- Able to effectively integrate Maximo with other database systems.
- Able to work with the Email listener, MIF, and Service/ Material Request module to meet client needs.
- Able to write business rules using RulesManager product.
- Ability to work on-call/weekends as needed to maintain critical operations.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Independent judgment for complex technical issues is required on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data.
- Work very independently with little supervision or direction, substantial latitude in initiative and authority

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

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 2/22/19

Department Manager — Date: 2-22-2019

Chief Information Officer — Date: 2.22.19

Sr. Director, HR & Risk Management — Date: 2-25-19

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Applications Systems Analyst Programmer (EAM)

Department: Information Technology

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		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:

Yvonne Cles 2/22/19

Immediate Supervisor Date

J. Newsome 2.22.19

Chief Information Officer Date

Cathy Vicente 2/22/19

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Applications Systems Analyst Programmer (ECM)

Department: Information Technology

Date: August 23, 2018

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L29

POSITION SUMMARY: Responsible for analysis and development of process automation concepts and options, assessment of associated costs and benefits, preparation of automated systems and components acquisition documents or design and test documents, selected software development, and user training and sustaining support. These processes support multiple disciplines including: planning, engineering, operations and properties, and address both business and technical data. Assess software, product, or service (COTS or custom) capabilities and suggest alternatives considering cost and effectiveness.

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

- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts and options and assessment of their associated costs and benefits.
- Define detailed function, interface and performance requirements for selected automation options consistent with applications standard methodology.
- Prepare specifications for acquisition or development of automation systems and components, and prepare test plans and procedures as appropriate.
- For acquired systems and components (e.g. reports) developed in-house, prepare design documentation and conduct design reviews, code or configure software, prepare test plans and procedures and perform or observe tests as appropriate.
- Develop and maintain effective relationships with Information Technology customers and Information Technology team members.
- Provide ongoing support for products and related custom objects/processes created. Prepare training documents, conduct training sessions and provide continuing support.
- Perform product, system or component administration duties.
- Develop and maintain expertise in the use of products that constitute our environment and assist in the productivity of their area of support.
- Provide shared administrative support for in-house Linux and/or Windows platforms.
- Understand and use formal development and maintenance methodologies, standards and procedures.
- 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 Information Technology or a related field and five (5) years of recent experience designing and implementing Enterprise Content Management (specifically Microsoft SharePoint) solutions or an equivalent combination of education, training, and experience. Work experience to include: (1) developing and supporting large corporate applications (2) programmer writing/supporting business applications and/or (3) systems analyst. Solid knowledge of web application architecture, development and underlying technologies. Experience in business reporting, analytics and business information systems. Experience with Oracle or SQL database principles including ability to write and analyze complex queries. Requires experience in the administration of content repositories and records management.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong interpersonal relationship skills with a focus on teamwork, customer service and customer satisfaction in a sometimes stressful environment.
- Excellent verbal and written communication skills.
- Attention to detail, a self-starter and the ability to take initiative.
- Demonstrated ability to plan and manage multiple projects simultaneously.
- Demonstrated experience using one or more leading analysis and development methodologies.
- Able to work with customers and peers to elicit all requirements needed to implement capabilities
- Experience in all aspects of SharePoint Administration including Search, Content Hub and Record Center
- Experience with Office Web Application and Project Web Application Servers installations with SharePoint
- Solid understanding of system design and workflow analysis
- Ability to effectively analyze and evaluate issues and data challenges
- Able to troubleshoot error messages and performance problems
- Able to write KPIs and Workflows (to include notifications) to meet customer and internal needs
- Able to perform advanced configurations and build/maintain custom applications
- Able to modify objects, domains, database attributes and build object relationships
- Able to write custom queries for both search functions (data review) and Reporting Services including SSRS reports
- Demonstrated experience in developing and supporting large multi-tier applications and interfaces with various RDBMS (Oracle, SQL Server, and Access) on Windows environments with a technical understanding of file system structure.
- Demonstrate significant experience developing and supporting software solutions in Oracle PL/SQL or a comparable relational database platform
- Configuration and support IIS application servers and components
- Able to effectively integrate SharePoint with other systems.
- Ability to work on-call/weekends as needed to maintain critical operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Independent judgment for complex technical issues is required on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data
- Work independently with limited supervision or direction, substantial latitude in initiative and authority

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

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 9/5/18

Department Manager — Date: 9-5-18

Chief Information Officer — Date: 9.6.18

Sr. Director, HR & Risk Management — Date: 9-11-18

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Applications Systems Analyst Programmer (ECM)

Department: Information Technology

Date: August 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				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 — Date: 9/5/18

Chief Information Officer — Date: 9.6.18

Human Resources - Compensation — Date: 9/7/18

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Applications Systems Analyst Programmer (GOAA Applications)

Department: Information Technology

Date: September 21, 2021

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L29

POSITION SUMMARY: Responsible for analysis of processes, development of process automation concepts and options, assessment of associated costs and benefits, preparation of automated systems and solution acquisition documents, design and test documents, application development, software installation, configuration and change management, and user training support. Preform website administration, site and content development. Assess software, product, or service capabilities and alternatives (COTS or custom) to make recommendations considering cost and effectiveness. Candidate will lead select development projects (mobile and desktop applications) and perform Project Management duties; including tracking and reporting on project status, resources (internal and consultant), and financial health.

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 maintain effective relationships with Information Technology customers and Information Technology team members.
- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts and options and assessment of their associated costs and benefits.
- Define detailed function, interface and performance requirements for selected automation options consistent with applications standard methodology.
- Prepare specifications for acquisition or development of automation systems and components, and prepare test plans and procedures as appropriate.
- For acquired systems and components (e.g. reports) developed in-house, prepare design documentation and conduct design reviews, code or configure software, prepare test plans and procedures and perform or observe tests as appropriate.
- Developed solutions in-house; prepare design documentation and conduct design reviews, code or configure software, prepare test plans and procedures and lead team, perform and observe tests as appropriate.
- Provide website administration of Authority sites.
- Create and update websites, develop and update pages and content.
- Provide ongoing support for custom objects/processes created.
- Establish and maintain consistent, repeatable processes/methodologies for Configuration and Change Management for development projects.
- Prepare training documents, conduct training sessions and provide continuing support.
- Lead selected projects (mobile and desktop applications) and perform Project Management duties as required such as tracking and reporting on project status, resources (internal and consultant), and financial health.
- Perform other duties as directed, including but not limited to system or component administration duties.
- Develop and maintain expertise in the use of products that constitute our environment and assist in the productivity of their area of support.
- Provide shared administrative duties for in-house Linux and/or Windows platforms.
- Understand and use formal development and maintenance methodologies, standards and procedures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Technology, or related field and five (5) years professional level work experience to include: (1) developing and supporting large corporate applications (2) programmer writing/supporting business applications and/or (3) systems analyst, or an equivalent combination of education, training and experience.

Also required are strong development experience with the following:

- Website administration
- UI design,
- Java/J2EE,
- Database (MS SQL, MySQL, and Oracle),
- HTML5,
- Web technologies; experience with mobile application architecture, enterprise applications architecture, frameworks and development methodologies with solid programming abilities in one or more of the following: Java/J2ME/J2EE, Objective C/Cocoa framework, SWIFT, Xamarin, K2 Blackpearl or Five, Datasplice, iPhone/iPad SDK or Android application development; and experience designing software through all phases of the software development lifecycles.

Experience working with XML, JSON, AJAX, Angular JS, C#, .Net, JQuery, JavaScript, and Web Services is preferred. Experience with the following technologies is desired; beacon and IoT devices, Sharepoint or other Content Management Systems (CMS), reporting and analytic tools (such as Tableau or SplashBI), MS IIS, image editing tools, MS Access, MS Project Server, are desired. Experience providing prototypes / proof-of-concepts to the business (content) owners and users is recommended.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Solid understanding of system design and workflow analysis
- Experience developing and supporting large multi-tier applications and interfaces with various RDBMS (Oracle, SQL Server, Access) on Windows environments
- Strong interpersonal relationship skills with a focus on teamwork, customer service and customer satisfaction in a sometimes stressful environment
- Proven track record on managing successful projects, exhibiting good judgment
- Excellent organization skills; demonstrated ability to prioritize and effectively handle multiple projects
- Excellent verbal and written communication skills
- Attention to detail, a self-starter and the ability to take initiative
- Demonstrated ability to plan and manage multiple projects simultaneously
- Experience using one or more leading analysis and development methodologies (such as Agile)
- Excellent understanding of best practices in Object Oriented programming, design patterns,
- Ability to work on-call/weekends when necessary to maintain critical operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Independent judgment for complex technical issues is required on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data
- Work very independently with little supervision or direction, substantial latitude in initiative and authority

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

APPROVAL SIGNATURES:

Immediate Supervisor	9/22/21 Date	Department Manager	9-22-21 Date
Department Director	10/12/2021 Date	Sr. Director, HR & Risk Management	11-1-2021 Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Applications Systems Analyst Programmer (GOAA Applications)

Department: Information Technology

Date: September 21, 2021

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

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	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:

Immediate Supervisor — Date: 9/22/21

Department Director — Date: 9/22/2021

Human Resources - Compensation — Date: 10/21/2021

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Auditor

Department: Internal Audit

Date: August 9, 2023

Title of Immediate Supervisor: Assistant Director, Internal Audit

Pay Level: L28

POSITION SUMMARY: Responsible for overseeing, assisting and conducting 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 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:*

- Perform, oversee, and/or assist in performing various types of audits of increasing or moderate complexity requiring minimal supervision, in accordance with GOAA policies and procedures, Internal Audit guidelines, and professional standards established by the Institute of Internal Auditors (IIA).
- Oversee or assist in planning or plan audits or sections of audits of increasing or moderate complexity, including completing the process identification, control analysis and risk assessment, and audit program.
- Examine transactions, documents, records, reports, and methodologies for accuracy, 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 the key control points of the system.
- Prepare well organized, and complete workpapers, which sufficiently support the procedures performed, results, and conclusions, with minimal review points upon first submission. Utilize proper workpaper technique (referencing, indexing, etc); meet project time schedules.
- Obtain, analyze, and appraise supporting data as a basis for an informed, objective opinion on the adequacy and effectiveness of control systems and on the performance capability of the activity being reviewed. Able to integrate quantitative and qualitative considerations in arriving at conclusions and recommendations.
- Communicate with the audit team throughout the audit process for decision-making and problem solving; cognizant of when audit procedures should be modified and propose solutions to the lead Auditor or Manager for further direction or concurrence.
- Serve as the Auditor-in-Charge on audits of increasing or moderate complexity, special projects, and other assigned tasks. Coordinate, assign, and review work of Auditors assigned to the audit, special project, or task.
- Perform first level review of less complex audits with few substantial review points from second level review.
- Prepare findings fully supported by documentary evidence and develop appropriate recommendations. Assist in appraising the adequacy of the corrective action taken to improve deficient conditions.
- Participate in reviewing findings and recommendations with appropriate managers, supervisors, divisions, departments, tenants, and/or contractors to clarify information during and at the conclusion of the examination to document deficiencies, recommend corrective action, and suggest improvements in operations, revenue enhancement and recovery, and reductions in cost.
- Prepare formal written reports of low or moderate complexity, expressing opinions on the adequacy and effectiveness of the system, compliance with contract terms, and/or the efficiency with which activities are carried out.
- Perform internal quality control reviews as assigned.
- Perform or assist with special projects or other assignments, as directed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Accounting or a related field and four (4) years auditing experience, or an equivalent combination of directly related education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of accounting, auditing, and internal control theories and principles and associated frameworks.
- Requires advanced application and use of Microsoft Word and Excel. Requires application and basic use of Microsoft Access. Skill in the use of data management or query software such as ACL desirable. Familiarity with automated workpaper systems is preferred.
- Knowledge and application of Generally Accepted Accounting Principles (GAAP), such as those prescribed by the Governmental Accounting Standards Board and the Financial Accounting Standards Board.
- Basic knowledge and application of Generally Accepted Auditing Standards (GAAS), Attestation Standards, and Government Auditing Standards (GAS).
- Knowledge and application of The Institute of Internal Auditors (The IIA's) International Professional Practices Framework.
- Knowledge and application of statistical sampling methodologies.
- Knowledge and application of qualitative and quantitative analysis.
- Knowledge of theories and principles of risk typical to the airport environment and the application of risk management strategies and systems.
- Knowledge of financial, cost, and management accounting theory and practice.
- Knowledge of management and organization theory.
- General understanding of contracting principles.
- Strong and effective oral and written communications skills, reflecting proper grammar, clarity, and conciseness; strong presentation skills.
- Demonstrate strong analytical and problem solving skills.
- Able to and available for travel.
- Experience in analyzing a general ledger and journal entries preferred.
- Interpersonal skills demonstrating tact and professional etiquette.
- Experience in creating flowcharts preferred.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Certified Public Accountant (CPA) or current Certified Internal Auditor (CIA) required at the time of hire or within 18 months of employment.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Provide basic direction and oversight of planning, fieldwork, and engagement wrap-up of less complex audits and special projects performed by Auditor.

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

- Work requires a reasonable amount of independence in judgment, discretion, and motivation for workpaper preparation.
- Able to set work priorities among assigned tasks.

- Decisions requiring important administrative, auditing or accounting procedures, analytical questions beyond the Senior Auditor's background, problems with managers, supervisors, etc., and the initial and final acceptance of workpapers and audit reports are referred to the Assistant Director, and/or Director of Internal Audit, respectively.
- Able to work independently on routine projects, independently requiring only limited supervision on complex projects and also participate as part of a team. May work under direction of the Lead Auditor on specific audits or assignments.

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

APPROVAL SIGNATURES:

Department Senior Vice President — Date: 8/14/2023

Chief Executive Officer — Date

Vice President, Human Resources — Date: 8/16/23

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Auditor

Department: Internal Audit

Date: August 9, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	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	2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:

Marie Dumont 8/14/2023
Department Senior Vice President Date

Chief Executive Officer Date

Angela Mirada 8/17/2023
Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Business Applications Analyst

Department: Business Applications

Date: June 22, 2022

Title of Immediate Supervisor: Manager, Business Applications

Pay Level: L29

POSITION SUMMARY: Serve as a Senior Business Applications Analyst to executives, key stakeholders and departments through the effective analysis, implementation and support of business processes and Greater Orlando Aviation Authority (GOAA) owned software applications. Lead and participate in efforts to gather business requirements; implement, enhance and/or configure software applications; engage in department specific and organization wide process improvement initiatives; perform application integrations, testing, training and reporting tasks.

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:*

- **Process Improvement:** Assess and record business processes and their relationship to business applications; identify and recommend opportunities to solve business problems, improve processes and improve efficiencies through new technology or alternative uses of existing technology.
- **Application Analysis:** Partner with departments, stakeholders and subject matter experts to gather and document business, functional and technical requirements. Create, review and document process flows, workflows and application flows. Translate requirements, flows and other documentation into detailed functional/design specifications for the improvement of existing or acquisition of new software applications.
- **Gap Analysis:** Identify, document and report on gaps between established business requirements and software functionality. Provide key stakeholders with recommendations and alternative solutions.
- **Software Implementation Analysis:** Lead or serve as a contributing project team member during the upgrade, enhancement or implementation of software applications. Aid in the development, modification and maintenance of related documentation. Provide go-live and post go-live support to end-users.
- **Application Testing:** Lead and participate in application testing activities. This can include but is not limited to the following: creating, managing and executing test plans; creating test scripts or cases; monitoring progress against objectives, deadlines, testing plans and business needs; tracking successes and identifying failures; overseeing the resolution and retesting of functionality which failed testing; providing status updates to key stakeholders; and end to end management of Authority owned testing phases. Assist departments with testing software enhancements, patches and upgrades of business applications.
- **Application Training:** Create, maintain and execute training plans as needed. Develop and deliver in-person and web-based application training for trainers (train-the-trainer), super-users and end users. Create and maintain training materials such as training guides, user guides and standard operating procedures.
- **Project Management:** Evaluate, monitor, coordinate and lead projects to ensure successful delivery/completion of objectives within the established scope, quality, time and cost parameters.
- **Software Integrations:** Identify integration opportunities, make recommendations and coordinate integrations between business application owners and IT groups. Document requirements and update applicable software architecture related documentation.
- **Application Support:** Provide end user application support and aid in the documentation, troubleshooting and timely resolution of issues.
- **Application Reporting:** Partner with end-users to create and modify reports based on business requirements using various reporting tools. Troubleshoot and resolve report related issues.
- Serve as a liaison between business and IT groups.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor of Science, Bachelor of Business Administration or Bachelor Degree in Computer Science or related field. Five (5) years experience with medium to large ERP systems and business applications; experience in developing, integrating, implementing, testing and administering business applications, or an equivalent combination of education, training and experience. Project management experience required. Experience with relational database concepts preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to lead or play a major role on multiple business application projects.
- Self-motivated independent worker
- Strong troubleshooting and training skills
- Strong analytical, strategic thinking, organizational, and teamwork skills
- Ability to lead or play a major role on multiple business application projects
- Excellent verbal and written communication skills are required, including good interpersonal and presentation skills
- Excellent documentation skills
- Advance computer skills and a strong knowledge of Microsoft Office programs
- Effective time management skills and able prioritize workload

LICENSES/CERTIFICATIONS:

- 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 with little supervision or directions
- Exercise judgment in complex technical areas; complete analysis, make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data
- Substantial latitude in initiative and authority
- Interact with persons of various levels throughout the Authority as well as with outside consultants
- Create commitment to common goals, identifies competing interests and assists in finding ways to balance them

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	9/30/22 Date	Department Assistant Director	9-30-22 Date
Department Director	9/30/22 Date	Sr. Director HR & Risk Mgmt	10-5-2022 Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Business Applications Analyst

Department: Business Applications

Date: June 22, 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	1
Sitting	X					3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3

SUPERVISOR COMMENTS:

[signature]	9/30/22	[signature]	9/30/22
Immediate Supervisor	Date	Department Director	Date
[signature]	9/30/22		
Human Resources - Compensation	Date		

Senior Business Opportunity Coordinator

Department: Business Opportunity and Exchange
Date : June 5, 2025

Immediate Supervisor: Vice President, Business Opportunity and Exchange
Pay Level: L22

POSITION SUMMARY:. Provide complex administrative and project support for the Small Business Development Department, including direct support to the Vice President of Small Business Development. Assist with a variety of research, documentation, and report development/maintenance. Maintain assigned records and assist staff with a broad range of activities and projects.

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

- Provide advanced administrative support for the Business Opportunity Department. Support may include but is not limited to: answering multiple department telephone extensions, scheduling appointments and maintaining multiple calendars, prioritizing scheduling to assist others with calendar needs, draft and type correspondence and reports, file, processing/distributing mail, maintain currency of bulletin board notifications and employment openings.
- Coordinate assigned staff meetings; prepare agenda; draft and disseminate associated correspondence; record and transcribe minutes; follow up on deliverables for the Vice Presidents.
- May draft board and committee memos, presentations and other business proposals as required by management.
- Assist all department team members with Concur in creating their travel request initially and then concluding with a final expense report to account for all related expenses during travel.
- Serve as department Payroll Clerk; confirming payroll data, compliance with policies and preparing documentation for bi-weekly submittal; maintaining all supporting documentation.
- Manage BOX website and department SharePoint site which include maintaining permission level(s), analyzing processes and data/file structures to maximize effective use of sites.
- Assist with updating of content to Greater Orland Aviation Authority (Aviation Authority) /MCO's public web site and reviewing the site to maintain the content is current and functional the department.
- Maintain the department personnel files; assist employees with badge renewals applications and submittal.
- Schedule and coordinate the use of assigned conference rooms.
- Coordinate travel schedules and arrangements; reconcile, prepare, and submit expense reports.
- Maintain office supplies, office equipment and other purchased items, research quality and cost. Assist with monitoring equipment under contract, verify equipment is in good operating order, submit and track orders and coordinate with vendor when repairs are required.

- Responsible for the use and reconciliation of department procurement cards.
- Assist in the preparation of departmental budgets.
- Maintain a listing of department staff and contacts for various contracts.
- Coordinate with Department Managers and others to collect and create Board and Committee memos for the Business Opportunity Department.
- Assist with the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Aviation Authority's designated records management personnel.
- Create and track orders for the Business Opportunity Department for repairs and services.
- Assist with maintaining and updating the Emergency Response Plan and Business Continuity Plan manuals; maintain reference manuals and update a variety of notifications, logs, etc.
- Assist department management staff with special projects as requested. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate degree in Business Administration or related field and two (2) years in high-level administrative support experience supporting a large department or multiple management staff, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing speed minimum - 50 CWPM
- Demonstrated advanced administrative skills and attention to detail
- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Excellent interpersonal skills and the ability to interact effectively with employees, various departments and other individuals
- Advanced computer skills and proficiency in Microsoft Office programs
- Advanced organizational and time management skills to prioritize and manage multiple, simultaneous responsibilities.
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Demonstrated ability to work independently in a fast-paced environment

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately: 0

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

- Exercise considerable independence under general supervision. Set work priorities and make office operational decisions
- Make independent decisions following established guidelines/procedures

- Has latitude to use independent judgment concerning normal daily routines, such as paying small invoices, ordering office supplies, scheduling meetings, and other duties
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.

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

APPROVAL SIGNATURES:

Iranetta Dennis
box SIGN 19783WP8-4ZJKYQWX Jun 5, 2025

Immediate Supervisor Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-4ZJKYQWX Jun 5, 2025

Vice President, Human Resources Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Manager Hours: None

Shift Premium: N/A

Rotating Shift: N/A

Senior Business Opportunity Coordinator

Department: Business Opportunity and Exchange Date: June 5, 2025

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	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:						

Iranetta Dennis
box SIGN 19783WP8-4ZJKYQWX Jun 5, 2025

Immediate Supervisor Date

Allison Duncan
box SIGN 19YY2YPV-4ZJKYQWX Jun 5, 2025

Human Resources – Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Construction Accounting Specialist

Department: Finance

Date: August 15, 2018

Title of Immediate Supervisor: Manager, Finance

Pay Level: L20

POSITION SUMMARY: Perform professional accounting duties including database maintenance for project set up, budgets and expenditures, create and coordinate requisitions and purchase orders, reconcile of Oracle commitments, tracking and close completed projects. Provide support to management by researching and analyzing construction finance data on an as-needed basis. Update funding for purchase orders and expenditures to maximize spending external money.

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

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

- Set up requisitions and purchase orders in Oracle on new projects, including but not limited to, the mapping to the proper Construction Finance Oversight Committee (CFOC) sheet, cost center, and template for the account code after confirming appropriate authorizations have been obtained.
- Set up project funding in Oracle including the finance funded budget and the award budget.
- Responsible for adjusting purchase orders and expenditures for changes in funding
- Review Sunshine Committee and Aviation Authority Board agenda items to verify that appropriate funding is in place prior to committee/board action. Prior to the agenda item being approved, set up the commitment on the Oracle Budget Status Worksheet (BSWS) table and the PO.
- Coordinate with departments and consultants for funding eligibility related to the commitments for requisitions of goods to be procured by the Purchasing department and not awarded by Construction Committee.
- Close purchase orders by reducing project commitments to the actual expenditure amounts when the project is complete.
- Perform analysis and prepare schedules to assist management in effective decision-making.
- Prepare and distribute weekly/monthly management reports. The reports include, but are not limited to, projects that are nearing closeout and the amount of potential funds available to be returned to fund balance; pending project commitments list; reconciliation of Budget Status Worksheet commitments table to commitments in Oracle; accruals and interfund reconciliations; and reconciliation of awards not entered into projects.
- Prepare Sunshine Committee agenda items for management.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting and three (3) years related experience, or an equivalent combination of education, training and experience. Experience that includes fund accounting, grant funding allocations, major capital project budgets and expenditures is highly desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be thoroughly knowledgeable on spreadsheet software.
- Construction industry experience helpful.
- Experience in Excel and Oracle or other comparable electronic accounting systems.
- 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
- Excellent attention to detail
- Good written and verbal communication skills; ability to effectively communicate with various levels of management and consultants

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 independence and make decisions)*

- Position has 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.
- Work independently under moderate supervision, exercising considerable judgment and discretion.

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:

V. H — 8/17/18
Immediate Supervisor — Date

Pam L. Heaney — 8/17/18
Department Director — Date

Lauren M. Sharman — 8/17/18
Chief Financial Officer — Date

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

FLSA: Non-Exempt
EEO Category: Professionals
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Construction Accounting Specialist

Department: Finance

Date: August 15, 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	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

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:

V. H 8/17/18

Immediate Supervisor — Date

Pam Lattemore 8/17/18

Department Director — Date

Cathy Vrana 8/20/18

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Database Administrator

Department: Information Technology | Date: December 6, 2023

Title of Immediate Supervisor: Manager, Automation Software | Pay Level: L32

POSITION SUMMARY: Responsible for maintaining the integrity and performance of the Greater Orlando Aviation Authority's (GOAA) databases and guarantee the data is stored and accessed securely and efficiently. Work with IT and GOAA business units to optimize the use of data, identify solutions, improve the quality of service, support, and design of related database environments, architecture and relating security 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:*

- Lead the development and maintenance of strategic, architectural and tactical plans for database, interfaces, and other environments; the future direction of systems, how that direction impacts GOAA and how future and current database systems can be utilized for GOAA's benefit.
  Install, design and maintain database system software.
- Implement the security and integrity of supported databases.
- Monitor and analyze database and interface performance and storage; ensure effective and efficient utilization of database systems/processes.
- Maintain database dictionaries and support tools.
- Develop and maintain accurate system documentation.
- Provide technical leadership on database systems, interfaces and solutions.
- Provide individual mentoring and training on databases, interfaces and tools.
- Update database software/applications in accordance with any maintenance contracts pending or as necessary to keep systems within recommended version guidelines.
- Monitor software-licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Monitor and evaluate customization or development performed by outside consultants that may directly affect critical systems and applications.
- Implement and maintain a Business Continuity strategy with solution for the database environment, including the installation and configuration of database solutions and development of procedures and processes.
- Recommend, test, and evaluate new technologies, software tools, and required skill sets; recommend and implement improvements.
- 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 Information Systems or related field and seven (7) years experience in the administration of a medium to large corporate databases or an equivalent combination of education, training and experience. Experience with Windows Server, Linux, Oracle Applications (EBS), Oracle RDBMS, Oracle Grid Control, Oracle Enterprise Manager Microsoft SQL server, SQL Server Management Studio, MS SSIS, MS SSRS and Microsoft Server and Client OS a must. Experience with Microsoft Access, Storage Volume Managers, and Backup Strategies is highly desirable as well as software and hardware experience with clustering and high availability architectures.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess a thorough knowledge of data processing concepts, browser based technology, client server technology, Ethernet topology, transport protocols, electronic mail, communication servers, and database servers
- Working knowledge of data encryption techniques and database querying and management tools
- Excellent oral and written communication skills
- Excellent documentation skills
- 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 to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- High degree of independence and judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed
- Using sound judgment and creativity in solving highly complex technical problems
- Evaluate, analyze, design and initiate appropriate actions. Provide proper advice and recommendations to managers and employees at all levels

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:



Mar 4, 2024

Immediate Supervisor — Date



Mar 8, 2024

AVP, Information Technology — Date



Mar 15, 2024

Vice President, Human Resources — Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Database Administrator

Department: Information Technology

Date: December 6, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		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			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	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Joe Furnari — box SIGN 4Q3W2RX4-467PZX7P

Mar 4, 2024

Immediate Supervisor — Date

Danny Palakal — box SIGN 4PZY9234-467PZX7P

Mar 8, 2024

AVP, Information Technology — Date

Natalia Londono — box SIGN 4Z79XV2Z-467PZX7P

Mar 25, 2024

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Facility Assets Coordinator

Department: Maintenance

Date: April 25, 2023

Title of Immediate Supervisor: Manager, Facility Assets

Pay Level: L20

POSITION SUMMARY: Develop and maintain the high end System responsibilities of the Centralized Maintenance Management System (CMMS). Support the day-to-day operations of this system and its users. Operate under the objectives of the Asset Management Program (AMP) which will support maintenance functions and assets management functions at Orlando International Airport, Orlando Executive Airport and the Hyatt Hotel.

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 the craft's work orders using Maximo applications (Job Plan, Preventative/Predictive Maintenance, Routes, Locations and Assets) for maintenance schedules on each major asset type
- Review work order data entry completeness for record keeping.
- Expand and maintain storerooms and inventories that will support EAM/CMMS.
- System expert for the Asset Management System software and train others in the use and operation of the Maximo EAM/CMMS, and Mobile software.
- Generate system designed reports for end users and asset managers.
- Support the in-house warranty claims process.
- Analyze, identify and resolve problems in the CMMS error codes.
- Review work order data entry completeness for record keeping.
- Prepare inspection criteria (both in-house and contractor-developed) for distribution to the asset inspections.
- Tabulate scores and condition assessments for the purpose of input into the CMMS.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree or IBM Maximo Functional Certificate and three years' experience, or a Trades Vocational certificate with five years' experience in a craft to include data entry/ processing, building maintenance, purchasing, inventory, planning and estimating.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of latitude and longitude coordinate systems, similar to ESRI GIS and Maximo Spatial.
- Demonstrated ability to thoroughly understand and operate the IBM CMMS by Maximo.
- Demonstrated ability to analyze, plan and coordinate complex projects.
- Must have good oral and written communications skills.
- Good interpersonal skills with the ability to function effectively in a diverse work place.
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required.
- Intermediate computer skills to Microsoft Office Suite and basic understanding of project management software.

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 judgment and discretion.
- Establish priorities to maximize productivity and efficiency.
- Routine technical decisions/analysis

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

APPROVAL SIGNATURES:

Douglas A. Billmuck 5-3-23
Immediate Supervisor Date

5/22/23
Department Assistant Vice President Date

5-18-2023
Department Vice President Date

07-05-2023
Chief of Operations Date

4/10/23
Vice President of Human Resources Date

FLSA: Non-Exempt
EEO Category: Technicians

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Facility Assets Coordinator

Department: Maintenance

Date: April 25, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting		X				3
Lifting: 0 – 20 lbs				X		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		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		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Douglas A. Bilbrunck 5-3-23
Immediate Supervisor Date

6/27/23
Department Assistant Vice President Date

Angela Fuentes 5/26/23
Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Manager, Automation Software

Department: Information Technology | Date: February 28, 2024

Title of Immediate Supervisor: Assistant Vice President, Information Technology | Pay Level: L33

POSITION SUMMARY: Responsible for the overall operations and oversight of the Greater Orlando Aviation Authority's (Aviation Authority) automation software programs such as the Database Administration, Applications Development and Control Systems staff on mission-critical Financial, Operations and Security applications. Responsible for all aspects of the group design, development, modifications, integration, and maintenance on new and existing applications, databases and web sites.

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 complex application analysis, design, development, implementation, integration, enhancement and maintenance of complex systems. Responsible for feasibility studies, time and cost estimates, and projecting software and hardware requirements.
- Define, maintain and manage standards of use for the enterprise integration metadata and component reuse repository as well as correct use of integration metrics for project estimates.
- Map business requirements to technology capabilities, identifying gaps and omissions and designing end-to-end solutions.
- Monitor systems, applications and interfaces for error conditions. Work with the proper support team to resolve the problem with little downtime and minimal loss of data.
- Perform database administration tasks on Oracle and MS SQL servers to maintain security and optimize performance by establishing, scheduling and monitoring systems logs, reports and alerts for disk space, backups and data anomalies while maintaining adequate system resources for supported systems and databases.
- Establish and maintain the security and integrity of supported databases, the enterprise integration and infrastructure.
- Update database software/applications in accordance with any maintenance contracts pending or as necessary to keep systems within recommended version guidelines.
- Work closely with end users, application development teams and business partners to maintain the success of multiple system integration projects. Work closely with departments to develop business and functional requirements, verify systems are appropriately stable and smoothly integrated with existing systems.
- Prepare specifications for acquisition and development of automation systems and components, and prepare test plans and procedures as appropriate.
- Develop and maintain detailed documentation to support all phases of the SDLC. Define, create and confirm all databases and integration integrity of the enterprise data vocabulary and semantics.
- Confirm that proposed application deliverables from the development teams can properly plug into the deployed infrastructure. Analyze and document processes or portions of processes that are identified as candidates for automation.
- Review emerging technologies and standards and utilize this knowledge towards the progression of the Aviation Authority's systems. Research promising, cost-effective and efficient new applications and hardware technology.
- Prepare activity and progress reports/updates as needed.
- Maintain current knowledge of developments in both hardware and software to confirm that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system.
- Monitor software licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Adjust work schedule to include working late evenings and/or weekends when the need arises.

- Responsible for the maintenance of supported systems software to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Collaborate with management in the preparation of the Information Systems budget.
- If assigned to the Aviation Authority's 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 Aviation Authority confidential information. Responsible for a thorough understanding of the Aviation Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Supervise employees in assigned areas. 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 timesheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of data processing concepts, client server technology, software proficiency, analytical skills, data management skills, and database design
- Excellent analytical skills related to the job functions and requirements and must possess excellent verbal and written skills
- Ability to manage multiple priorities and projects while anticipating possible impacts and benefits of change
- Ability to provide proper advice and recommendations to managers and employees at all levels. Strong ability to communicate technical concepts in a non-technical manner
- Demonstrated accomplishments in project management and planning
- Demonstrated ability to analyze, isolate, duplicate and resolve problems
- Excellent documentation skills.
- Demonstrated ability to work in a stressful environment and use professional etiquette when dealing with Aviation Authority personnel and outside vendors.
- Must be able and willing to work both standard and non-standard work schedules, including weekends as needed to accommodate airport operations
- Provide coverage for, or to perform duties necessary to maintain the Aviation Authority's normal operating schedule.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately eight (8) employees; indirectly supervises a staff of approximately eight (8) 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 under minimal supervision or direction – extensive initiative, judgment, and authority to analyze and resolve complex technical issues is critical and required on a daily basis. Direction is not frequent or detailed
- Knowledge to provide proper advice and recommendations to managers and employees at all levels
- Negotiate with business partners to set project priorities and determine what resources will be available

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

APPROVAL SIGNATURES:

Immediate Supervisor Date	Vice President, Information Technology Date
Vice President, Human Resources Date	

FLSA: Exempt
EEO Category: Professionals
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Manager, Automation Software

Department: Information Technology

Date: February 28, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					3
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	2
51+ lbs					X	2
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	2
Kneeling, Crawling					X	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:

Immediate Supervisor Date

Vice President, Information Technology Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Manager, Capital Programs and IT Procurement

Department: Procurement Services | Date: October 18, 2024

Title of Immediate Supervisor: Senior Vice President, Procurement Services | Pay Level: L32

POSITION SUMMARY: Responsible for the management of Greater Orlando Aviation Authority's (Aviation Authority) capital programs and information technology acquisitions. Plan, organize, direct and coordinate the procurement activities including, but not limited to construction, engineering, planning projects, all miscellaneous purchases for capital programs, IT technology related software, materials, supplies, equipment and services, and additional projects as required. Develop, review, and update procurement strategies, policies, procedures and processes.

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 coordinate the daily activities and workload of assigned procurement personnel, including the issuance of Invitations for Bids (IFB), Requests for Statement of Qualifications (RFSQ), Invitation to Negotiated (ITN) and Requests for Proposals (RFP), or other approved method of procurement. Confirm ethical and best practices are adhered to as it relates to all Procurement Services Department processes for compliance, consistency, and equity.
- Manage contracts, requisitions, Purchase Order and Blanket Purchase Agreement processing to maintain adherence to legal requirements and Aviation Authority financial and procurement policies and procedures, applicable codes, laws and statutory requirements, as well as ethical standards.
- Exercise the approval authority delegated to the position by the Aviation Authority through the Operational Policies (Section 450).
- Manage the pre-award/post-award Procurement Services Department functions such as negotiating complex procurements, drafting award recommendation memos and other award documents.
- Develop procurement strategies to accomplish assigned functions, meeting priorities, deadlines and goals. Evaluate requirements for scope of work, schedules, standardization, and other considerations. Assist staff in developing pricing and negotiation strategies.
- Design, develop and implement processes and procedures to improve the efficiency of the capital programs projects, Consultants Competitive Negotiation Act (CCNA) projects, Design Build projects and other assigned projects.
- Assist in the coordination of the development of specifications and statements of work for capital programs including planning, engineering, construction, and IT related goods and services to be purchased by the department and assist in determining the method of procurement.
- Supervise the review and maintenance of the contract and project files, as needed. Monitor files to confirm they are properly maintained to protect the Aviation Authority's interests and rights under each award and in accordance with applicable law and Aviation Authority policy.
- Attend planning meetings related to the competitive solicitation process for capital projects and monitor upcoming FF&E or OFM purchases for those projects.
- Manage FF&E or OFM purchases for capital projects in conjunction with Senior Purchasing Agents and other assigned personnel.
- Represent the Procurement Services Department in Appeals/Protests to recommendations of award.
- Keep department leadership informed through written and oral reports regarding the status of all projects, including capital and IT projects.

- Analyze and report specific performance measures relating to capital and IT projects, plus other assigned projects to identify and correct problematic trends and to communicate that analysis to Procurement Services, IT, Planning, Engineering and Construction leadership, as needed.
- Establish and maintain effective working relationships with the IT, Planning, Engineering and Construction Departments, including the project controls specialists, managers, Vice Presidents, Owner's Authorized Representative (OAR) as well as the Assistant Vice President, Project Controls.
- 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.
- Prepare, coordinate and process renewals, scope changes, budget adjustments and assignments to contracts and update Contract File Master accordingly. Process Request for Change Orders (RCOs) from contractors, Field Change Orders (FCOs) from internal customers and Owner's Authorized Representatives (OARs), as needed.
- Meet with the Project OAR and/or AAR on a regular basis to discuss any Contract issues. Review payment requests and work with OAR and/or AAR and Contractor to obtain any documents needed to keep the Contract in compliance, as needed.
- Facilitate contractual conflict resolution to include identification of conflict source, development of corrective action plan, and monitor progress of action plan up to and including Contract termination if required.
- Provide leadership to staff to maintain optimal operation and performance of duties.
- Oversee the capital expenditure procurements for the hotel facility.
- Assist in the preparation of the annual budget for Procurement Services.
- Advise department leadership of issues requiring executive attention or assistance.
- Remain current in knowledge of procurement principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Promote and maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, Public Administration, Supply Chain Management or a related field, and seven (7) years of progressively responsible diversified work experience in procurement, of which five (5) years must have been in a management capacity leading a staff or an equivalent combination of education, training and experience. Experience must include ample experience with capital projects including IT, planning, construction and engineering. Experience processing solicitations in an e-procurement system required. Procurement experience in the public sector is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of the solicitation and award process for major purchases of commodities, equipment, services, planning, engineering and construction projects
- Knowledge of the Florida Consultant's Competitive Negotiation Act (CCNA), Florida Statutes Section 287.055 or other State's comparable regulations
- Extensive knowledge of specification, statement of work and purchase description development in capital programs with public sector experience preferred
- Familiarity with State of Florida or other States statutes pertaining to public procurement
- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes and demonstrate proficiency in their practical application
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration

- Demonstrated analysis and problem resolution skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent verbal and written communication skills
- Intermediate computer skills with Microsoft Office programs required, working knowledge of Oracle and E-Procurement and ERP systems preferred
- Basic negotiation skills
- Demonstrated leadership skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

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 independently with little or no supervision or direction. Substantial latitude in initiative, judgment, and authority.
- Responsible for decisions with high monetary impact.
- High-level negotiation skills.
- Rely upon experience and judgment to organize and plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities.
- Manage staff to include planning and administration of training, scheduling, and performance evaluation.
- Complete and oversee solicitations and award process.
- Prioritize workload within assigned area.

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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Kelly L Loll
box SIGN 15QY5K9L-1R99ZW7W Nov 5, 2024
Immediate Supervisor Date

Kathleen M. Sharman, CFO
box SIGN 4KL67561-1R99ZW7W Nov 5, 2024
Chief Financial Officer Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-1R99ZW7W Nov 5, 2024
Vice President, Human Resources Date

FLSA: Exempt
EEO Category: Mid-Level Officials and Managers
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Manager, Capital Programs and IT Procurement

Department: Procurement Services

Date: October 18, 2024

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	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:

Kelly L Loll
box SIGN 15QY5K9L-1R99ZW7W

Nov 5, 2024

Immediate Supervisor — Date

Kathleen M. Sharman, CPO
box SIGN 4KL67561-1R99ZW7W

Nov 5, 2024

Chief Financial Officer — Date

Natalia Londono
box SIGN 4Z79XV2Z-1R99ZW7W

Nov 12, 2024

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Manager, Public Affairs (Production)

Department: Public Affairs | Date: August 9, 2024

Title of Immediate Supervisor: Assistant Vice President, Public Affairs | Pay Level: L31

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

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

- Oversee, develop, copy, edit, and execute varied and integrated communications products including website, print publications, newsletters, online communications, media and public relations for special events as assigned.
- Provide oversight for feature length articles for trade publications and news releases.
- Monitor traditional and social media outlets for response and sentiment. Distribute daily "hot topics" documents for executive and Aviation Authority staff.
- Serve as the media spokesperson when assigned, organize press conferences, write remarks, and coordinate press responses. Provide the media with information regarding scheduled and breaking events, serve as designated contact for smaller community publications and the Executive Airport.
- Act as the mobile command unit liaison and coordinator for Public Affairs during emergency response.
- Handle on-call duties in rotation with other department members.
- Manage data and reports collected from monitoring accounts (such as TVeyes and other monitoring services) and provide analytical review of use and status for traditional and social media.
- Manage and coordinate film/video production for external network and corporate organizations.
- For assigned publications, research, select and develop content, write copy, prepare photographs and other graphics, prepare layout, and arrange distribution.
- Participate in emergency response and tabletop exercises; serve as on-site Public Affairs representative in the media staging area as required. Maintain knowledge of National Transportation Safety Board (NTSB) Airport Disaster Response & Family Assistance.
- Represent the Public Affairs department on a variety of boards and committees including; ANAC (Noise), COOP plan committee, Customer Service Advisory Council (CSAC), Orlando Executive Airport Advisory Board and Veterans Advisory Group for the Col Joe Kittinger award, and the Advanced Air Mobility group. Develop and update related brochures, develop media statements and other communication tools as appropriate.
- Serve as the special events producer, videographer, and photographer as assigned. Serve as liaison between production companies and the Aviation Authority, monitoring that all filming and photographic criteria are met.
- Create and develop special projects (information construction brochures, laminated pocket MCO fact cards, Aviation Authority animated Christmas cards and custom ornaments, Veterans plaque, etc.).
- Provide voice track and monitoring of recorded announcements throughout the airport as assigned.
- Responsible for an assigned portion of the overall presentation and execution of airport "Special Events".
- Manage and coordinate tours of the airport and with airline and airport tenant representatives.
- Administer library of historical and current airport photographs and slides.
- Manage the aircraft "spotter" program, verify those requesting special access to observe aircraft are properly documented and authorized.
- Responsible for the records management activities for the department.

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent verbal and written communication skills
- Strong analytical, writing, editing skills
- Advanced writing skills for conveying information to different audiences
- Skill in the use of graphics software desirable
- Strong Internet research skills, social media skills
- Ability to problem-solve in a demanding environment, establish priorities, and efficiently plan work to meet deadlines
- Creative skills to assist with media productions and video/photography
- Demonstrated attention to detail
- Creative skills to develop with media productions and video/photography
- Knowledge of inner workings of local news agencies and various types of media
- Ability to be available for emergency response and media coverage required
- Demonstrated discretion in dealing with media in a variety of situations

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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:

Rod Johnson
box SIGN 4275ZLP9-13VP86QQ Sep 24, 2024

Immediate Supervisor Date

Angela Starke
box SIGN 186ZQWRP-13VP86QQ Sep 24, 2024

Sr Vice President, Public Affairs Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Mid-Level Officials and Managers

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Manager, Public Affairs (Production)

Department: Public Affairs

Date: August 9, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	2
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		3
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle					X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Video and Camera Equipment				X		3

SUPERVISOR COMMENTS:

Rod Johnson
box SIGN 4275ZLP9-13VP86QQ Sep 24, 2024

Immediate Supervisor Date

Angela Starke
box SIGN 186ZQWRP-13VP86QQ Sep 24, 2024

Sr Vice President, Public Affairs Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Manager, Budget & Accounts Payable

Department: Finance

Date: June 29, 2022

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L31

POSITION SUMMARY: Manage the coordination of the day-to-day, monthly and annual budget activities and accounts payables process. This includes coordination of the monthly budget to actual financial reporting package and annual budget including preparation of annual rates & charges and Capital Improvement Plan (CIP). Oversight of accounts payable internal controls, operations, and reconciliation of 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:*

- Coordinate all aspects of the preparation of the Authority's annual budget including but not limited to: establishment of the budget calendar that includes dates for O&M budgets, Revenue budgets, Capital budgets, Employment Requisitions, Hyatt budget, OEA budget, and variance analysis.
- Coordinate with various departments on the timely submission of these documents and the preparation of the budget and related documentation
- Lead the coordination of the CIP process with the Chief Financial Officer, directors, staff and consultants. Review the provided documentation by consultants for accuracy. Reconcile the FDOT Joint Automated Capital Improvement Plan (JACIP) to the CIP.
- Lead the reconciliation process for the Bond Funding Schedule to the CIP, and compare to bond issuances, and Authority Fund requirements by year to proposed budget.
- Oversee the accounts payable process and adhere to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Maintain the annual rates and charges model to determine rates based on the submission of the above documents
- Perform financial modeling and forecasting of rates and charges based on various scenarios as requested
- Monitor reports generated by the Accounts Payable department for reconciliation, journal entry recording, monitoring and reporting purposes. Oversee reconciliation of Accounts Payable to the General Ledger.
- Review and interpret monthly budget to actual results and coordinate preparation of the monthly financial reporting package that compares budget to actual and forecast
- Perform variance analysis between estimates and actuals for the current year and proposed budget for the next year, and document variance explanations provided by the departments. Work with Accounts Receivable, Properties or Concessions on any issues that may arise during the variance analysis (i.e. tenants not billed or billed incorrectly)
- Validate funds available and ensure they are encumbered prior to CPC, CCM and PSC awards.
- Prepare other detailed schedules to assist upper level management in effective decision-making
- 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.
- Back-up for Assistant Manager, OMB (Revenue, Rates, Charges)
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, Finance or a related field and six (6) years of related work experience or an equivalent amount of education, training and experience. Experience with Accounts Payable and/or Budgets preferred. Master degree desired. Must be familiar with computerized accounting systems.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of accounts payable/1099 reporting and budgetary process
- Demonstrated leadership skills
- Strong research, analytic and technical accounting skills
- Problem-solving skills, attention to detail and a high degree of proactive/reactive ability
- Strong computer skills including Microsoft office suite and extensive knowledge of spreadsheet software required
- Knowledge with computerized accounting systems
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately four (4)

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

- Work independently with limited supervision or direction; substantial latitude in initiative, judgment
- Responsibility for continuous projects and must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines
- 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 communicate and interpret effectively with people of diverse educational backgrounds

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:

Elsie Alfonso 4.12.23
Immediate Supervisor Date

Mani Dennis 4/10/23
Department Director Date

Lauren M. Shannon, CFO 4/11/23
Chief Financial Officer Date

4/18/23
Director, Human Resources Date

FLSA: Exempt
EEO Category: Officials and Administrators
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Manager, Budget & Accounts Payable

Department: Finance

Date: June 29, 2022

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Elsie Alfonso 4.12.23
Immediate Supervisor Date

Mari Dennis 4/10/23
Department Director Date

4/18/23
Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Manager, Debt and Investments

Department: Finance

Date: August 5, 2022

Title of Immediate Supervisor: Director, Finance

Pay Level: L31

POSITION SUMMARY: Responsible for the administration and management of the Greater Orlando Aviation Authority's (GOAA) debt portfolio and investments, performing advanced financial analysis, and confirming GOAA maintains good standing with regulators, rating agencies, investors and other stakeholders.

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:*

- Development and implementation of the GOAA's financing strategy.
- Administer the Aviation Authority's cash, investment, and debt programs within the guidelines established by state statutes, bond covenants, and Authority policies.
- Compliance with all debt covenants, continuing disclosure requirements, and federal, state and local reporting requirements
- Manage arbitrage rebate compliance process. Add certificates to the bond compliance checklist each fiscal year. Confirm that required reports are prepared, appropriate tax reports are filed, and payments are timely.
- Monitoring of the debt capital markets for financing opportunities
- Performance of complex financial analysis to support the Aviation Authority's financing strategy
- Execute debt financings to achieve the lowest possible cost of funding for the Aviation Authority initatives
- Coordinate all aspects of debt issuance including preparation of offering documents, review of bond and bank loan documents, performance of continuing disclosure requirements, and rating agency surveillance; confirm accuracy of related documents.Review, update and implement Post Issuance Tax Compliance Procedures including new projects when Non-AMT bond funding is being assigned, creating spend down plans for bond proceeds and monitoring bond projects for change in use.
- Work closely with financial advisors, bond counsel, underwriters, and others
- Preparation of materials for communications to investors, rating agencies, Executive Management or other stakeholders
- Monitor cash flow projections and investment balances to maintain that adequate available funds to meet cash requirements while receiving the optimum return on invested funds. Monitor daily cash to confirm sufficient liquidity and allocation of overnight investment; verify availability of cash for required distributions by the trustee.
- Manage the Investment Advisory Services contract and monitor the purchase and sale of investment instruments including but not limited to: liaison with Investment Manager(s), Trustees, Broker/Dealers (when necessary); prepare required information and provide to the Investment Manager for investment decisions; verify that investments purchased comply with policy and confirm proper settlement of investments.
- Manage the Authority's trustee and investment banking service relationships, review needs and make recommendations to automate banking service processes; confirm that only the agreed upon fees are being charged to the Authority.
- Monitor entries to the Investment Management System (Sympro) to maintain accuracy of data in reports; coordinate necessary upgrades or trouble-shooting of software issues.
- Review prepared monthly investment reports of the Authority's portfolio for distribution to management and semi-annual investment report for distribution to Finance Committee.
- Oversee and assist in cash and credit account reconciliations improvements including reviewing opportunities to automate the reconciliation process.

- Review and provide input for investment and debt related notes and supporting documentation to financial statements regarding required GASB disclosures.
- Assist with management of line of credit usage including review and approval of interest payments and preparation and coordination of line of credit draws.
- Assist with procurement process for professional services including but not limited to the preparation of requests for proposal documents, review of responses, and preparation of response summary documents.
- 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 Finance or Accounting and six (6) years experience in a related finance field including cash management, treasury and debt responsibilities, or an equivalent combination of education, training and experience. Experience issuing bond and continuing disclosure compliance required. Supervisory experience highly desirable. Experience streamlining cash disbursement and cash receivables processes; and lines of credit preferred. Individuals who have attained advanced degrees in a relevant field of study and/or applicable certifications (CTP, CFA, CPA, CGFO, CFP etc.) preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated supervisory and leadership skills
- Strong understanding of cash management including cash flow projections and cash position.
- Knowledge of treasury function including investments and debt (including loans/lines of credit/bonds).
- Strong research and analytical skills.
- Strong written and oral skills.
- Extensive computer skills and knowledge of Microsoft Office, must be familiar with a computerized general ledger system such as Oracle.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 1 employee.

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

- Position has continuous projects and must be able to handle a great variety of tasks and responsibilities simultaneously. Efficient prioritization of daily and monthly work
- Work very independently, determining the application of complex financial issues and interpretation of agreements and policies
- Discretion is exercised and initiative is required.
- Review investment competitive pricing, prospectuses, correspondence, etc., and initiate appropriate action.
- Interface with professionals outside the 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:

Mari Dimas 4/10/23
Immediate Supervisor Date

Kathleen M. Shannon, CFO
Chief Financial Officer Date 4/11/23

4/15/23
Director, Human Resources Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

RECEIVED
APR 13 2023
HUMAN RESOURCES

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Manager, Debt and Investments

Department: Finance

Date: August 5, 2022

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

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

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						

Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:

Immediate Supervisor — Date 4/10/23

Chief Financial Officer — Date 4/11/23

Human Resources - Compensation — Date 4/15/2023

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Manager, Finance (Construction & Grants)

Department: Finance

Date: July 6, 2022

Title of Immediate Supervisor: Assistant Director, Finance (Construction)

Pay Level: L30

POSITION SUMMARY: Coordinate post award compliance so that audits of expenditures are completed within due dates and in compliance with bond, grant and Passenger Facility Charges project scopes. Report monthly, quarterly and annually on project financial and administrative performance; develop management, narrative, and statistical reports. Develop and oversee maintenance of project budget monitoring systems. Identify budget issues, provide alternative solutions, and resolve problems 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:*

- Assign project funding based on scope of work and knowledge of pending funding streams including grants, Passenger Facility Charges, bonds, and Authority funds. Review and approve data entry accuracy in the setup of project funding in Oracle.
- Coordinate post award compliance, confirm audits of expenditures are completed within due dates and that expenditures are in compliance with bond, grant and Passenger Facility Charges project scopes.
- Analyze the monthly project budget reports and oversee the funding to confirm that project funding ties to the Capital Improvement Plan.
- Oversee development and monitoring of budgets and provide management of financial transactions and administrative processes involving a variety of fund sources.
- Plan and develop budgets for new projects; including analysis of potential funding sources.
- Review, monitor, and analyze approved committee project approvals to verify balances with Capital Improvement Plan (CIP), 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.
- Establish and maintain procedures so reports are reconciled and submitted for management review and sign-off as scheduled.
- Manage the preparation of the annual Schedule of Federal Awards and State Financial Assistance (SEFA) for interim and final year-end audit.
- Validate that all project related sunshine committee actions are recorded prior to the committee action date, confirm funding is available.
- Review and approve grant draws and supporting documentation.
- Coordinate financial reporting for the maintenance of new Funds, Fund Sources and mass allocation updates in the Oracle Financial System.
- Report monthly, quarterly and annually on the financial and administrative performance of projects, developing management, narrative, and statistical reports.
- Analyze cash entries related to Construction Finance; confirm cash has been recovered from outside sources.
- Analyze various monthly reports such prepaid and grant receivable schedules for accuracy and timely completion.
- Back-up for the Oracle month end close and mass allocation entries, monitor that all month end deadlines are met for timely financial reporting.
- Back-up monitor to confirm construction related invoices are paid within the Prompt Payment Act requirements and that the related audit processes are performed and documented.

- Supervise the work of assigned staff. Participate in hiring, monitor time and complete performance evaluations. Recommend disciplinary actions in accordance with policy. Provide guidance and training to develop and improve the skills, knowledge and abilities of staff.
- Serve as the functional super user and process owner of Oracle Grants Accounting and provide first line of support and training. Maintain proficiency in Oracle General Ledger, Oracle Accounts Payable and Oracle Purchasing.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on accounting and three (3) years related experience, or an equivalent combination of education, training and experience. MBA or advanced degree desirable. Experience to include finance and supervisory responsibility. Experience with fund accounting and grant compliance and reporting required, utilization of sophisticated EBS software preferred. Construction accounting experience preferred. Public accounting Single Audit experience preferred. Experience with Oracle preferred. Requires Oracle super user level proficiency within one year of employment.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of grant funding policies and procedures and applicable federal, state and local regulations is preferred.
- Strong knowledge and understanding of the Uniform Guidance and Office of Management and Budget Circular audit requirements, including OMB A-133 and 2 CFR 200.
- Current technical accounting skills including knowledge of GAAP, GASB and financial reporting practices for enterprise fund accounting preferred.
- Knowledge of COSO internal controls framework and Single Audit requirements for grants is preferred.
- Knowledge of COSO internal controls framework and Single Audit requirements for Passenger Facility Charges is desirable.
- Skilled in interpreting complex contracts and financings.
- Knowledge of commercial construction pay applications, retainage payable and GMP contracts desirable.
- Knowledge and experience of various financial areas and handling multiple responsibilities preferred.
- Strong written and oral skills.
- Strong computer skills including Microsoft office suite and extensive knowledge of spreadsheet software with demonstrated ability to create complex spreadsheets, graphs, charts or other reports.
- Demonstrated leadership skills
- Strong research, analytic and technical accounting skills
- Problem-solving skills, attention to detail and a high degree of proactive/reactive ability

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately six (6) employees; indirectly supervises a staff of three (3) employees

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

- Work very independently with little supervision or direction determining the application of complex financial issues and interpretation of policy.
- Discretion is exercised and initiative is required.

- Responsible for continuous projects and must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines.
- Review financial reports and correspondence and initiates appropriate action.
- Interface with professionals outside the 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:

[signature] 9/29/22		Mani Demy 9/30/22	
Immediate Supervisor	Date	Department Director	Date
Lauren M Shannon, CFO 10/4/22		[signature]	
Chief Financial Officer	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Manager, Finance (Construction & Grants)

Department: Finance

Date: July 6, 2022

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	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
10 Key Calculator			X			3

SUPERVISOR COMMENTS:

9/30/22

Immediate Supervisor — Date

Department Director — Date

10/4/2022

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Manager, Safety & Loss Prevention

Department: Risk Management & Safety

Date: September 1, 2023

Title of Immediate Supervisor: Vice President, Risk Management

Pay Level: L32

POSITION SUMMARY: Promote safety culture and awareness throughout the Aviation Authority's two airports. Evaluate, develop and implement risk-based health and safety programs, facility safety management practices, a loss prevention services and training to minimize operational and facility damage losses, occupational health issues, and accidents and injuries to airport employees and the public. Oversee Workplace Safety Program. Monitor, analyze and consult on company's risks that impact its safety and claims and its efforts to maintain compliance with relevant state and federal statutory and regulatory requirements. Areas of focus include but are not limited to: all aspects of GOAA-wide workplace safety initiatives, operations, transportation, facilities, conditions, Business Continuity Planning (BCP) activities, and emergency response.

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

- Oversight of the comprehensive GOAA work place and facility safety management practices designed to prevent injury, occupational illness, and damage to property.
- Manage applicable GOAA policies and procedures related to safety & environmental standards and regulations, which may apply to departmental safety procedures, incentive programs, remediation, precautions, vehicles, equipment, and facility enhancements.
- Oversight of safety training objectives and initiatives provided by this department to various department staff to meet standards, regulations, and best practices.
- Promote and collaborate on a positive safety culture within all levels of the workforce and airport community; provide consultative support on safety related matters.
- Monitor GOAA compliance with safety practices using guidance from Occupational Safety & Health Administration (OSHA) and other workplace and facility regulatory requirements concerning safety. Conduct inspections, and act as liaison to regulatory agencies regarding compliance issues. Maintain appropriate statutory record keeping requirements. Collect, evaluate and analyze data relating to safety standards and compliance. Evaluate and implement other relevant standards that may enhance safe practices at GOAA.
- Assist the Vice President, Risk Management, to effectively enhance loss prevention and to provide executives with dashboard of best practices, trends, and measures taken to mitigate its risks.
- Develop and perform analysis of incidents, accidents, hazards, complaints, and losses arising from various occupational and operational risks (air quality, infectious disease, HAZMAT, etc.) and summarize issues from a loss prevention or mitigation perspective. Determine corrective actions and improvements to any deficiencies of facility management or safety practices.
- Maintain effective working relationships with safety managers from airlines, tenants, vendors, and contractors within the airport community and department leadership to facilitate airport-wide safety culture achieve positive safety-related results.
- Provide support to System Safety Program Plan (SSPP) for the Automated People Mover System (APM) required by the State of Florida, and Safety Management Systems (SMS), and other working groups that address safety..
- Serve on the SSPP Working Group. Participate in safety meetings of all GOAA departments; be involved with and assist in coordinating drills and other safety activities. Work with SSPP Management to assist as needed to confirm related policies, procedures and documents comply with statutes. Assist Construction Safety Coordinators as needs arise.
- Assist and support Business Continuity Planning in exercises and continuity of operations as it relates to safety.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Risk Management, Occupational and Health Safety, Business Administration or a related field and seven (7) years of experience in a leadership role for varied safety programs or initiatives, regulatory compliance (OSHA, NFPA, etc.), industrial/construction safety, or an equivalent combination of training, education and experience. Airport experience, and/or environmental compliance desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

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

- OSHA 10-Hour & 30 Hour OSHA Certification required
- One certification from Safety Alliance Council's programs (COSS, COSM)
- Or one certification from Board of Certified Safety Professionals (CSP, SMS, ASP, OHST, CHST, STS, STSC)
- National Incident Management System (NIMS) Certification in 100, 200, 300, 700 and 800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Work independently with little supervision. Substantial level of initiative, discretion, judgment and authority
- Ability to educate, report on, and recommend actions on risk management, safety, and loss preventive matters to a variety of staff from labor workers, management, and executives
- Interpret policy, laws & regulations, contracts, etc.
- Make decisions regarding safety. Develop solutions for unusual problems. Responsible for management of program administration

- Manage multiple projects with a wide variety of tasks, determining priorities

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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Thecia J. Cattman
boxSIGN

Sep 12, 2023

Immediate Supervisor/ VP — Date

Chief Financial Officer — Date

Randy Hudgins
boxSIGN

Sep 28, 2023

Vice President, Human Resources — Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Manager, Safety Programs

Department: Safety & Risk Management

Date: September 1, 2023

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

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

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

Trica J. Coltman

Sep 12, 2023

Immediate Supervisor/VP — Date

Chief Financial Officer — Date

Cathlynn Vianna

Sep 28, 2023

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Material Management Specialist

Department: Procurement Services | Date: September 19, 2024

Title of Immediate Supervisor: Assistant Manager, Material Management | Pay Level: L18

POSITION SUMMARY: Prepare and distribute daily cycle count lists and review reordering reports for multiple warehouses. Assist with daily and year-end inventories and discrepancies, inventory and ordering reports, re-stocking quantities, file/records maintenance, and HazMat responsibilities. Update vendor and stock item data in the Greater Orlando Aviation Authority (Aviation Authority) Financial System, develop reports to support Material Control and process internal documents.

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

- Prepare and distribute daily cycle count lists to storekeepers and resolve discrepancies following established guidelines.
- Review the re-ordering reports for stores items and evaluate to determine the correct quantities needed for restocking.
- Assist with daily activities as assigned and with the year-end physical count of the stores items. Investigate and resolve inventory discrepancies for year-end count.
- Process Purchase Orders and coordinate shipping costs with requestors.
- Enter new items into the Master File and the manufacturer parts file, and audit entries.
- Process vendor and item number creation and maintenance activities in the Authority's financial system.
- Perform weekly inspection of the HazMat shed and maintain log as required.
- Serve as back-up for disposal of hazardous and non-hazardous materials with an approved vendor and maintain appropriate disposal records.
- Remain current in material management principles, theories, procedures, methods and processes and in the use of Authority's financial software.
- Coordinate with requestors and vendors to return damaged or excess inventory items, ordered incorrectly or incorrectly shipped from the vendor.
- Expedite past due Purchase Orders.
- Coordinate with the staff at the East Warehouse with regard to cycle counts of janitorial supplies.
- Work with staff at the East Warehouse to ensure all pick requests are signed for and processed correctly.
- Submit ordering for janitorial supplies stored at the East Warehouse based on usage, vendor tendencies, current demand, and future projections.
- Maintain inventory of boarding passes, baggage tags, and thermal paper stored at East Warehouse.
- Process internal and external requisitions accordingly for the Material Management and Procurement Departments.
- Enter new item categories and stock classes into the system; edit existing categories and stock classes as directed.
- Enter yearly service requisitions for the copy machines in the Material Management and Procurement Departments and create service receipts to process the invoices throughout the fiscal year.
- Properly file all new vendor information forms and W-9s for suppliers in the Finance folder for universal Aviation Authority access.
- Coordinate with the Cost Control Department regarding freight cost processing on purchase orders.
- Maintain inventory at the Beeline Warehouse for specified tiling and fabric items for the Interiors Department.
- Coordinate with vendor on the recycling of used lamps and bulbs, arrange pickup and submit purchase order release in the system accordingly to pay invoice.
- Coordinate with both the JBT and JSM companies regarding inventory availability, new item requests, obsolete items, and item information updates.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and two (2) year work experience in a material management related function, or an equivalent combination of education, training and experience. Experience with computerized inventory management system required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Exercise independence regarding inventory maintenance under general supervision
- Make routine decisions following established guidelines/procedures

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

APPROVAL SIGNATURES:

Marcio Cicarini
box SIGN 186QL72Q-4KY7W9R7 Sep 30, 2024
Immediate Supervisor Date

Kelly L Loll
box SIGN 15QY5K9L-4KY7W9R7 Sep 30, 2024
Vice President, Procurement Services Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-4KY7W9R7 Sep 30, 2024
Vice President, Human Resources Date

FLSA: Non-Exempt
EEO Category: Administrative Support
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Material Management Specialist

Department: Procurement Services

Date: September 19, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs					X	3
20 – 50 lbs					X	2
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing					X	3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle					X	3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Marcio Cicarini
box SIGN 186QL72Q-4KY7W9R7 Sep 30, 2024

Immediate Supervisor — Date

Kelly L Loll
box SIGN 15QY5K9L-4KY7W9R7 Sep 30, 2024

Vice President, Procurement Services — Date

Natalia Londono
box SIGN 4Z79XV2Z-4KY7W9R7 Sep 30, 2024

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Payroll Specialist

Department: Finance

Date: October 12, 2018

Title of Immediate Supervisor: Manager, Finance

Pay Level: L20

POSITION SUMMARY: Process payroll and related payroll taxes. Prepare payroll journals, reconciliations and compliance reporting.

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:*

- Process bi-weekly payroll for 800+ employees using ADP Workforce Now via Kronos time and attendance interface
- Investigate and resolve payroll issues/discrepancies by collecting and analyzing information; coordinate with internal departments, Human Resources and others as needed.
- Provide prompt responses to inquiries from management, employees and other departments.
- Calculate and process out-of-cycle checks as needed, such as manual checks for terminated employees and bonus checks
- Verify the accurate computation and pay for non-exempt and exempt employees, including miscellaneous pay, leaves of absence, overtime, retroactive pay, partial pay, working out-of-class, overpayments and terminations
- Maintain, design and run payroll related reports using ADP Workforce Now and Kronos
- Verify the accuracy of all time sheets, hours, earnings, accumulators, etc.
- Follow payroll policies and procedures, report and recommend needed changes. Identify and document issues/errors and resolutions for future reference and process improvement. Document and update current processes and procedures as required.
- Balance Kronos time sheets before transmittal to ADP and compare the ADP payroll reports to data submitted
- Prepare payroll journal entries, including the bi-weekly payroll entry, and import from ADP into Oracle General Ledger.
- Prepare monthly and fiscal year-end payroll accruals for proper recording of payroll expenses for expenditure analysis and financial reporting purposes
- Assist in the reconciliation of payroll related general ledger accounts and prepare journal entries required to adjust the General Ledger
- Prepare payroll related wire transfers and requests for payments to vendors
- Comply with local, state and federal laws and regulations, and Authority policies relative to payroll and employee compensation taxable withholding. Keep informed and up-to-date on changes in tax and deduction laws that apply to the payroll process. Perform research, interpret and report related findings of the Federal and State payroll laws and Authority policies.
- Verify accuracy and timely filing of the 941 quarterly payroll tax returns, W-3 and W-2 forms
- Maintain and protect payroll operations by keeping information confidential
- Assist with testing interfaces during software upgrades
- Monitor outstanding checks to adhere to escheat property laws
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting and two (2) years payroll processing experience, or an equivalent combination of education, training and experience. Experience with ADP Workforce Now, Kronos and customs reports preferrred. Must have experience processing payroll for 500+ employees. Experience processing payroll for Firefighters desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of payroll, payroll related taxes and compliance with local, state and federal payroll/tax regulations, including Fair Labor Standards Act (FLSA) rules
- Must be detailed oriented, accurate and have time management skills
- Must be able to work under strict deadlines and be reliable
- Familiar with Bloomberg BNA – Payroll Administration reference library
- Knowledge of garnishment, child support and levy processes
- Advanced skills in Microsoft Office, experience with financial, payroll and timekeeping system
- Must possess strong interpersonal skills to deal tactfully and courteously with employees and the general public
- Ability to handle and prioritize multiple responsibilities and work in a changing environment
- 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
- Certified Payroll Professional certification 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)*

- Works independently under moderate supervision, exercising considerable judgment and discretion
- May be responsible for routine analysis, interpret policies and procedures and have limited problem resolution.
- Deals with customers, internal department and external vendors within established guidelines

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 — 1.11.19 Date

Department Assistant Director — 1/11/19 Date

Department Director — 1/11/19 Date

Chief Financial Officer — 1/14/19 Date

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

FLSA: Non-Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Payroll Specialist

Department: Finance

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				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:

Immediate Supervisor — Date: 1.11.19

Department Director — Date: 1/11/19

Human Resources - Compensation — Date: 1/14/19

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Procurement Agent (IT)

Department: Procurement Services | Date: May 17, 2024

Title of Immediate Supervisor: Senior Manager, Purchasing | Pay Level: L24

POSITION SUMMARY: Purchase materials, supplies, equipment, and services in a timely fashion and of a quality and price consistent with the Greater Orlando Aviation Authority (Aviation Authority) needs and in accordance with good purchasing principles and ethical standards. Procurement frequently involves high-value purchases, are complex, and many are formally solicited advertised solicitations. Position activities include, but are not limited to market research, specification development, locating vendors, solicitation processing, negotiation, price analysis, value analysis, award determination or recommendation, authorization document development, award and purchase order processing, and contract management. This position is primarily assigned to information technology (IT) projects.

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

- Prepare solicitation packages for all procurement methods, such as Request for Quotations (RFQs), Invitation for bids (IFBs), Request for Proposals (RFPs), Invitation to Negotiate (ITN), Request for Qualifications (RFQ-CCNA) and all Professional Services Requests for Competitive Proposal (RFCP's) as well as Contract Amendments for Engineering and Construction (Capital) Projects, with the goal of getting the best value for dollars spent consistent with Aviation Authority needs and in accordance with good purchasing principles and ethical standards.
- Obtain quotes, bids, and proposals and negotiate prices, terms, discounts, services, delivery, and transportation with vendors as appropriate. Responsibility is primarily for complex information technology projects, all of which are formally advertised, of high dollar value, and with performance periods spanning multiple years. Evaluate quotes, bids and proposals, prepare award documents, and sign those within signatory limit. Coordinate alternative actions with requestor when budgetary restrictions, sourcing problems, availability, or time constraints impact the procurement.
- Maintain Contract File Master in central records. Update specifications to Contract documents and statement of work to reflect amendments and scope changes. Provide required documents to Contract Administrator.
- Review requisitions to verify all proper documentation has been provided and adequate funding is available. Obtain necessary clarifications or approvals, process documents as required. Enter Standard Purchase Orders into Oracle as required for Contracts.
- Review and refine purchase descriptions, specifications, and statements of work for use in major purchase solicitations. Requires in-depth understanding of crafting complex specifications to enhance competition. Coordinate with requesting department, Owner's Authorized Representative (OAR), project managers to confirm drawings and specifications are completed within timeframe to meet required deadlines.
- Prepare solicitations in accordance with Authority Policy and Procedures and applicable codes, laws and statutory requirements. Initiate procurement through formal advertisement when appropriate. Conduct market research to identify suppliers and construction materials, to assist customers in obtaining product information, and to develop a broad vendor base.
- Advise and assist customers in using the eProcurement system to submit projects for solicitation. Resolve delivery problems with Material Control and payment concerns with Finance.
- Establish and maintain effective working relationships with the Information Technology Department, including the Project Controls Team.
- Facilitate, prepare agendas, and attend project related meetings including pre-solicitation and pre-bid meetings, bid and proposal openings, and other meetings with vendors and customers as needed.
- Perform review of formal solicitation submissions for required information, perform pricing analysis, and conduct thorough reference checks. Facilitate staff evaluation team meetings for award recommendations. Prepare, coordinate and process renewals, scope changes, budget adjustments and assignments to contracts and update Contract File Master accordingly.

RESPONSIBILITIES (continued)

- Prepare, coordinate and process renewals, scope changes, budget adjustments and assignments to contracts and update Contract File Master accordingly. Meet with the AAR on a regular basis to discuss any Contract issues. Review payment requests and work with AAR and Contractor to obtain any documents needed to keep the Contract in compliance.
- Meet with the AAR on a regular basis to discuss any Contract issues. Review payment requests and work with AAR and Contractor to obtain any documents needed to keep the Contract in compliance.
- Facilitate contractual conflict resolution to include identification of conflict source, development of corrective action plan, and monitor progress of action plan up to and including Contract termination if required.
- Verify expired Contracts include all required documentation and update the master file.
- Confirm assigned work is performed in a timely fashion.
- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, Public Administration or a related field and four (4) years of progressively responsible work experience in procurement, Supply Chain Management, or an equivalent combination of education, training and experience. Experience must include two (2) years of soliciting bids and proposals and the use of formal advertising for major items and services. Experience should include extensive experience with projects solicited under the Florida Statutes Section 287. Experience processing solicitations in an e-procurement system required. Procurement experience in the public sector is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major I.T. purchases of commodities, equipment, and services using invitations for bid and requests for proposal
- Working knowledge of specification, statement of work and purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration
- Familiarity with State of Florida Contracts, and statutes pertaining to public procurement
- Excellent interpersonal, verbal and written communication skills and able to effectively interact with internal and external customers
- Basic negotiation skills
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint, etc.)
- Working Knowledge of Oracle and e-procurement
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Remain current in knowledge of procurement principles; Authority policy, procedures, methods and accepted operational processes; demonstrate proficiency in their practical application

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Purchasing Manager (C.P.M.), Certified Public Purchasing Officer (CPPO), NIGP-Certified Procurement Professional (NIGP-CPP), or Certified Professional Public Buyer (CPPB), Certified Construction Manager (CCM) or an equivalent certification required at time of hire or within two (2) years of hire/promotion

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

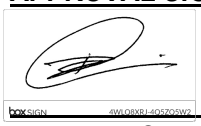
- None

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

- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities.
- Works independently under limited supervision and general direction, exercising a high level of independent judgment and discretion.

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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Aug 19, 2024

Immediate Supervisor — Date



Sep 13, 2024

Assistant Vice President, Procurement — Date



Sep 13, 2024

Vice President, Procurement — Date



Sep 16, 2024

Vice President, Human Resources — Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Procurement Agent (IT)

Department: Procurement Services

Date: May 17, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs				X		3
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	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	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:

box SIGN 4WLQBXRJ-4Q5ZQ5W2 Aug 19, 2024

Immediate Supervisor Date

Kelly L Loll

box SIGN 15QY5K9L-4Q5ZQ5W2 Sep 13, 2024

Vice President, Procurement Services Date

Natalia Londono

box SIGN 4Z79XV2Z-4Q5ZQ5W2 Sep 16, 2024

Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Senior Production Technician

Date: February 16, 2015

Department: Public Affairs

Grade/Level: Non-Exempt; L20
Rotating Shifts: No

Title of Immediate Supervisor: Manager, Public Affairs

Shift Premium: No

POSITION SUMMARY: Coordinate, develop and provide expertise on audio, video and display systems setups. Monitor and maintain technical systems operation for public presentation and media productions handled through the Public Affairs Department. Provide AV support for GOAA special events. Provide AV technical support on and off property for public presentation and briefings. Provide technical and production support to ensure creatively and technically sound Board meeting presentations. As the Senior Technician, provide guidance and assistance to the Production Technician.

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.*

- Provide the required level of support for GOAA audio, video and other technical systems presentations and productions handled through the Public Affairs department. Support may include analysis and planning; set-up; wiring/cabling; operating equipment; developing PowerPoint, DVD's, CD's, digital media, etc.; taking down following event; or providing advice and technical assistance. Support often includes overseeing maintenance crews assigned to a project, and the completion of related work orders. Determine specifications and advise management of equipment, personnel and supplies required for each presentation/production.
- Provide technical and creative support to ensure excellent Board meeting presentations. Integrate presentations from various sources; evaluate and make recommendations to ensure best use of media and equipment. Confirm that all equipment is working at peak efficiency.
- Coordinate acquisition and transportation of needed equipment to ensure on-time production, both on- and off-airport property
- Provide a variety of technical assistance for community events, airlines and community/business partners, film/production crews, and occasional community service assignments
- Set up rooms and equipment for Sunshine meetings in accordance with legal requirements
- Photograph or produce digital/video recording of GOAA announcements and events.
- Develop PowerPoint presentations for GOAA Board members and Executive staff as requested, and often accompany them to ensure the presentation is technically sound on the equipment provided.
- Prepare video and audio editing and reproduction.
- Oversee quality, quantity and timeliness of work performed by the Production Technician; ensure compliance with established policy, procedure and standards. Advise management of areas of concern.
- Establish and maintain an inventory of all Public Relations audio/video equipment and supplies. Develop and maintain department's extensive media archive, researching and recommending the most effective and efficient storage methods.
- Advise management of areas of concern and equipment upgrade recommendations.
- Provide for safety and security of work area.
- Perform other duties as assigned

EDUCATION /EXPERIENCE REQUIREMENTS:

Associate degree in electronics and five (5) years experience to include both technical and production work in the operation of systems related to sound reinforcement, video and audio production and control, and professional entertainment presentation systems; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to problem-solve in a demanding environment, establish priorities, and efficiently plan work to meet deadlines
- Demonstrated understanding of the workings of analog, electronic and digital media
- Demonstrated ability to discern the compatibility of different forms of electronic equipment and digital media
- Creative skills to assist with media productions and video/photography
- Leadership skills to effectively provide oversight and direction to the Production Technician

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida drivers 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.)*

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Responsible for extensive technical systems and equipment
- Must use good judgement in providing support equipment and systems that will enhance the presentation of GOAA programs to the public
- Coordinate closely with departmental scheduling to ensure timely response
- Make routine decisions related to prioritizing support requests and department response

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 20 FEB. 15

Manager — Date: 20 FEB. 15

Department Director — Date: 2/20/15

Director of Human Resources — Date: 2-26-15

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Senior Production Technician
Department: Public Affairs
Date: February 16, 2015
Secti: 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

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X			2
Lifting A. __ 0 - 20 lbs.		X				3
B. __ 21- 50 lbs.		X				3
C. __ 50+ lbs.			X			3
Bending/Stooping		X				3
Pushing, Pulling, and/or Digging			X			3
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						

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

Supervisor Comments:

Immediate Supervisor — 20 FEB. 15 — Date

Department Director — 2/20/15 — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Project Controls Specialist

Department: Engineering and Construction

Date: May 16, 2022

Title of Immediate Supervisor: Manager, Project Controls

Pay Level: L23

POSITION SUMMARY: Provide management support on a variety of public and project-related meetings. Assist management in the supervision of project administrative functions as required. Monitor and lead the processing of pay applications and invoices, confirming compliance with contract documents, GOAA policies and procedures, Florida State Statutes Prompt Payment Act, and federal and state grant requirements. Assist in the oversight of the processing of various engineering/ construction documents such as start-up packages, requests for proposal, invitations to bid, bids, change orders, and closeout documents. Manage the Construction and Engineering Box.com site. Work closely with consultants, contractors, external agencies and GOAA staff.

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

- Monitor the recording secretary support of various Sunshine meetings, which may include the Construction Committee, Professional Services Committee, and Design Review Committee, including preparation and posting of committee agenda; attendance at committee meetings; preparation and publishing of minutes; and following meetings, confirmation that action items have been assigned and completed prior to the next meeting; preparation of related correspondence; and maintaining current knowledge of GOAA Legislative Acts, Policies and Procedures, as related to the sunshine committees.
- Assist management in the supervision of the support tasks for the Professional Services Committee, including preparing agendas and minutes for pre-submittal and pre-proposal conferences; managing the related RFP/RFQ email box for Q/As and confirming responses are posted timely; processing and distributing Letters of Interest (LOIs) and Statements of Qualification (SOQs), verifying compliance with Florida State Statutes regarding public records exemption on financial records; performing reference checks for LOIs/SOQs, preparing related reports, and verbally presenting findings to the PSC at the meetings; drafting and distributing all related letters to proposers; following up with firms on outstanding documentation and maintaining appropriate review/approval of said documentation; and, posting all related updates to GOAA's website.
- Assign bid openings and supervise the preparation of agenda, sign-in sheets and tabulation sheets. Review and approve the preparation of the bid opening minutes and bid tabulation sheet prior to distribution.
- Submit legal classified advertisements to the appropriate media and the GOAA website in a timely manner. Prepare required notification letters and coordinate with Project Managers so that deadlines are met. May draft advertisements for expiring contracts. Complete final review of advertisement prior to submitting, and confirm published documents are accurate. Determine appropriate dates to advertise based on Board schedule.
- Assist management in the supervision of the review of invoices and preparation of project-specific pay applications, direct pays, and service receipts for assigned departments. Confirm payments are verified as specified in the contracts and confirm compliance with the GOAA's financial system requirements and policies, Florida State Statute, and regulatory or grant requirements. Verify that amounts paid and all required items, signatures, documentation and compliance are submitted; follow up as necessary. Advise on payment decisions when applications/invoices do not fit into established procedures. Develop new procedures for new regulations, when applicable. Maintain documentation as required.
- Lead the creation of requisitions within the Oracle Financial system for non-project related contracts and department services. Confirm payments are verified as specified in the contracts, and compliance is confirmed with the GOAA's financial system requirements and policies. Prepare year-end accruals for assigned accounts.
- Confirm that Project Managers have prepared, or independently had prepared when necessary, start-up packages in a timely manner so that project accounts and funding are in place prior to related approvals and billings. Assign

project number, review accuracy of project type, procurement method, etc., and initiate start-up workflow in SharePoint for appropriate approvals, and forward to Finance. Train/assist new Project Managers in the process.

- Supervise the coordination of the project closeout process, which includes reviewing closeout manuals, checking for compliance to contract specifications and GOAA policies and procedures, and identifying and following up on incomplete items. Review prepared closeout letters for presentation to the Construction Committee, as applicable, to approve contractors' final payments. Supervise the preparation of the Certificate of Substantial Completion and other required documents, as needed. Analyze accounts to determine if available balances are to remain in the program, and note triggers to begin closeout process at the appropriate time. Analyze account following closeout to determine when contingency funds can be unencumbered.
- Monitor the administration of the Box.com website for sunshine agendas, professional invoicing submissions, project documents, and other communications. Authorize users, trouble-shoot the website for users from other departments, consulting firms, contractors, etc. Provide training and help guides for using the website.
- Monitor the administration of SharePoint folders for related Sunshine meetings and project administration/ project management folders. Create subfolders, shared folder queries, and authorize users as needed.
- Expedite change orders and field change orders and coordinate the signature process. May include drafting change orders for approval, confirming contract, GOAA policy and regulatory compliance. Confirm that field change orders are converted to approve change orders prior to closeout.
- Participate as assigned in department BCP, conversion to SharePoint, establishing procedures, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Accounting, Computer Science or closely related field, and four (4) years of work experience to include project administration and 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. Experience with Sunshine meetings preferred. Construction Management at Risk/GMP experience is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of Microsoft Office systems, Visio, Adobe Acrobat Pro required
- Knowledge of Oracle Financial system, IPro database, and Document Management system (SharePoint) preferred
- Demonstrated knowledge of job costing and cost accounting
- Organizational skills to manage multiple and diverse activities and projects
- Able to interpret detailed information and provide analysis to senior management
- Excellent oral and written communication skills, as well as interpersonal skills
- Able to assist in the development and implementation of policies and procedures
- Demonstrated attention to detail
- Knowledge of related construction, design, legal and scientific terms is preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May lead the work of staff and staff extension consultants

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

- Work independently under minimal supervision, exercising considerable judgment and discretion
- Interpret policy, contracts, laws, etc.
- Monitor compliance with policies, procedures, local, state and federal statutes
- Responsible for decisions with high monetary impact
- Use good judgment in making pay decisions when applications/invoices do not fit into the established procedures, and in releasing contingency funds
- May identify/establish new procedures

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

APPROVAL SIGNATURES:

Immediate Supervisor — 5/18/22 — Date

Department Assistant Director — 18 May 2022 — Date

Department Senior Director — 5/19/22 — Date

Sr. Director, HR & Risk Management — 6-7-2022 — Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Project Controls Specialist

Department: Engineering & Construction

Date: May 16, 2017

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:

Cheri L Boyter 5/18/22

Immediate Supervisor Date

5/19/22

Department Senior Director Date

5/24/2022

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Project Manager – Structured Cabling

Department: Information Technology

Date: December 8, 2021

Title of Immediate Supervisor: Assistant Manager, Structure Cabling

Pay Level: L28

POSITION SUMMARY: Provide project management and analysis oversight for construction-related activities pertaining to telecommunications, serving as a communications infrastructure advisor. Provide leadership, instruction and orientation to Project Manager, Structured Cabling employees and GOAA Contractors on GOAA low voltage projects, process and procedures. Act as a primary customer contact for project activities, leading project review sessions with clients to discuss cost, schedule, and technical performance. Serve as liaison between user groups, systems managers and the technical staff developing solutions.

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

- Lead the coordination, planning, engineering, and utilization of the Authority's voice and data communication systems to achieve maximum efficiency and operational performance within budgetary limits
- Review voice and data structures, cable plan designs, construction and design detail drawings for cabling systems; assist with cable schedules and construction issues
- Serve as liaison with Aviation Authority Departments and Committees to address communications infrastructure concerns and requirements during all phases of the project including planning, design, development and construction
- Design cable infrastructure, cabinet layouts, distribution frames and patching facilities. Perform studies, analyze technical data, inspect, review and ensure the adherence to cabling standards and policy.
- Work with Contractors and OARs to provide physical locations of GOAA/Vendor/Tenant communication rooms as needed for project architecture.
- Provide input and leadership for the architectural review process or infrastructure build out projects.
- Provide leadership, instruction and orientation to GOAA Contractors on GOAA low voltage process and procedures.
- Coordinate with contractors and engineers, on the selection and placement of communications systems for renovation and new construction. Establish and project costs associated with proposed infrastructure.
- Coordinate and manage contractors at job sites, including monitoring their work, facilitating equipment deliveries, identifying, and escalating any improper issue. Act as on-site facilitator during construction and build out of any building including cable installation, electrical power and HVAC.
- Prepare Project Roadmap with concurrence of all participating organizations, including identification of work and organizational breakdown structures, requirements creation and management. Be prepared to provide cost and material estimates, milestone payment schedule, risk and communication management plans if requested.
- Track all expenses related to a project and review invoices for accuracy and prepare for approval process.
- Lead staff and provide guidance in the resolution of customer connectivity issues.
- Provide guidance to other Project Manager, Structured Cabling employees as needed.
- Analyze voice and data communications requests and determine the most cost effective and compatible means by which maximum efficiency and economics can be achieved.
- Develop, maintain, update, and provide oversight of all Structured Cabling documentation, and assets. These assets can include, but are not limited to cabling records, program workflows and processes, software toolsets (licenses, and support), physical tools and testing devices.
- Keep abreast of trends and technical developments in the field by self-study, participation in job related seminars, courses, or conferences, and liaison with vendors.
- Prepare, review and maintain schedules of activities and milestones on related projects.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Telecommunications, Electrical or Electronics Engineering with seven (7) years of experience in copper and fiber optic cable installation, design and analysis. Three (3) years of experience in telecommunications, computer room design, and cable distribution methods; including utilization of basic principles of electronics and components. Five (5) years of experience in estimating and managing various size telecommunication projects, or an equivalent combination of education, training and experience. Two (2) years of enterprise telephone system experience desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of cabling installations standards ANSI/TIA/EIA 568-A, 569, 606 and 609
- Knowledge in all areas of structured cable installation and design including surveys, estimates, Outside Plant, fiber optic, National Electronic Code, IEEE standards
- Knowledge of Ethernet, MPLS topologies, EIA/TIA standards, BICSI TDM Manual
- Ability to interface with users and staff and possess excellent oral and written communication skills
- Knowledge of electronic principles and components
- Knowledge of enterprise telephone system desired
- Knowledge of PowerPoint, MS Projects, MS Word, Excel, AutoCAD, and Visio desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- BICSI Installer certification preferred
- Fiber Optic Installation and Testing certification preferred
- RCDD certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently with little supervision – high level of initiative, judgment
- Counsel or develop solutions for unusual problems, handle non-routine situations
- Coordinate and manage contractors at job sites and assist users with connectivity problems
- May be responsible for the quality and quantity of work, costs, methods
- Advise project managers and contractors on cabling routes for inside and outside plant applications
- Participate in the design, installation, maintenance and troubleshooting of voice and data networks

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:

24-Jan-22
Immediate Supervisor — Date

1/24/2022
Department Director — Date

1-26-2022
Sr. Director, HR & Risk Management — Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

RECEIVED
JAN 25 2022
HUMAN RESOURCES DEPT

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Project Manager – Structured Cabling

Department: Information Technology

Date: December 8, 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		3
20 – 50 lbs				X		2
51+ lbs				X		2
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
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		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:

24-Jan-22

Immediate Supervisor — Date

Pete Pellata 1/24/2022

Department Director — Date

Cathy Vaun 1/25/2022

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Project Manager (Architecture)

Department: Engineering and Architecture | Date: September 7, 2023

Title of Immediate Supervisor: Vice President of Engineering & Architecture | Pay Level: L31

POSITION SUMMARY: Work with the Vice President of Engineering & Architecture to facilitate and manage the Greater Orlando Aviation Authority's (Aviation Authority) engineering/architecture and development projects and programs from inception through final design, bid and award. Provide oversight through construction and closeout.

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 engineering/architecture projects from inception through final design, bid and award; assist with the selection of consultants and advertise projects for bids; develop and control project scope, budget and schedule; assist with Master Design Guidelines updates; develop front-end documents for bids; negotiate consultant's fees; perform technical reviews; conduct cost reconciliations; review and approve pay applications and invoices from consultants and contractors.
- Assist with updating the Airport Capital Improvement Plan (ACIP); assist with condition assessments of the facilities.
- Manage the Roadway Sign Structures Inspection Program.
- Manage the Bridge Inspection Program.
- Manage the Facilities Addressing Program.
- Manage other architectural and development projects.
- Assist in the management of the Aviation Authority's Civil Permitting Process for all on-going programs and projects.
- Participate and present at various committee meetings.
- Assist in the coordination with the City of Orlando Permitting Process for all on-going programs and projects.
- Coordinate and negotiate with Utility Companies for all on-going programs and projects.
- Conduct tours, give briefings and presentations related to engineering/architecture projects.
- Assist with assigned Planning projects; perform technical review and advice during the planning phase; provide expert feedback as needed for management evaluation and decision making on assigned projects.
- Assist with assigned Environmental projects; review Environmental Resource Permit applications; assist with updating and maintaining the Master Conceptual Drainage Plan and Permitting.
- Assist with assigned Construction projects from contract award to closeout; attend job coordination meetings and site visits; inspect work and confirm compliance with design standards, codes, permits and statutes as required; approve pay applications and invoices from consultants and contractors; approve project completion and closeout.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree related to architecture, building construction, construction management disciplines and ten (10) years of aviation related work experience for a consulting firm, a construction company, a public agency, or an airport authority in managing the design and construction of small and large scale projects or an equivalent combination of related education, training, and work experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent interpersonal, project description and negotiation skills required.
- Proficient in use of computers.
- Knowledge of architecture and construction means and methods, and management principles.
- Knowledge of design, estimating, project and program scheduling
- Efficient time management methods.
- Knowledge of the following areas: Computer Aided Drafting and Design (CADD); Geographic Information Systems (GIS); Building Information Modeling (BIM.)
- 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
- Professional Engineer, Architect, or General Contractor License is desirable.
- Certification in a specialty subject area that may benefit the Aviation Authority is desirable.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May directly supervise a staff of approximately two (2) employees. Oversight of contracted staff. The actual number supervised will vary according to individual project requirements, schedule, and stage of development or status.

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 and judgement.
- Manage multiple projects with a wide variety of tasks, determining priorities.
- Negotiate consultant's fees
- Responsible for the quality and quantity of work performed by others (staff and contractors.)
- Independent preparation of analytical data.

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:

Robert L Furr — box SIGN 1JR6WZ22-4PZQK22Y — May 29, 2024
Immediate Supervisor — Date

box SIGN 4W88Q9ZJ-4PZQK22Y — Jun 3, 2024
SVP, Capital Programs — Date

Randy Hudgins — box SIGN 42KZV7VX-4PZQK22Y — Jun 10, 2024
Vice President, Human Resources — Date

FLSA: Exempt
EEO Category: Professionals
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Project Manager (Architecture)

Department: Engineering and Architecture

Date: September 7, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	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:

Robert L Furr
box SIGN 1JR4WZ22-4PZQK22Y

May 29, 2024

Immediate Supervisor — Date

box SIGN 4W88QYZJ-4PZQK22Y

Jun 3, 2024

SVP, Capital Programs — Date

Natalia Londono
box SIGN 4Z79XV2Z-4PZQK22Y

Jun 10, 2024

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Project Manager (Construction)

Department: Construction | Date: February 7, 2024

Title of Immediate Supervisor: Assistant Vice President, Construction | Pay Level: L31

POSITION SUMMARY: Provide Project Management for multiple engineering and/or construction projects, from design through completion of construction. Accountable for the accuracy of all design and construction project activity, tailored to each contract's general conditions, technical specifications and drawings. Relies on extensive experience and judgment to manage, plan, and accomplish the Authority's goals.

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

- Manage multiple projects to support the Capital Improvement Plan and Strategic Plan, including but not limited to: conceptual design, scope development, planning, technical reviews, budgeting, estimating, scheduling, cost control, preparation of front end documents, commercial construction projects, construction management and contract administration.
- Manage, review and accept or reject official documents, specifications, drawings, change orders and claim actions as directed. Provide management with expert feedback and suggested solutions or corrections for problems.
- Accountable for limited design oversight and all construction project activity, confirming adherence to each contract's general conditions, technical specifications and drawings. Perform design analysis and make recommendations on behalf of the Authority. Verify drawings and electronic files from the architect, engineer, or contractor through design development and construction as built documents.
- Analyze and assess project risk issues. Provide leadership with specific feedback, clarifying details of personnel conflicts, schedule impacts, claim risks, change order requests, etc., along with a suggested solution or corrective procedures to prevent issues from occurring in the future. Feedback will be prompt and frequent as necessary.
- Negotiate fees/proposals/change orders for construction contracts and professional services, including scope and schedule of work for approval and execution.
- Prepare project budgets for presentation and approval.
- Participate and present at various committee meetings.
- Arrange and coordinate project meetings among GOAA staff, consultants and contractors as required to execute the project through design and construction phases. Coordinate construction activities related to the construction management functions with the consultants, the contractor, the OAR, and the Authority.
- Provide specialized tours, give briefings and presentations on behalf of the Authority.
- Review progress, approve invoices, schedule, perform studies, and analyze technical data. Make regular site visits – inspecting the work, and ensuring compliance with products specified, contract documents, and drawings, GOAA policies and procedures, design standards, all federal, state and local codes rules, regulations, laws and legislative acts.
- Serve as liaison with outside agencies (Orange County, City of Orlando, OUC, TSA, CBP, etc.) regarding upcoming and ongoing projects. Retain, review, update and manage agreements as they pertain to construction services.
- Supervise technical reviews, job coordination meetings, budgeting, change orders, scheduling, and preparation of project correspondence. Monitor all phases of program and project development through close-out and final audits.
- Ensure 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 ultimate contract cost and schedule.
- Provide post construction analysis of performance by the contractor, architect, engineer and the Owner's Authorized Representative.
- Perform analysis, claim reviews and claim defense for the Authority.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in architecture, construction management, engineering, or related field and six (6) years related experience, or an equivalent combination of related education, training, and experience. Previous airport construction experience and experience in an architectural or engineering firm, commercial construction company or governmental agency with responsibility for compliance and enforcement activities is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated planning and organizational skills
- Estimating, project and program scheduling, design, architectural, engineering and construction expertise
- Commercial construction including complex renovation projects desired
- Good communication skills
- Excellent attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

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

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)*

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:



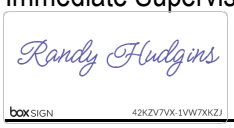
Feb 15, 2024

Immediate Supervisor — Date



Feb 15, 2024

Vice President, Construction — Date



Feb 16, 2024

Vice President, Human Resources — Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Project Manager (Construction)

Department: Construction

Date: February 7, 2024

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:

Torie Brooks
box SIGN 1XV2R6MV-1VW7XKZJ

Feb 15, 2024

Immediate Supervisor — Date

Scott Shedek
box SIGN 19RL7LV4-1VW7XKZJ

Feb 15, 2024

Vice President, Construction — Date

Natalia Londono
box SIGN 4Z79XV2Z-1VW7XKZJ

Feb 19, 2024

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Purchasing Agent

Department: Purchasing

Date: April 18, 2022

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L24

POSITION SUMMARY: Purchase materials, supplies, equipment and services in a timely fashion and of a quality and price consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Procurements frequently exceed sixty-five thousand dollars ($65,000), are complex, and many are formally solicited advertised solicitations. Process includes market research, specification development, locating vendors, solicitation, negotiation, price analysis, value analysis, award determination or recommendation, award and purchase order processing, and contract 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:*

- Prepare solicitation packages with the goal of getting the best value for dollars spent consistent with Authority needs and in accordance with good purchasing principles and ethical standards.
- Obtain quotes, bids, and proposals and negotiate prices, terms, discounts, services, delivery, and transportation with vendors as appropriate. Responsibility is primarily for complex services much of which is formally advertised, of high dollar value, and with performance periods spanning multiple years. Evaluate quotes, bids and proposals, prepare award documents, and sign those within signatory limit. Coordinate alternate actions with requestor when budgetary restrictions, sourcing problems, availability, or time constraints impact the procurement.
- Maintain Contract File Master in central records. Update specifications to Contract documents and statement of work to reflect amendments and scope changes. Provide required documents to Contract Administrator.
- Review requisitions to ensure all proper documentation has been provided and adequate funding is available. Obtain necessary clarifications or approvals, process documents as required. Enter Standard Purchase Orders into Oracle as required for Contracts.
- Review and refine purchase descriptions, specifications and statements of work for use in major purchase solicitations. Requires in-depth understanding of crafting complex service specifications to enhance competition. Coordinate with requesting department to confirm drawings and specifications are completed within timeframe to meet required deadlines.
- Prepare solicitations in accordance with Authority Policy and Procedures and applicable codes, laws and statutory requirements. Initiate procurement through formal advertisement when appropriate. Perform market research to gain an understanding of goods and services to be purchased, to develop specifications, to become proficient in assigned commodities, to assist customers in obtaining product information, and to develop a broad vendor base.
- Advise and assist customers in using the purchasing system to obtain goods and services. Resolve delivery problems with Material Control and payment concerns with Finance.
- Facilitate pre-solicitation and pre-bid meetings, bid and proposal openings, and other meetings with vendors and customers as needed.
- Perform review of formal solicitation submissions for required information, perform pricing analysis, and conduct thorough reference checks. Facilitate staff evaluation team meetings for award recommendations. Prepare, coordinate and process renewals, scope changes, budget adjustments and assignments to contracts and update Contract File Master accordingly.
- Prepare, coordinate and process renewals, scope changes, budget adjustments and assignments to contracts and update Contract File Master accordingly.
- Meet with the Contract AAR on a regular basis, and at least annually schedule meeting with AAR and Contractor to discuss any Contract issues. Review payment requests and work with AAR and Contractor to obtain any documents needed to keep the Contract in compliance.
- Facilitate contractual conflict resolution to include identification of conflict source, development of corrective action plan, and monitor progress of action plan up to and including Contract termination if required.

- Verify expired Contracts include all required documentation and update the master file.
- Confirm assigned work is performed in a timely fashion.
- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- 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 and four (4) years of progressively responsible work experience in procurement, or an equivalent combination of education, training and experience. Experience must include two (2) years of soliciting bids and proposals and the use of formal advertising for major items and services. Experience processing solicitations in an e-procurement system required. Procurement experience in the public sector is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major purchases of commodities, equipment, and services using invitations for bid and requests for proposal
- Working knowledge of specification, statement of work and purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration
- Familiarity with State of Florida Contracts, and statutes pertaining to public procurement
- Excellent verbal and written communication skills
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint, etc.)

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 an equivalent certification required at time of hire or within two (2) years of hire/promotion

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)*

- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities.
- Works independently under limited supervision and general direction, exercising a high level of independent judgment and discretion.

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 — Date: 4/21/23

Chief Financial Officer — Date: 4/20/23

Director, Human Resources — Date: 5/12/23

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Purchasing Agent

Department: Purchasing

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.

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs				X		3
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	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	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:

4/21/23
Department Manager Date

Lauren M. Shannon, CFO 4/25/23
Chief Financial Officer Date

Angela Miranda 5/11/2023
Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Purchasing Agent (Goods & Services)

Department: Purchasing

Date: April 18, 2022

Title of Immediate Supervisor: Supervisor, Purchasing

Pay Level: L24

POSITION SUMMARY: Purchase materials, supplies, equipment and services in a timely fashion and of a quality and price consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Procurements frequently exceed sixty-five thousand dollars ($65,000), can be complex and often require lengthy authorization processing. Position activities include, but are not limited to, market research, specification development, locating vendors, solicitation processing, negotiation, price analysis, value analysis, award determination or recommendation, authorization document development, award and purchase order processing

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 formal or informal solicitation packages with the goal of getting the best value for dollars spent consistent with Authority needs and in accordance with good purchasing principles, applicable laws, statutory requirements and ethical standards. Perform market research to gain an understanding of goods and/or services to be purchased, develop specifications, become proficient in assigned commodities, assist customers in obtaining product information, and develop a vendor base consistent with the needs of the associated procurement.
- Review and refine purchase descriptions, specifications and statements of work for use in major purchase solicitations. Requires in-depth understanding of crafting purchase specific specifications to enhance competition. Coordinate with requesting department to verify specifications and attachments are completed within timeframes to meet required deadlines.
- Obtain informal quotations, review for accuracy and negotiate prices, terms, discounts, services, delivery, and transportation with vendors as appropriate.
- Obtain formal bids and proposals. Responsibility is primarily for complex purchases, of high dollar value, that require multi-step approval/authorization processing. Review quotations, and assist in the preparation of award documents.
- Reviews requisitions for to ensure all back-up documentation is attached to support the procurement. Obtain necessary clarifications or approvals, and process documents as required.
- Create Standard Purchase Orders from approved requisitions as required. Create Blanket Purchase Agreements and Contract Purchase Agreements as required.
- Act as Lead for large furniture, fixtures and equipment (FF&E) purchasing activities for Airport Hotel and assist the Purchasing Supervisor with Construction projects; attend planning meetings, set delivery schedules, and follow up and expedite deliveries to meet the needs of long lead schedules; follow up on billing inquiries.
- Facilitates pre-bid meetings and bid opening meetings with vendors and customers as needed.
- Assist in the development of award recommendation memos, and prepare award documents.
- Coordinate alternate actions with requestor when budgetary restrictions, sourcing problems, availability, or time constraints impact the procurement.
- Advise and assist customers in using the Authority's procurement processes to obtain goods and services. Provide guidance to customers in purchase description development.
- Resolve delivery issues with Material Control and payment issues with Finance.
- Confirm assigned work is performed in a timely fashion.
- Maintain a high level of customer service for internal and external customers.
- Act as a mentor to purchasing agents.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field and four (4) years of progressively responsible work experience in procurement, or an equivalent combination of education, training and experience. Experience must include two (2) years of soliciting formal (sealed) bids/proposals. Experience processing solicitations in an e-procurement system required. Procurement experience in the public sector is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major purchases of commodities, equipment, and services using requests for written quotations
- Remain current in knowledge of purchasing principles; Authority policy, procedures, methods and accepted operational processes; demonstrate proficiency in their practical application
- Working knowledge of specification, statement of work, purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration
- Familiarity with State of Florida Contracts, and statutes pertaining to public procurement
- Excellent interpersonal, verbal and written communication skills and able to effectively interact with internal and external customers
- Intermediate to advanced Microsoft Office program skills (Word, Excel, PowerPoint, etc.) required, working knowledge of Oracle and an eProcurement system preferred
- Demonstrated analysis and problem resolution skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Basic negotiation skills

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 an equivalent certification required at time of hire or within two (2) years of hire/promotion

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)*

- 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.

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:

4/24/23
Immediate Supervisor Date

4/31/23
Department Manager Date

Lauren M. Shannon CFO 4/25/23
Chief Financial Officer Date

5/12/23
Director, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Purchasing Agent (Goods & Services)

Department: Purchasing

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.

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs				X		3
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	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	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:

Immediate Supervisor — Date: 4/24/23

Chief Financial Officer — Date: 5/4/23

Human Resources - Compensation — Date: 5/11/2023

JOB DESCRIPTION

Job Title: Senior Revenue Control Specialist

Date: May 19, 2017

Department: Finance

Grade/Level: Non-Exempt; L20
Rotating Shifts: No
Shift Premium: No

Title of Immediate Supervisor: Supervisor, Revenue Control

POSITION SUMMARY: Responsible for invoicing and collection of revenue for the Authority in accordance with internal controls procedures, policies and agreements; monitoring and balancing receivable accounts; preparing monthly revenue accruals; preparing monthly sales, federal excise and municipal utilities tax returns; compiling, reconciling, and recording parking revenue activity.

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 with Commercial Properties, Concessions and other departments to facilitate invoicing of revenue
- Generate and review monthly rent invoices entered into the system by Commercial Properties, Concessions and other departments
- Generate invoices on a monthly basis for activity based and other miscellaneous revenues on a timely basis
- Monitor and balance receivables, maintain spreadsheet schedules, prepare direct pay requests and make adjustments to accounts receivable (AR) and general ledger (GL), as necessary, usually via journal entries
- Contact delinquent customers to resolve issues and to collect payments
- Document all collection efforts and work with other departments on resolving billing discrepancies
- Prepare monthly sales tax, gross receipts tax, excise tax and municipal utilities tax returns
- Work with other departments to provide any information requested in the way of performance statistics, current status, and problem solving
- Generate reports from the Authority's accounting system to support invoices and collection of revenue and/or provide information to the general public
- Prepare monthly revenue accruals.
- Compile, summarize and analyze parking revenue activity and record related transactions to GL
- Cross train in all areas of AR in case of emergency, provide guidance and assist in training
- Prepare year-end schedules and assist internal and external auditors as needed
- Assist with the preparation of month-end and year-end schedules
- Assist with financial system application testing as needed and troubleshoot system error and issues
- Understand and follow the Authority's policies and procedures and the internal control designated for the Revenue Control Department
- Update departmental procedures and internal controls as required
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:
Bachelor of Science or Bachelor of Business Administration degree in Accounting, or similar degree and two (2) years of related work experience, or an equivalent combination of education, training and experience. Collection experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must be familiar with computerized general ledger and accounts receivable accounting systems
- Extensive analytical skills
- Extensive knowledge of MS Office or similar software
- Ability to handle multiple responsibilities in various financial areas
- 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; deal tactfully and courteously with employees and the general public
- Meticulous attention to detail
- Must possess a solid understanding of basic accounting concepts, practices and procedures

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or identification card

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 moderate supervision, exercising considerable judgment and discretion
- Prioritize daily and monthly work
- Utilize contractual framework to perform collection efforts in accordance with Authority policy and procedures
- Determine matters that are outside the normal policy and general office routines that must be referred to the supervisor

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 5/22/17

Assistant Director — Date: 5/22/17

Department Director — Date: 5/25/17

Senior Director, Human Resources & Risk Management — Date: 6-2-17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Senior Revenue Control Specialist
Department Finance
Date May 5, 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

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	2
Walking					X	2
Sitting	X					3
Lifting 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	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						

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

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

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	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 — Date: 5/22/17

Department Director — Date: 5/26/17

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Social Media Strategist

Department: Public Affairs | Date: May 7, 2024

Title of Immediate Supervisor: Manager, Social Media | Pay Level: L25

POSITION SUMMARY: Create and maintain the Greater Orlando Aviation Authority's (Aviation Authority) presence on social media sites, company blogs, and related platforms. Develop content and identify assets, such as video, for comprehensive campaigns that promote the Aviation Authority's projects and programs. Monitor performance of social media initiatives and work with the Manager, Social Media, to recommend changes. Monitor emerging social media tools and their potential uses for the Aviation Authority. Monitor and respond to assigned communications from our social audience (i.e. posts, messages, tweets, etc.).

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:*

- Maintain the Aviation Authority's presence on social media sites (including but not limited to: Facebook, Twitter, Instagram, LinkedIn, YouTube, etc.).
- Identify and recommend methods of increasing the overall exposure of the Aviation Authority through search engine optimization and by finding ways to use keywords in marketing strategies. Identify methods for tailoring campaigns to the Aviation Authority's target audience.
- Monitor and respond to as many inquiries as possible through all social media channels during normal operating hours, evenings, and weekends, maintaining a positive tone and staying within the Aviation Authority's brand standards.
- Research emerging social media tools and trends, and suggest how they can be incorporated into the Aviation Authority's Social Media/Public Affairs plan for effective outreach.
- Recommend and implement ways to generate brand awareness through the social media networks.
- Utilize statistical modeling tools and effectively implement data analytics to track the performance of social media initiatives and assist with implementation of changes to improve business results and achieve established goals.
- Create and update content for the Aviation Authority websites.
- Assist as assigned in reacting to emergency situations.
- May assist/back-up others in Public Affairs on assigned projects.
- Work with the Manager, Social Media to remain consistent with social media strategies and initiatives.
- Work closely with the Manager, Social Media, Marketing and Assistant Vice President, Public Affairs to maintain the consistency of Aviation Authority-wide messages.
- Enhance the total airport experience in a customer-centric manner by providing information and assistance as needed, via phone and various social media channels.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field and four (4) years' experience directly related to marketing, communications, or public relations, including social media responsibilities, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth familiarity with and understanding of social media sites, including but not limited to Facebook, Twitter, Instagram, LinkedIn, YouTube
- Knowledge of the principles and practices of social media programs and social media tools.

- Excellent oral, writing, and editing skills required
- Demonstrated experience with editing and design software, i.e. Adobe Photoshop
- Photography & Videography skills for content gathering
- A creative thinker with the ability to communicate design and creative output
- Ability to interpret trends and performance measurements
- Excellent interpersonal skills required to interact with Authority staff and the public
- Proficient in Microsoft Office systems such as Excel, Word, and PowerPoint
- Excellent attention to detail
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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 judgment and discretion
- Must understand fundamentals of social care, responding tactfully and with dignity to passengers on social media
- Remain up-to-date on constant changes in specialty field and develop appropriate recommendations
- Make note of any inquiries that should be discussed with the Manager, Social Media, in an event where a post/tweet/message may escalate or has already escalated

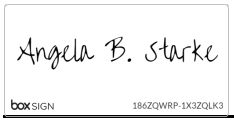
This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other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



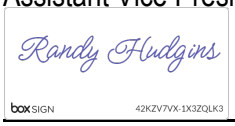
May 24, 2024

Assistant Vice President, Public Affairs Date



May 24, 2024

Vice President, Public Affairs Date



May 24, 2024

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Social Media Coordinator

Department: Public Affairs Date: May 7, 2024

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

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

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	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 both standard and non-standard work schedules, including weekends to accommodate airport operations						3

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:

Joseanett Schuetz
box SIGN 178R6QRV-1X3ZQLK3
May 24, 2024
Assistant Vice President, Public Affairs Date

Angela B. Starke
box SIGN 186ZQWRP-1X3ZQLK3
May 24, 2024
Vice President, Public Affairs Date

Natalia Londono
box SIGN 4Z79XV2Z-1X3ZQLK3
May 28, 2024
Human Resources – Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior System Administrator

Department: Information Technology | Date: March 11, 2019

Title of Immediate Supervisor: Assistant Manager, Systems Administration | Pay Level: L29

POSITION SUMMARY: Implement, support, troubleshoot and manage all Windows-based data servers for the Authority. Include many facets of server and storage design, installation, management and security. Able to provide support, troubleshooting and management of Linux systems as necessary. Play a key role in the continued development and management of the server and storage infrastructure. Combine hands-on maintenance and system architecture design. Support a mid-sized LAN in a campus design. Provide administration and support for the server environment, including Microsoft Windows Server, Linux, Internet Information Server, VMWare virtual infrastructure, etc. May require support of Windows client systems and network infrastructure. Provide support and direction to System Administrators on assigned task.

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

- 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, scanners.
- Monitor the system management console for error conditions and overall performance, troubleshooting and resolving complex problems, proactively resolve potential issues and anticipate infrastructure needs. Perform all functions related to the configuration and maintenance of the server management software.
- Provide support and direction to System Administrators and may serve as lead on assigned task.
- Perform user maintenance including adds, changes and deletions as necessary and according to established guidelines.
- Establish, schedule and monitor all systems backups and reviews related logs.
- Enforce and assist in establishing security policies for system use. Monitor systems for illegal or unauthorized software installation. Establish and keeps current computer virus protection on the network servers and nodes.
- Establish and regulates server disk space allocation and utilization by users. Coordinate and resolve system usage conflicts between critical applications and/or peak hour conditions. Perform system tuning and optimization.
- 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 ensure 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 concurrent licensing agreements and violations of copyright laws.
- Implement domain security 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.
- Collaborate with management in the preparation of the Information Technology budget.
- Prepare status and reports to management as needed. Provide proper advice and recommendations to management and employees at all levels.

- 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 related field and seven (7) years experience in the administration of a medium to large corporate network to include high level experience in server application, installation and configuration, or an equivalent combination of education, training, and experience. Experience with Linux (Red Hat/Oracle) Windows 2008/2012/2016/2019 Server, Windows 7/8//10 and VMWare and VSphere required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment; CA Arcserve UDP; HP Openview, System Insight Manager, VMWare vRealize or other system management software, is highly desirable. Experience with server applications (ie: SQL Server, Iis, Exchange, SharePoint) is desired. Previous leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Configuration and maintenance of certificate authorities is a plus
- Must possess a thorough knowledge of information technology concepts, client server technology, electronic mail, communication servers, and database servers
- Excellent verbal and written skills, including the ability to communicate effectively and work with others in a team environment.
- Excellent research and technical documentation skills
- Self-motivated with demonstrated ability to perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems
- Good organizational skills; ability to deal with multiple tasks and finish tasks in a timely manner.
- Ability to work effectively in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Able to identify business process improvement opportunities and escalate for evaluation, if applicable
- Demonstrate leadership skills
- Excellent analytical skills and the ability to troubleshoot and resolve hardware and software problems
- 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
- Microsoft MCITP, MCSA, MCSE or VMWare certification is desired
- Linux 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 little supervision or direction, high level of latitude in initiative, judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.
- Communicate abstract concepts or complex technical data, research of the resulting data

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

APPROVAL SIGNATURES:

Immediate Supervisor	3-Apr-19 Date	Department Manager	4/4/19 Date
Chief Information Officer	4.4.'19 Date	Sr. Director, HR & Risk Management	4-5-19 Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior System Administrator

Department: Information Technology

Date: March 11, 2019

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	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						

SUPERVISOR COMMENTS:

3-Apr-19
Immediate Supervisor — Date

4.4.2019
Chief Information Officer — Date

4/5/19
Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Vice President, Internal Audit

Department: Internal Audit | Date: August 22, 2023

Title of Immediate Supervisor: Chief Executive Officer | Pay Level: E2

POSITION SUMMARY: Direct a comprehensive internal audit program for the Greater Orlando Aviation Authority as outlined in the Authority's Organizational Policy Internal Audit Section 150.01. Provide guidance and advice to the Authority Board and executive management concerning the formulation and development of internal auditing policies and procedures regarding procedural, operational, and financial issues. Lead the Internal Audit Team to complete a wide range of professional assurance and consulting engagements and advisory services. Measure and evaluate the effectiveness of the control structure for Authority departments, tenants, and concessionaires. Serve as the Primary receiver of reports from the Authority's Whistle-Blower Reporting Line, a mechanism to receive reports of suspected fraud, waste and abuse of the Authority's resources, facilitating resolution of all reports received. Perform investigations as needed throughout the Authority and with contractual entities in accordance with the Authority's Organizational Policy Handling Suspected Dishonest, Fraudulent, or Wrongful Conduct Section 150.02.

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 to the Authority Board for establishing a flexible, risk-based annual internal audit plan, which is approved by the Finance Committee and the Chief Executive Officer (CEO), to provide management with reasonable assurance regarding the reliability and integrity of financial and operational information, effectiveness and efficiency of operational information, goals, and objectives, safeguarding of assets, compliance with policy and procedures, applicable laws, regulations, and contracts; and revenue recovery and/or cost savings.
- Report functionally to the Finance Committee and administratively to the CEO. Issues a report annually summarizing the results of audit activities.
- Promote the establishment of cost-effective internal controls by management and recommends measures to mitigate control weaknesses, fraud, waste, and abuse.
- Promote increased financial proficiency/efficiency in Authority departments and divisions by using pre and post-system reviews, problem-solving techniques, and training in selected financial areas;
- Direct and/or perform audits and/or reviews of Authority departments and divisions as necessary, including, but not limited to, financial, operational, managerial, compliance, information technology, performance, program or any combination of same;
- Direct and/or perform compliance audits of various agreements and contracts with outside organizations in accordance with Authority policies and contractual requirements, such as, but not limited to: concessionaires, vendors, contractors, subcontractors, tenants, service providers, et. al.;
- Direct and oversee the work of a professional internal audit staff engaged in the performance of independent procedural, operational, Information Technology (IT), financial audits, and investigations, including those with complex sensitive issues.
- Examine and evaluate the adequacy and effectiveness of the procedures and systems of procedural, operational, and financial controls for the Authority, tenants, concessionaires, and outside entities that have a relationship with GOAA.
- Determine the theory, objectives, and scope of each audit or project, approves the comprehensive internal audit work program and the amount of time spent on audits.
- Consider, plan, and oversee outsourced audit activities not limited to financial, construction, and IT.

RESPONSIBILITIES (continued)

- Develop guidelines, documentation requirements and standards for audit work and reporting, in accordance with applicable professional auditing standards and control Frameworks (e.g. The Institute of Internal Auditors International Professional Practices Framework (IPPF));
- Establish and maintain a Quality Assurance and Improvement Program (QAIP) in conformance with the IPPF that covers all aspects of the internal audit activity. Demonstrates compliance on all external assessments.
- Evaluates the efficiency and effectiveness of the department's functions and identifies areas for improvement.
- Conduct post-audit conferences with management to discuss internal audit reports and makes recommendations for improvement to the Finance Committee and CEO.
- Appraise the thoroughness of actions taken by management to implement recommendations for improvement. Interacts and communicates with internal and external senior management and principals.
- Present findings, recommendations to Authority Management and performs follow-up to previous audit findings.
- Continually liaises with legal counsel and department personnel as appropriate on contractual changes, legal clarifications and identifying and communicating changes recommended to comply with Florida Statute, other regulations or Authority Policy, or industry practices which affect the Authority's agreements and/or operations.
- Provide management consultation to Authority departments to assist management in meeting its objectives to include but not be limited to, efficient and effective operations, facilitation, process design, training, and continuous process improvement.
- Prepare reports, analysis, or research as requested by executive management.
- Promote a work environment that is based on the organization's values, ethics, integrity, and legal responsibilities.
- Establish and maintain an efficient and effective organizational structure in all areas of assignment. Verify processes are in place for effective selection, and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Present, participate, or attend relevant continuing professional education and training.
- Serve on Authority Committees as assigned and participates in Authority-wide initiatives as needed.
- Able and available to travel as needed.
- Perform other duties as assigned, however, in accordance with the IPPF, should not have any direct operational responsibility, control, or authority over or perform functions that would normally be subject to subsequent internal audit review.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Business Administration or directly related field and ten (10) years related experience, or an equivalent combination of education, training, and experience. Advanced degree preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated in-depth knowledge and skill in the interpretation and application of The IPPF, AICPA Audit and Attestation Standards, and GAO Government Accounting Principles.
- General knowledge of federal, state, and local laws, ordinances, rules, regulations, and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants.
- Understands the theoretical and practical aspects of an analytical, technical, or professional discipline or the basic knowledge of more than one professional discipline.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Demonstrated skill in evaluating, supervising, and motivating staff. Effective delegation and supervisory skills, teambuilding.
- Proficient with electronic audit work paper software.

- Knowledge and application of data query software (ACL desired), automated financial and management information systems basics, procurement and contracting practices, statistical sampling, qualitative and quantitative analysis, and financial, cost and management accounting.
- Knowledge of management and organizational theory, construction accounting and auditing, and federal and state grant policies, procedures, and accounting.
- Ability to perform work with objectivity and integrity and ability to maintain confidential information. Must adhere to the Authority's and the professions ethical standards and department's independence.
- Must have professional level written and oral communication abilities.
- Analytical, problem solving and decision making skills, mediation, consensus-building, and conflict resolution skills.
- Strong executive presence and the demonstrated ability to effectively communicate and engage with senior-level executives.
- Ability to maintain professional certifications.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Two professional certifications required; one must be a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA). Other certifications may be considered; Certified Information Systems Auditor (CISA) or Certified Fraud Examiner (CFE) preferred.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

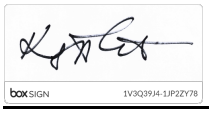
- Directly supervises a staff of approximately three (3) employees; indirectly supervises a staff of approximately seven (7) employees.

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

- Shall be free from interference in determining the scope of all internal audit activity, performing work (including procedures, frequency, timing), and communicating results.
- Has immediate full access to all Authority personnel, physical property and records; to examine, copy and/or use, all or any portion of such records without limitations.
- Expected to work independently without direct supervision.
- Independent decisions on industry and professional standards and the scope and methodology of auditing procedures to execute the annual audit plan. Develops long-range audit coverage with approval of the Finance Committee.
- Independent professional judgment in resolving complex and/or sensitive accounting and auditing issues.
- Interpret policy, agreements, laws, regulations, etc.
- Assessment of the degree of risk.
- Efficient and effective time management skills to continually manage multiple tasks.
- Recommend engaging outsourcing of auditors and audit assignments.
- Procedural changes which affect other departments of which, by policy, require executive management or Board approval are referred for authorization to implement. Actions which could significantly impact the Authority's costs or service levels, the Authority's liability or which could prove controversial for the Authority are referred to executive management or the Board for approval.

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:



Nov 28, 2023

Immediate Supervisor/ CEO Date



Nov 30, 2023

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Vice President, Internal Audit

Department: Internal Audit

Date: August 22, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

box SIGN 1V3Q39J4-1JP2ZY78

Nov 28, 2023

Immediate Supervisor/ CEO — Date

box SIGN 1R6ZLY3Z-1JP2ZY78

Nov 30, 2023

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Vice President, Planning & Environment

Department: Planning

Date: September 25, 2023

Title of Immediate Supervisor: Chief Operating Officer

Pay Level: E2

POSITION SUMMARY: Responsible for the oversight of the Planning and Environmental Departments. Provide strategic analysis and recommendations to COO including the review and economic analysis of major projects being considered by the Greater Orlando Aviation Authority (GOAA) and for the analytical support of the Authority's international and domestic air service marketing and economic development efforts. Represent the Authority in assigned matters pertaining to GOAA's interest.

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 all Planning activities including capital improvement programs, capacity studies, forecasts of future aviation activity, multi-modal development and preparation of strategic and master plans.
- Assemble and analyze statistical and economic information related to development patterns at Orlando and elsewhere to support the Authority's efforts to (1) market Orlando as an international gateway and an international/domestic transfer point and (2) expand domestic air service.
- Identify underserved and potential markets and develop presentation and marketing materials to demonstrate to airport stakeholders, government officials and other influential parties the attractiveness of the Orlando market.
- Oversight of Environmental, Sustainability and Wayfinding activities; monitor and evaluate the progress of initiatives which includes, signage, wetland permitting and mitigation, air, water and solid waste issues; permit compliance.
- Review and analyze major Authority projects, focusing on economic justification and financial feasibility, appropriate priority and timing, interrelationships with other projects, and compatibility with the Authority's stated mission and goals. Coordinate the activities necessary to confirm the projects' technical, economic, financial, and legal feasibility.
- Participate in the Authority's planning efforts, particularly the development of the annual objectives and those master planning and other planning tasks with a horizon of more than one year. Develop and evaluate alternative strategies for the accomplishment of the Authority's objectives.
- Propose and initiate studies of projects and alternative actions in order to advance the Authority's mission and goals. Identify and define problems in Authority activities and propose, carry out or coordinate studies to find effective solutions.
- Define and evaluate the effects of Authority projects on the airlines, other airport tenants and users, the traveling public, and other regional entities and activities. The Department will also evaluate the effects of activities by these groups on the Authority.
- Support the activities of the Airline Operations Department in handling international and domestic operations through Authority-managed space.
- Participate in the appropriate Authority staff committees, including the Concessions Procurement Committee, Construction Finance Oversight Committee, Ground Transportation Committee, Commercial Property Development Committee, Design Review Committee, airline and Board agenda reviews, airline negotiation sessions, and other working groups needed to coordinate the development and implementation of the Authority's objectives.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in economics, planning, transportation, finance or related fields preferred and ten (10) years of experience in financial or economic analysis, and/or long-range/strategic planning in increasingly responsible positions in related field, or an equivalent combination of related education, training, and experience. Aviation related work experience for a consulting firm, a construction company preferred. A.A.E accreditation preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of the aviation industry with emphasis on aviation planning, environmental permitting / compliance, principals of commercial and aeronautical leasing, operations, cargo, and financial and marketing strategies.
- Demonstrated presentation skills, both written and oral. Ability to prepare effective presentations to strategic and economic marketing and project analyses.
- Demonstrated ability to supervise, guide and motivate staff and consultants to support achievement of strategic planning, and development goals.
- Demonstrated ability to interact will all levels of GOAA staff; legal, marketing, financial, planning and management consultants; representatives of local, state, and federal government agencies; and all levels of the economic development community.
- Demonstrated knowledge of statistics, forecasting methodologies, financial analysis, and business presentation techniques.
- Computer skills using personal computer packages including financial, statistical, database and graphic presentation software preferred.
- Ability to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents.
- Knowledge of design, estimating, project and program scheduling, efficient time management methods
- Efficient and effective time management skills
- Demonstrated leadership skills
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Knowledge of engineering and construction means and methods, and management principles
- Ability to effectively lead and/or participate as a member of GOAA Committees.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- AAAE and/or APA-AICP related certifications preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately eight (8); employees, as well as direct and 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)*

- Executive level position expected to demonstrate high degree of independence, initiative, judgment, and authority.
- May exercise independent judgement in complex technical issues, complete analysis, make related presentations, weigh conflicting data/priorities and recommend actions, communicate abstract concepts or complex technical data, research issues and evaluate the resulting data
- May require high level negotiation skills

- Develop policy, procedure and controls
- Actions which could significantly impact the Authority's costs or service levels, the Authority's liability or which could prove controversial for the Authority are referred to executive management or the Board for approval.

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:



Sep 25, 2023

Immediate Supervisor/COO Date



Sep 26, 2023

Chief Executive Officer Date



Sep 26, 2023

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Officials & Administrators

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Vice President, Planning & Environment

Department: Planning

Date: September 25, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		3
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	3
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

box SIGN 4Q8XW3KX-13KKYQ2V

Sep 25, 2023

Immediate Supervisor/COO Date

Cathlynn Vianna

box SIGN 1R6ZLY3Z-13KKYQ2V

Sep 26, 2023

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Senior Vice President, Public Affairs

Department: Public Affairs | Date: September 28, 2023

Title of Immediate Supervisor: Chief - External Affairs | Pay Level: E2

POSITION SUMMARY: Oversee all external and internal communications efforts for the Greater Orlando Aviation Authority (GOAA), including crisis management, media relations, senior leader communications, the development of integrated change management and communications plans, brand planning and execution of critical meetings and events. Advise the Chief Executive Officer (CEO) and the leadership team on communication matters.

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:*

- Leverage communications strategies, focus on customer service and economic development role in the region, and considering the viewpoint of multiple stakeholders. Assist with synergistic messaging and brand consistency across all communications channels, and drive overall communications to achieve GOAA strategic goals and position GOAA airports strategically both nationally and internationally. Make formal recommendations to Board, staff and stakeholders to promote the GOAA brand. Monitor the effectiveness of communications programs.
- Build and maintain relationships with journalists, industry representatives, online influencers and key internal stakeholders. Serve as a key media contact; responsible for enhancing and cultivating relationships with the media and public relations industry. Proactively pitch stories to media that position GOAA as specialists on key airport/aviation industry issues as well as updates on expansion, capacity, customer service and other amenity projects. Oversee the development and distribution of press materials, key messages and speeches, Q&A documents, and key presentations. Mentor, review, and approve team member communications. In crisis situations confirm, communicate and coordinate messaging and information and set up of Joint Information Center for media response and the inclusion of other agencies as the situation requires.
- Prepare leaders to represent the Authority in a positive manner and help manage media communications around sensitive situations. Implement coaching techniques to prepare spokespeople and leaders for interviews and speaking engagements.
- Collaborate with other Communications Directors, Directors, media relations specialists and communicators within the Authority and throughout the community.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Verify processes are in place for effective selection, training and development of qualified staff, performance reviews, succession planning, communications, emergency response, business continuity, etc.
- Work with community organizations in promoting the GOAA brand, messaging and coordinating the positive assets of the Authority and its responsibilities.
- Develop and effectively administer assigned budgets.
- Overall responsibility for compliance with federal, state, local and other laws, rules, regulations and permits.
- Recommend and implement policies, procedures, safety measures, emergency response plans, etc.
- Maintain a work environment that promotes the organizations values, ethics, integrity and legal responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Communications, English, Public Relations, Journalism or related field, and a minimum of ten (10) years progressively responsible management experience that includes proven success in the following: developing and executing external communications strategy and plans for a large organization, preferably in professional services; managing and delivering sensitive, crisis and executive communications in a large-scale corporate environment; and advising/interacting with senior executives and public officials, or an equivalent combination of education, experience and training. Television/media industry experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Effective oral and written communication skills
- Demonstrated ability to engage and lead team members, providing effective guidance, coaching and capability development, maintaining close understanding of all team activities, ensuring high quality for all activities/deliverables, and implementing course corrections when needed
- Excellent public speaking and presentation skills
- Demonstrated ability to measure the effectiveness of communication strategies and approaches
- Demonstrated ability to work across internal and external communications lines with understanding of how the influence each other
- Highly skilled in emergency interactions with media
- Proven ability to pursue outreach and develop relationships in the community and region to promote the Aviation Authority's community value and partnerships
- Intermediate computer skills in Microsoft Office programs
- Demonstrated leadership skills and effective management style
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) employees
- Oversight responsibility for department of approximately seven (7) employees

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

- Highest level of judgment required to manage GOAA's message during emergency or crisis situations.
- Failure to represent the Authority accurately could result in misrepresentation of the Authority, with potential legal complications and an overall negative 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:

Kenyatta Y. Lee
box SIGN 4Q8X25PP-189P3P9W Sep 30, 2024
Immediate Supervisor/CEA Date

box SIGN 1V3Q39J4-189P3P9W Oct 1, 2024
Chief Executive Officer Date

Randy Hudgins
box SIGN 42KZV7VX-189P3P9W Oct 1, 2024
Vice President, Human Resources Date

FLSA: Exempt
EEO Category: Senior Level Officials and Managers
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Senior Vice President, Public Affairs

Department: Public Affairs

Date: September 28, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing	X					3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Video and Camera Equipment					X	3

SUPERVISOR COMMENTS:

Kenyatta Y. Lee
box SIGN 4Q8X25PP-189P3P9W

Sep 30, 2024

Immediate Supervisor/ CEA — Date

box SIGN 1V3Q39J4-189P3P9W

Oct 1, 2024

Chief Executive Officer — Date

Natalia Londono
box SIGN 4Z79XV2Z-189P3P9W

Oct 16, 2024

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Service Desk Technician

Department: Information Technology

Date: April 20, 2022

Title of Immediate: Assistant Manager, User Services

Pay Level: L17

POSITION SUMMARY: Perform high level diagnostics and repairs on failed computer equipment. Replace or repair faulty system components as designated by Assistant Manager, User Services. Install and configure a variety of software on workstations used throughout the Greater Orlando Aviation Authority (GOAA).

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 preventative and regular maintenance on personal computers, peripherals and other equipment as required.
- Perform installation, configuration, relocation and support of the Authority's computer equipment and workstation software.
- Responsible for the timely completion of assigned work orders.
- Maintain an on-hand inventory of computer related parts and supplies for repairs and upgrades.
- Receive user helpdesk calls, documents user's requests, and provides telephone assistance for troubleshooting, installation and configuration of the Authority's computers and software.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Computer Science or related field or an equivalent in-depth, specialized combination of education, training and experience in Information Systems required, and three (3) years experience in computer technical support in a PC network environment, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of MS Windows and Windows based software required.
- Thorough knowledge of computer hardware diagnostics and repair required.
- 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.
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside 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)*

- Independent judgment for technical issues is critical and required routinely on a daily basis.
- Provide coverage for performs duties necessary to assure 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:

Joel O'Neal 4/11/2023
Immediate Supervisor Date

[signature] 4/11/2023
Department Manager Date

[signature] 4/11/2023
Department Director Date

[signature] 5/3/23
Vice President, Human Resources Date

FLSA: Non Exempt
EEO Category: Technicians

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Service Desk Technician

Department: Information Technology

Date: April 20, 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		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		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
Must be able and willing to work non-standard shifts 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						

SUPERVISOR COMMENTS:

Jude O'Neale 4/11/2023
Immediate Supervisor Date

Pete Pellett 4/11/2023
Department Director Date

Angela Miranda 5/2/2023
Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Small Business Certification Assistant

Department: Small Business Development | Date: October 10, 2023

Title of Immediate Supervisor: Vice President, Small Business | Pay Level: L16

POSITION SUMMARY: This position supports the department's Certification Administrator by providing general office management administrative and support services to coordinate the certification process and outreach aspects of the Authority's Small Business Certification Programs which include the Disadvantaged Business Enterprise (DBE), Disadvantaged Business Enterprise (DBE), Local Developing Business (LDB), Minority/Women Business Enterprise, Small Business Enterprise (SBE) and the Veteran Business Enterprise (VBE) programs. Complete initial review of assigned applications and certifications to note incomplete documentation. Track and correspond with participants regarding continued eligibility or removal; provide program information and assistance. Maintain appropriate documentation using various electronic systems. Back-up for and assist with department administrative support.

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 office and records management administrative duties for the department's certification unit, including establishment and maintenance of vendor program databases, maintenance of automated and hard copy files/records, maintenance of statutes, regulations, guidelines, and procedures governing functional programs, and preparation of general correspondence.
- Responsible for day-to-day certification administrative duties; including receiving, and establishing files on all applicants for DBE/ACDBE, LDB, MWBE, SBE, VBE and Interstate certification.
- Review assigned MWBE, LDB, SBE and SDVOBE certifications in accordance with current approved policies and procedures. Confirm all required documentation is attached, timelines have been met, and eligibility requirements are appropriate for requested certification based on Authority's small business policies and 49 CFR Parts 26 & 23. If additional information is required to complete certification process, the information is requested, in accordance with procedures and guidelines.
- Monitor and review submission of certified firms' annual and 3 year updates for completeness and continued eligibility.
- Maintain a tracking system for all DBE and ACDBE certified firms to ensure compliance with federal guidelines. Send out reminder notices, Intent to Remove and Removal notices as necessary.
- Recommend approval or denial of applicants to the Certification Administrator. Prepare documents and compose correspondences for certification approvals, denials and decertification.
- Run monthly expiration reports and generate renewal and annual No Change Declarations. Send notices and track receipt of renewal applications. Follow up and send Intent to Remove and Removal Notices as necessary.
- Schedule and attend site visits and interviews with the Administrator for certification process including post-certification review every five years. Take notes and upload them into applicable systems.
- Perform application closeout duties such as generating appropriate letters and certificates, route for signatures, email/send documents and load into applicable systems.
- Provide general customer support regarding programs and certification processes via telephone, email and electronic queries.
- Schedule appointments and provide assistance at the Small Business Development Help Desk Kiosk.
- Properly input all certification actions into applicable systems.
- Attend various networking events and assist in the planning of Authority hosted events.
- Provide department administrative support as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and two (2) year related experience that includes: database maintenance, document review, customer assistance and processing applications, or an equivalent combination of education, training and experience. Familiarity with MWBE, LDB, SBE and/or SDVOBE applications/certifications preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of Federal and State Laws governing D/M/WBE programs and requirements, 49 CFR Part 26 and Part 23;
- Excellent interpersonal, team building and customer service skills
- Proficiency in Microsoft Office programs required; experience with Sharepoint or B2G preferred
- Good oral and written communication skills
- Detail oriented
- Ability to transcribe, compose and edit recorded meetings
- Demonstrated strong analytical, problem solving and negotiation skills
- Excellent organizational and time management skills

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 under general supervision
- Exercise independent judgment and responsible decision making under general direction
- Ability to research, use deductive reasoning and interpret government ordinances, rules/regulations
- Foster a positive work environment
- Make routine decisions within established guidelines/procedures

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

APPROVAL SIGNATURES:



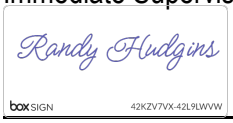
Feb 8, 2024

Immediate Supervisor — Date



Feb 9, 2024

Chief Administrative Officer — Date



Feb 9, 2024

Vice President, Human Resources — Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Small Business Certification Assistant

Department: Small Business Development Date: October 10, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Iranetta J. Dennis — box SIGN 19783WP8-42L9LWVW — Feb 8, 2024

Immediate Supervisor Date

Yovannie Rodriguez — box SIGN 173WL561-42L9LWVW — Feb 9, 2024

Chief Administrative Officer Date

Nathalia Londoño — box SIGN — Feb 10, 2024

Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Small Business Compliance Administrator

Date: November 27, 2017

Department: Small Business Development

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Manager, Small Business Development

---

POSITION SUMMARY: Coordinate the preparation, review and processing of contracts and agreements for assigned programs so that appropriate goals and methods are established (MWBE/LDB/SDVOBE/ACDBE). Responsible for compliance reviews and confirming that contractors meet project participation goals. Monitor payment compliance. Maintain accurate information for regulatory compliance reporting.

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

- Perform analyses and studies to determine contract compliance of assigned prime and sub-consultants. Review findings with the Manager. Analyze Good Faith Efforts, notify Manager or Director of noted compliance issues, and coordinate with legal counsel as needed within established parameters.
- Draft goal language for RFPs and contracts to fit the business opportunity, confirm appropriate representation of MWBE, LDB, SDVOBE, or ACDBE enterprises, suggest alternative contract requirements to maximize small business participation. May participate in fact-based contract negotiations.
  Analyze assigned bids and proposals; establish participation goals in compliance with policy requirements/program goals.
- Work with Concessions, Purchasing and other departments as assigned during the preparation or review and processing of contract documents, ensuring appropriate representation of MWBE, LDB, SDVOBE, or ACDBE enterprises
- Develop and maintain methods to track awards and accomplishments. Track payment information submitted by Primes and confirm it matches sub-consultant figures; investigate and resolve discrepancies; resolve conflicts or challenges between prime contractors and small business subcontractors. Maintain project tracking reports, which will provide information for compliance reports.
- Receive, evaluate and report revenue reports from Prime, concessionaires and car rental and non-car rental revenues as applicable.
- Perform site visits to monitor project participation, contract compliance and certification compliance; conduct interviews as necessary; may discuss deficiencies with Prime
- Plan, organize and conduct specialized tours, briefings and formal presentations related to the Small Business Program as required. Audience may include Authority staff, Authority Board Members, committees, individuals, or outside groups who are visiting or working on the GOAA properties.
- Attend pre-bid, pre-submittal, Professional Services Committee and other meetings to address Small Business issues
- Participate in outreach efforts to identify new business opportunities for small business participation; provide assistance as requested to minority, women's, local and disadvantaged business enterprises
- Perform other related duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in a Purchasing or Business related field and three (3) years of work experience related to Small Business goal setting and compliance, contract monitoring and compliance, auditing, procurement, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of contract development and negotiation principles and practices; knowledge of contract specification writing; ability to read and interpret contract and solicitation documents
- Proficient in Word, Excel and PowerPoint
- Working knowledge of Federal, State and Local policies related to MWBE, LDB, SDVOBE and/or ACDBE small business programs
- Demonstrates professionalism and leadership; strong communication skills; ability to interact with Authority staff, contractors, small businesses, and representatives of government/regulatory agencies
- Ability to manage multiple projects effectively
- Excellent attention to detail

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.)*

- Works very independently with little supervision. High level of initiative and judgment.
- Identifies complex compliance or other contractual issues and acts proactively to find solutions

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 12/06/2017

Department Director — Date: 12-6-17

Senior Director, Human Resources & Risk Management — Date: 12-7-17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Small Business Compliance Administrator
Department Small Business Development

Date: November 27, 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

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

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	2
Excessive Noise					X	2
Other						
Monitoring/Operating Vehicles or Equipment Type?	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA Vehicles				X		3
General office equipment (computer, copier, fax, etc.)			X			3

Supervisor Comments:
Periodic site visits

Immediate Supervisor — Date 12/6/2017

Human Resources - Compensation — Date 12/7/17

Department Director — Date 12-6-17

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Small Business Program Coordinator

Department: Small Business Development

Date: December 12, 2022

Title of Immediate Supervisor: Director, Small Business Development

Pay Level: Exempt; L20

POSITION SUMMARY: Provide program management support for the Director, Small Business Development. Assist in the management and coordination of the overall small business participation and compliance activities. Create and manage community engagement opportunities for traditional and non-traditional stakeholders. Develop, analyze and manage community engagement strategies and timelines. Engage and advocate by promoting partnership and matchmaking teams within Small Businesses for appropriate representation/participation for DBE/MWBE/LDB/VBE enterprises.

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 project management and coordination support in identifying, analyzing and reporting on small business participation and compliance.
- Assist in the overall coordination, operation and management of small business compliance program and prime vendor's small business plans.
- Determine the level of compliance with policies, procedures and contracts. Review for evaluation and approval of small business participation requirements.
- Coordinate and manage audit of small business contracts and change orders based on CCM approvals.
- Manage and coordinate the progress of compliance monitoring and data management of small business participation requirements for the complex Professional Services, Engineering and Construction projects.
- Review and manage the reports summarizing small business performance participation against planned participation. Identify, take action or make recommendations to resolve data discrepancies.
- Attend meetings representing the small business department in the discussion of small business data analysis, program processes and outcomes.
- Assist with coordination and management with the Authority's stakeholders, construction managers and small business development department project close-out activities.
- Attend pre-bid, pre-submittal, and committee meetings to address Small Business compliance or issues as needed.
- Analyze and manage community engagement strategies and tactics for best practice implementations, present results and recommendations to the Small Business Development Director.
- Act as a subject matter resource in regards to policing, advocacy and outreach.
- Provide oversight direction, leadership and support to outreach logistic event's team.
- Collaborate with Public Relations and creative teams to ensure that branding messaging and positioning is relevant to the Authority's strategic vision for inclusion and diversity.
- Assist in managing the planning and successful execution of strategic projects from inception to final product.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration or a directly related field and two (2) years' experience in an airport or business related administrative field; or an equivalent combination of education, training and experience. Experience in at least one of area of MWBE, LDB, SBE, SDVOBE required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrate ability to build strong relationships within all levels of the organization and community. Ability to read and interpret contract and financial documents
- Ability to interpret and explain program and compliance information
- Ability to manage multiple projects effectively
- Good written and oral communication skills
- Excellent interpersonal skills required to interact with Authority staff, contractors, small businesses, and representatives of governmental agencies
- Excellent analytical, organizational and attention to details skills
- Proficient in Microsoft Office programs required

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.

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:

2-27-23
Immediate Supervisor Date

2-27-23
Chief Administrative Officer Date

3/3/23
Vice President of Human Resources Date

FLSA: Non-Exempt
EEO Category: Paraprofessionals
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Small Business Program Coordinator

Department: Small Business Development

Date: December 12, 2022

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	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 — Date: 2-27-23

Chief Administrative Officer — Date

Human Resources - Compensation — Date: 2/28/23

Social Media Coordinator

Department: Public Affairs Date: January 10, 2025

Title of Immediate Supervisor: Manager, Social Media Pay Level: L23

POSITION SUMMARY: The Social Media Coordinator will assist in monitoring and interacting with Orlando International Airport's social media channels to uphold the organization's image and maintain an engaging, consistent tone. This role focuses on supporting positive interactions and ensuring timely responses across social platforms. Ideal candidates should have a basic understanding of social media engagement, an eye for detail, and some basic knowledge of social media editing and scheduling tools.

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:*

- Assists the social media team by collaborating, engaging, and monitoring all social channels, while also assisting in providing coverage of necessary events at the airport and other locations as needed.
- Assists in the development of strategies to improve the number of followers, engagement, and brand recognition across social media platforms.
- Researches target audiences and collaborates with the marketing/social media team to develop effective strategies.
- Innovates ways to engage online influencers to drive brand awareness.
- Tracks performance of various social media initiatives and develops/implements changes to improve business results. Creates reports and presentations to communicate findings.
- Identifies new social media trends that can benefit the organization. Keeps current on emerging social media trends and make recommendations on new opportunities.
- Support in strengthening relationships with influencers and external partners to promote brand visibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor’s degree and three (3) years of experience related to communications, film, video production, digital cinematography or graphic design or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Experience coordinating social media content for an organization including but not limited to Facebook, X, and Instagram.
- Ability to communicate effectively with multiple audiences, while keeping a consistent brand voice across all social channels.
- Ability to work independently and as a team member.
- Knowledge of camera functions and operations.
- Some knowledge of Adobe Creative Suite.
- Ability to multitask and prioritize time-sensitive projects.
- Proficient in Microsoft Office applications.
- Willing and able to work a flexible schedule including early mornings, late evenings, holidays, and weekends as required to capture content.
- Ability to adapt content for various platforms and audiences.
- A team-oriented individual with excellent communication and collaboration skills
- Expertise in scheduling, monitoring, and engaging on social media accounts across multiple platforms (e.g., Instagram, Facebook, Twitter, LinkedIn).
- Skilled in using social media management tools (e.g., Hootsuite, Buffer, Sprout Social).
- Strong understanding of social media trends, best practices, and platform-specific strategies.
- Ability to track and report social media metrics to measure engagement and optimize content strategy.

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 and make decisions)*

- Work independently under minimum supervision, exercising considerable judgment and discretion.
- Expected to manage job responsibilities in a timely manner to meet deadlines and maximize productivity and efficiency.
- Position provides assistance by answering questions and helping others.
- Interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.

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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Ana Isabel House
box SIGN 1X37Z3V6-1VQR52JZ Feb 25, 2025
Immediate Supervisor Date

Angela B. Starke
box SIGN 186ZQWRP-1VQR52JZ Feb 25, 2025
Department Senior Vice President Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-1VQR52JZ Feb 26, 2025
Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Administrative Support

Management Leave Hours: 24

Shift Premium: N/A

Rotating Shift: N/A

Social Media Coordinator

Department: Public Affairs Date: January 10, 2025

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		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	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:

Ana Isabel House
box SIGN 1X37Z3V6-1VQR52JZ Feb 25, 2025
Immediate Supervisor Date

Angela B. Starke
box SIGN 186ZQWRP-1VQR52JZ Feb 25, 2025
Department Senior Vice President Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-1VQR52JZ Feb 26, 2025
Vice President, Human Resources Date

Job Description

Sr. Manager, Human Resources (Recruiting & Comp)

Department: Human Resources Date: November 20, 2024

Title of Immediate Supervisor: Vice President of Human Resources Pay Level: L31

POSITION SUMMARY: Develop and oversee innovative recruitment strategies that attract top-tier talent while ensuring the organization remains competitive in the marketplace. The AVP will also manage the design and implementation of compensation structures and programs that are equitable, competitive, and aligned with organizational goals.

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

- Provide visionary leadership for the recruitment, talent acquisition, HRIS, and compensation functions, ensuring alignment with overall organizational strategy.
- Act as a trusted advisor to the executive team on all matters related to talent acquisition, compensation strategy, and HRIS management.
- Ensure that all recruitment, compensation, and HRIS practices comply with applicable labor laws, regulations, and industry standards
- Lead the overall recruitment and talent acquisition strategy to attract, retain, and develop top talent across all levels of the organization
- Oversee the full recruitment lifecycle, including sourcing, screening, interviewing, and onboarding of candidates.
- Work with senior leadership to identify staffing needs and ensure recruitment strategies align with organizational goals and business objectives
- Develop and maintain relationships with external recruitment agencies, job boards, and other talent sourcing channels
- Use data and metrics to assess the effectiveness of recruitment campaigns and processes, making adjustments to enhance performance.
- Manage budgets for recruitment, compensation, HRIS, and employee benefits programs, ensuring efficient allocation of resources.
- Analyze turnover, retention, and talent gaps, and provide recommendations for recruitment strategies.
- Lead the design, implementation, and management of competitive compensation strategies, including base pay
- Oversee compensation benchmarking and market analysis to ensure the organization remains competitive in attracting and retaining talent.
- Partner with finance and senior leadership to ensure compensation programs align with organizational budgets and goals.
- Stay informed about changes in compensation laws and trends, ensuring compliance with federal, state, and local regulations.
- 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, recruiting, sourcing, talent acquisition and compensation 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:

- 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 negotiating 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 three (3); indirectly supervises a staff of approximately three (3)

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, 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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor Date

Chief Administrative Officer Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Physical Requirements and Working Conditions

Assistant Vice President, Human Resources (Recruiting & Comp)

Department: Human Resources Date: November 20, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		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:

Immediate Supervisor Date

Chief Administrative Officer Date

Human Resources - Compensation Date

Supervisor, Training and Compliance – Airline Operations

Department: Airport Operations - Airline

Date: February 12, 2025

Title of Immediate Supervisor: Manager – Airport Operations, Airline

Pay Level: L23

POSITION SUMMARY: Develop, administer, and coordinate all Airline Operations' training and development. Track employee training compliance with required procedures, processes and regulations. Supervise and coordinate all training/operational activities of assigned areas of Airline Operations. Supervise and oversee all Airline Operations processes.

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 is not routinely listed in job descriptions but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Administer the scheduling of Airline Operations training. Deliver training to new hires/transfers on Airline Operations procedures and regulations, including, but not limited to Supervisor, Terminal Operations (TO) Agent, Airport Operations Center (AOC), Scheduling and Billing, and Waste Management
- Oversee the onboarding and orientation of new team members, guaranteeing employees are properly trained and integrated into the team
- Oversee the Daily Observation/Audit Reporting and the documentation process during training. Provide detailed responses including coaching and /or administrative action, when applicable; assist in the development of a performance improvement plan (PIP) when warranted
- Conduct audits on employees' performance; including monitoring phone calls, and field and desk job audits, identify strengths and weaknesses, issue corrective action as needed, and report findings to management. Create a training development plan for identified areas of improvement.
- Develop and update programs, manuals, training materials, and curricula to maintain compliance with federal, state, and local regulations and laws, and policy. Track compliance and completion of required training programs to assist with accountability purposes. Assure Department policies and procedures are in compliance with Code of Federal Regulations (CFR) 1542 series, TSA regulations, USDA regulations, rules and protocols
- Align the training and compliance with overall company strategic goals. Participate in regular meetings with leadership to report on the team's performance and updates on training and compliance initiatives
- Identify and develop career path training for future advancement. Provide insight and overview to other areas of Airline Operations, and GOAA, and develop a path for advancement. Promote interdepartmental knowledge of all job functions
- Provide training and assistance in the Emergency Operations Center (EOC), and any applicable training associated with emergencies. Lead and organize training for emergency scenarios and other emergency and contingency situations, to include the Continuation of Operations Plan (COOP)
- Maintain focus on customer service with an emphasis on interpersonal skills, whether written or verbal.
- Assist with the training of new products/programs when applicable
- Coordinate training and expectations with any contracted personnel

- Develop and enhance interdepartmental training procedures, and training with non-GOAA agencies
- Assist and Perform other Airline Operations Supervisory duties when necessary.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor degree and two (2) years' experience in an area related to aviation/airport operations, or an equivalent combination of education, training, and experience. Training experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have strong leadership and team-building skills
- Must have thorough knowledge of Airport Rules and Regulations, 49 CFR 1540 & 1542, and the Airport Emergency Plan
- Must have strong familiarity with aircraft ground and flight operations, and appropriate terminology
- Ability to handle compliance issues in a fast paced and highly regulated industry.
- Must be able to train in a classroom style environment and On-the-job Training (OJT)
- Strong oral and written communication skills, and friendly customer service skills
- Proficient in Microsoft Office programs
- Ability to make sound decisions under pressure, handle multiple tasks and pay close attention to detail, and solve problems independently
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with both internal and external customers in potentially stressful, difficult, and confrontational situations
- Ability to quickly learn and master a variety of computer programs, applications and industry-specific software and effectively teach these programs, including creating/obtaining comprehensive training materials and delivering clear instruction to users with varying levels of technical expertise
- Must be willing and able to work rotating shifts, early mornings, late evenings, weekends, and holidays based on operational needs
- Must be able to speak and write clearly in English – multi-lingual skills preferred

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- NIMS 100/200/700/800 required at time of hire/promotion or must be obtained within 6 months

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise new hires through the Airline Operations' Training Program

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

- Operate independently under general supervision and general direction, exercising sound judgment and discretion with respect to safety, time management, and interaction within the various areas of Airline Operations.

- Initiate day-to-day operational decisions based on interpretation of Orlando International Airport rules and policies. Refers unique issues to the Supervisor, Airline Operations.
- Must be capable of responding to airport emergencies that arises and provide support to Airline Operations as required/requested.

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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Stefanie Driscoll
box SIGN 4QY5ZLVW-1XQQ7R26 Feb 12, 2025
Immediate Supervisor Date

Marquez A. Griffin
box SIGN 18L78R71-1XQQ7R26 Feb 12, 2025
SR Vice President, Operations Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-1XQQ7R26 Feb 17, 2025
Vice President, Human Resources Date

FLSA: Non-Exempt
EEO Category: Professionals
Manager Hours: 0

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

Supervisor, Training and Compliance – Airline Operations

Department: Airport Operations - Airline Date: February 12, 2025

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	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		2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather	c			X		3
Noxious Fumes				X		3
Chemicals					X	2
Insects					X	2
Heights, Confined Areas				X		3
Excessive Noise				X		3
Dispute/Conflict Resolution				x		3
Must be willing and able to work rotating shifts, weekends, evenings, and holidays	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
Wireless handheld device						3
2way Communication Radio	X					3
SUPERVISOR COMMENTS:						

Stefanie Driscoll
box SIGN 4QY5ZLVW-1XQQ7R26 Feb 12, 2025
Immediate Supervisor Date

Kelli L. White
box SIGN 1926767L-1XQQ7R26 Feb 20, 2025
Human Resources – Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Access Control

Date: April 5, 2017

Department: Security – Access Control

Grade/Level: L21; Non-Exempt
Rotating Shifts: No
Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Access Control

---

POSITION SUMMARY: Responsible for the daily operation of the Access Control customer service functions, and the supervision of the Access Control Technician staff. Administer all aspects of issuing identification badges to airport employees in accordance with federal regulations.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function that 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 daily activities of the Access Control Office, assigning staff as needed to facilitate an efficient operation and excellent customer service. Expedite the proper issuance of identification badges.
- Supervise the Access Control Technicians to include training, assigning work, monitoring use of overtime, assessing work results, controlling costs, evaluating performance, and administering discipline as needed
- Participate in the interview and selection process, with recommendations given significant weight
- Respond to non-routine questions
- Oversee processes so that the quality and quantity of work, costs and methods, and other department activity comply with established policies, procedures and regulatory requirements
- Daily interaction with tenants and company representatives regarding access control matters
- Serve as department Records Management Coordinator; maintain current knowledge of Florida's record management system and destruction schedules
- Assist with the development and implementation of office and training procedures
- May manage multiple projects with a wide variety of tasks, determining priorities
- Deal with customers and resolve issues within established procedures and guidelines
- Ability to perform all duties and responsibilities of the Access Control Technicians and assist as needed during peak times of operation
- Perform other duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS:

Associate degree in Business or Accounting and three (3) years of experience in customer service, recordkeeping, clerical/administrative areas and experience with compliance of rules and regulations or an equivalent combination of education, training and experience. Access Control experience with the Aviation Authority required. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILL, OR ABILITIES:

- Working knowledge of TSA regulations and security directives
- Proficient in multiple computer applications such as Outlook, Word, Excel
- 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 in English; multilingual skills desired
- Excellent organizational skills
- Demonstrated leadership skills

LICENSES OR CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately eight (8) employees

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

- Works independently, exercising considerable judgment
- Establishes priorities to maximize productivity and efficiency
- Makes decisions based on established policy
- Interprets and applies security policies in regard to access control applications

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 4/6/17

Department Manager — Date: 4/6/17

Department Director — Date: 4-6-2017

Senior Director, Human Resources & Risk Management — Date: 4-6-17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Supervisor, Access Control
Department Security - Access Control
Date April 5, 2017
Section 462

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

Immediate Supervisor — Date: 4/6/2017

Department Director — Date: 4/6/2017

JOB DESCRIPTION

Job Title: Supervisor, Accounts Payable

Date: November 10, 2016

Department: Finance

Grade/Level: Exempt; L26

Title of Immediate Supervisor: Manager, Budget and Accounts Payable

---

POSITION SUMMARY: Supervise the Accounts Payable, Procurement Card, and Travel sections of the Finance Department, including verification of items for payment; compliance with policies and procedures; and departmental budgets. Assist with the preparation of month-end and year-end schedules and the Comprehensive Annual Financial Report. Responsible for the development of internal controls.

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.*

- Supervise accounts payable process to ensure adherence to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Review and monitor processing of approved items for payment in an accurate and timely manner in compliance with GOAA procedures, verifying proper supporting documentation, competitive bidding on purchases, available funding and prior approval by authorized department designee. Ensure proper recording and reporting of approved expenditures and related liabilities. Analyze expenditures for budgetary issues
- Review reports generated by the Accounts Payable department for reconciliation, journal entry recording, monitoring and reporting purposes. Review reconciliation of Accounts Payable to the General Ledger. Perform analysis of various general ledger accounts and insure that any reconciling items are resolved timely.
- Provide high level of customer service and guidance to internal/external customers to ensure compliance with policies and procedures related to Purchasing, Travel and Procurement Cards and that the Authority's objectives are accomplished
- Review and monitor procurement card purchases and recording of transactions. Ensure that policies and procedures related to the program are operating effectively.
- Assist with the preparation of month-end schedules, annual schedules for the Comprehensive Annual Financial Report, and the annual budget.
- Supervise year-end Accounts Payable process including preparation of 1099 for vendors.
- Supervise accounts payable staff. 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.

EDUCATION / EXPERIENCE REQUIREMENTS:
Bachelor degree in Accounting or related field and five (5) years professional accounting experience, or an equivalent combination of education, training and experience. Supervisory experience required. Accounts Payable experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must possess strong interpersonal and supervisory skills
- Strong technical accounting skills
- Extensive knowledge of Microsoft Applications including Word, Excel or similar spreadsheet software required
- Must be familiar with computerized accounting systems; experience with Oracle preferred
- Ability to handle multiple responsibilities with various financial areas
- Ability to understand and carry out complex oral and written instructions
- Ability to deal tactfully and courteously with employees and the general public
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- A valid State of Florida driver's license

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.)*

- Judgment used for management, administrative and accounting responsibilities
- All aspects of Policy and Procedure interpretations.
- Works very independently with little supervision and general direction
- Coordinate decisions affecting other GOAA departments with appropriate department management

APPROVAL SIGNATURES:

Andrea Harper — Immediate Supervisor — 11-10-16 — Date

Mari Dumas — Assistant Director — 11.10.16 — Date

Pam Hetherington — Department Director — 11/10/16 — Date

Kathy Bond — Director of Human Resources — 11-14-16 — Date

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Supervisor, Accounts Payable
Department Finance

Date November 10, 2016
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

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

Importance

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

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

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

Frequency

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

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	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:

Andrea Harper 11-10-16
Immediate Supervisor Date

Pam L Heuer 11/10/16
Department Director Date

JOB DESCRIPTION

Job Title: Supervisor, Airfield and Grounds

Date: September 22, 2017

Department: Maintenance

Grade/Level: Non-exempt; L23
Rotating Shifts: No
Shift Premium: No

Title of Immediate Supervisor: Manager, Airfield and Grounds

POSITION SUMMARY: Supervise the Airfield and Grounds Shop at Orlando International Airport (OIA) responsible for the maintenance and repairs of the airport's airfield pavement and grounds, airport roads, storm conveyance systems, mowing operations and heavy equipment operations. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned 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 to preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Plan, schedule, organize, and supervise the daily operations of the OIA Airfield and Grounds Shop.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Confirm all work by shop personnel and contractors meets established safety standards and complies with all federal, state, and local codes.
- Confirm adherence to established quality control standards and preventive maintenance programs by shop personnel and contractors.
- Maintain staff compliance with FAA and Security regulations while operating in the Air Operations Area (AOA).
- Maintain an inventory of shop stock, repair parts, and spare equipment and tracks expenditures.
- Read diagrams, schematics, and specifications.
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- Remain current on all GOAA emergency response procedures and coordinate proper response as required.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and recommend solutions in area of responsibility.
- May attend meetings on behalf of the Manager.
- Develop and monitor annual budgetary requirements as assigned.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:
High school graduate and five (5) years experience operating various equipment up to and including specialized heavy construction and lift equipment, or an equivalent combination of education, experience and training. Supervisory experience and/or experience in airfield and grounds preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must have ability to troubleshoot various types of storm water conveyance systems.
- Knowledge of maintenance practices as they relate to the responsibilities listed in this job description.
- Knowledge of various types of asphalt and concrete mixes and applications.
- Demonstrated strong leadership skills.
- A thorough working knowledge of Federal Aviation Regulation (FAR) 139 parameters regarding airfields and the maintenance thereof.
- Knowledge of the Federal Aviation Administration (FAA) Advisory Circular 150 Series
- Basic knowledge of Word, Excel, and Outlook

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Class A or B Commercial Driver's License
- Tanker endorsement and Air Brakes designation
- Restricted chemical license required within one year of employment in this position

SUPERVISORY RESPONSIBILITIES
Supervises up to approximately twenty five (25) employees who are governed by a bargaining unit contract.

LATITUDE AND/OR INDEPENDENT JUDGMENT:

- Works independently under moderate supervision, exercising considerable judgment and discretion

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 9/26/17

Assistant Director — Date: 10/2/17

Department Director — Date: 10/2/17

Senior Director, Human Resources and Risk Management — Date: 10-11-17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Supervisor, Airfield and Grounds
Department: Maintenance
Date: September 22, 2017
Section: 686

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		2
Bending/Stooping		X				3
Pushing, Pulling, and/or Digging		X				3
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						

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

Supervisor Comments:

Immediate Supervisor — Date: 9/20/17

Department Director — Date: 10-2-17

JOB DESCRIPTION

Job Title: Supervisor, Airfield Electrical

Date: August 14, 2017

Department: Maintenance

Grade/Level: Non-exempt; L24
Rotating Shifts: No
Shift Premium: No

Title of Immediate Supervisor: Manager, Electrical Systems

POSITION SUMMARY: Supervise the Airfield Electrical Shops at Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in the operation and maintenance of all airfield, exterior electrical power distribution and lighting systems, and equipment associated with Aviation Authority buildings and structures.

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.*

- Plan, organize, and supervise the daily operations of OIA and OEA Airfield Electrical Shops.
- Remain current with state-of-the-art electronic systems and components, to include reading and interpreting schematics.
- Monitor contracts and contractors to ensure timely compliance with the contract requirements and electrical standards.
- Assist in the development scope of work for contractors, and contracts.
- Accurately read diagrams, schematics, specifications and generate scopes and specifications for equipment, services and systems.
- Confirm all work by shop personnel and contractors meets established safety standards and complies with all federal, state and local codes.
- Confirm adherence to established quality control standards and preventive maintenance programs by shop personnel and contractors.
- Establish and maintain the necessary records and reports to ensure product and equipment reliability.
- Remain current and maintain compliance with all electrical codes, maintenance practices, OSHA regulations, FAA and NFPA 70E standard regarding safety, electrical power, lighting, and security requirements in areas of responsibility.
- Remain current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely maintenance records, and payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Develop and organize training for OIA and OEA Airfield Electrical Shops.
- Maintain an inventory of shop stock, repair parts, and spare equipment; track expenditures.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed, 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.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma 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, airfield lighting, power systems, and associated electrical equipment, or an equivalent combination of education, training and experience. Supervisory experience preferred. Associate degree in electrical related field desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of airfield lighting
- Knowledge of computer systems
- Knowledge of electrical codes, OSHA, FAA regulations and NFPA 70E standard

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License
- Current Journeyman Electrician competency card recognized by the State of Florida
- Master Electrician competency card desirable

SUPERVISORY RESPONSIBILITIES: *(indicate number supervised)*

Supervises approximately thirteen (13) employees

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

- Works independently under moderate supervision, exercising considerable judgment and discretion.
- Interprets and applies contracts, policies, and procedures.
- Establishes priorities to maximize productivity and efficiency.

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 8-15-17

Assistant Director — Date: 8/15/17

Department Director — Date: 8/15/17

Senior Director, Human Resources and Risk Management — Date: 8/16/17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Supervisor, Airfield Electrical
Department Maintenance

Date August 14, 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

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

Immediate Supervisor — 8-15-17 Date

Department Director — 8/15/17 Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Airfield Operations

Department: Airfield Operations

Date: January 9, 2019

Title of Immediate Supervisor: Manager, Airport Operations - Airfield

Pay Level: L24

POSITION SUMMARY: Responsible for the safe and efficient operation and overall security of the Air Operations Area (AOA) and airside terminal complexes 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:*

- Directly responsible for making sure that all inspections and/or corrections have been completed to maintain compliance with Federal Aviation Regulations (FAR) Parts 139 and Code of Federal Regulations (CFR) 1540 series.
- Approve all runway, taxiway and apron closures and openings. Evaluate safety aspects of airfield and outlying facilities in the event of a compliance discrepancy or airport emergency.
- 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; mentor and coach subordinate development. Participate in interviewing and selection of employees. Investigate performance deficiencies of subordinates and recommend disciplinary action as needed. Conduct regular training with subordinates. Provide for the safety and security of the work area.
- Act as the senior Airport Operations operational representative after normal business hours for airfield/AOA operations. Designated as Airfield Operations coordinating official in Mobile Command Post and Airport - Emergency Operations Center.
- Respond to all aircraft/emergency situations on the airfield and airport property as appropriate.
- Assist with maintaining Airport Certification Manual, Airport Emergency Plan, and operational procedures.
- Oversee and confirm all Airfield Operations employees are enforcing FARs compliance on the AOA such as vehicle/personnel access and driving regulations. Conduct inspections and address out of compliance matters.
- Assist wildlife management staff as needed.
- Assist in the development and preparation of the division budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business or Public Administration, Airport Management or related field and four (4) years experience in aviation area related to air operations, to include supervising employees with airfield operational responsibilities and duties, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of federal, state and local rules and regulations applicable to the operation of a Part 139 commercial service airport, to include Federal Aviation Regulations (FAR), Advisory Circulars and CFR Part 1540 & 1542
- Strong familiarity with aircraft ground and flight operations, and related terminology
- Must have the demonstrated ability to make accurate, immediate decisions in emergency situations to ensure efficient utilization of personnel

- Must be proficient with Microsoft Office Suite to include Word, Excel, Outlook, etc.
- Effective oral and written communication skills
- Must be able and willing to work rotating shifts, including overnight shifts early mornings, late evenings, holidays and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- American Association of Airport Executive - Airport Certified Employee (ACE) - Operations certification at time of hire or within one year of obtaining position
- American Association of Airport Executive - Accredited Airport Executive certification (A.A.E.) or Certified Manager (CM) desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a rotating staff of approximately five (5) per shift

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 judgment and discretion.
- Approving authority for aircraft engine run-up requests, runway, taxiway, and apron closures and openings
- Primary approval authority for access to the movement areas

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:

01/16/19	16 Jan 19
Immediate Supervisor — Date	Department Assistant Director — Date
JAN 23, 2019	01-24-2019
Department Director — Date	Department Senior Director — Date
1-28-19	
Sr. Director, HR & Risk Management — Date	

FLSA: Non-Exempt

EEO Category: Protective Service Workers

Shift Premium: N/A

Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Airfield Operations

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	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 and willing to work rotating shifts, including overnight 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
Other						
SUPERVISOR COMMENTS:						

01-17-19

Immediate Supervisor — Date

JAN 23, 2019

Department Director — Date

1/25/19

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Airfield Projects & Construction

Department: Airport Operations – Airfield

Date: October 16, 2019

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

Pay Level: L24

POSITION SUMMARY: Responsible for day-to-day planning, coordination and operational safety of construction, projects, maintenance and other airfield activities associated with the airfield at Orlando International Airport (OIA). Provide project management oversight, from design through completion. Monitor contracted personnel and verify completion of schedules and contract compliance throughout all airfield construction activities, and projects. Rely on extensive experience and judgement to accomplish the objectives of the Airfield Operations 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:*

- Responsible for day-to-day planning, coordination and operational safety of construction, projects, maintenance and other activities associated with the airfield at OIA.
- Chair Weekly Airfield Coordination meeting with other Authority department staff, Federal Aviation Administration (FAA) and other external stakeholders to coordinate construction, projects, maintenance and other airfield activities. Coordinate associated airfield closures, and issue NOTAMs as required.
- Manage the runway and taxiway painting services contract to include: assist in the developing of contract specifications, setting priorities, cost estimating, scheduling, quality control, invoice auditing and approval, and general management oversight to ensure contract compliance.
- Assist in the development of conceptual designs, scope, planning, technical review and scheduling of all phases of airfield project development and execution through to substantial completion. Review, analyze and provide comments on plan set drawings, project specifications manuals, construction safety and phasing plans, safety plan compliance documents and other technical data.
- Attend design review meetings, pre-bid site visits, pre-bid meetings, bid openings, pre-construction meetings, job coordination meetings and substantial completion walkthrough inspections for all construction activities affecting operations on the airfield.
- Provide oversight and review of airspace matters, height limitations and conflicts, aeronautical obstructions, and tall structures (such as crane activity) on-airport and in the vicinity of the airport, and maintain compliance with FAA aeronautical studies.
- Conduct contractor safety briefings to provide guidance on operational safety during construction, and to confirm attendees are aware of all Airfield requirements and regulations. Provide guidance on operational safety of airport during construction and maintenance.
- Serve as Department Liaison with internal and external agencies including Authority's Owner Authorized Representatives (OARs), architects, contractors, Federal Aviation Administration, etc. to confirm that current and future construction projects are in compliance with Federal Aviation Regulations. Identify and report to management all changing condition that affect airfield operations.
- Develop and deliver the construction training module for all new Airfield Operations personnel.
- Maintain the Airport Certification Manual (ACM), and the Runway and Taxiway Signage / Airfield Marking Plan in compliance with FAA regulations.
- Respond to and assist with airfield operations and emergency incidents as needed.
- May serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation, Business Management, or related field and four (4) years experience in airfield operations and/or airport construction at a medium to large hub airport or an equivalent combination of closely related training, education and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of Advisory Circular Series 150, Federal Aviation Regulations Parts 139 & 77
- Thorough knowledge of aircraft flight & ground operations
- Knowledge of construction terminology and practices
- Working knowledge of CFR Parts 1540 and 1542
- Ability to interpret construction documents, plans and schematic diagrams
- Proficiency in computer applications to include Microsoft Suite and Adobe Acrobat
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Strong written and oral communications skills
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower.
- Must 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
- American Association of Airport Executive - Airport Certified Employee (ACE) - Operations certification at time of hire or within one year of obtaining position
- American Association of Airport Executive - Accredited Airport Executive certification (A.A.E.) or Certified Manager (CM) desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May provide guidance and direction to staff as it relates to airfield activities at OIA

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

- Evaluate safety aspects of airfield and outlying facilities and initiate immediate corrective action as required
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Able to exercise sound judgement in complex and technical issues; exhibit a high level of initiative to analyze project information

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:

05NOV19		11-05-2019	
Immediate Supervisor	Date	Department Director	Date
11-05-2019			
Department Senior Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Technicians

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Airfield Project & Construction

Department: Airfield Operations

Date: October 16, 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	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			2
Noxious Fumes				X		2
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise		X				3
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Field Communication Devices			X			3
Construction Safety Equipment (barricades, lights, etc.)				X		3

SUPERVISOR COMMENTS:

Immediate Supervisor	05 NOV 19 Date	Department Director	11-05-2019 Date
Human Resources - Compensation	11/12/19 Date		

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Airfield Training and Compliance

Department: Airfield Operations

Date: June 26, 2018

Title of Immediate Supervisor: Manager of Airport Operations – Airfield

Pay Level: L24

POSITION SUMMARY: Develop and conduct initial and recurrent training programs and maintain records for Airfield Operations personnel to confirm compliance with FAR Part 139 and federal, state, and local laws and regulations. Develop and update Airfield Driver Training programs in accordance with FAR Part 139. Assist with maintaining the Airport Emergency Plan, departmental procedures, and other administrative duties.

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

- Conduct initial and recurrent training programs for Airfield Operations personnel in order to meet FAR 139 requirements
- Develop and update programs to confirm and maintain compliance with federal, state and local regulations and laws
- Develop, update, and maintain the Air Operations Area (AOA) Driver's Training Program, AOA Driver Rules & Safety Violations Manual, and the Safety Violation Program, and verify Airfield Operations Specialists are current in instruction of the AOA Driver's Training class
- Maintain emergency and safety plan updates and verify compliance; participate in emergency response exercises; brief others as requested
- Oversee training of new Airfield Operations Specialists, monitor their progress, and address performance deficiencies, to include counseling and developing remedial training, as needed
- Maintain training records for Airfield Operations personnel, to confirm compliance with FAR Part 139, and Movement Area Driver training records, in accordance with FAR 139.329
- Update departmental procedures to remain in compliance with FAR 139 requirements, and Letters of Agreement with Air Traffic Control
- Alternate department representative on the Business Continuity Plan Committee and Emergency Response Group
- Develop and enhance interdepartmental training procedures, and training with non-GOAA agencies
- Assist with the preparation for the annual FAA Part 139 inspection
- Provide input in the performance evaluation process of Specialists, as applicable
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business or Public Administration or related field, and four (4) years experience in airfield operations to include training, supervision, and emergency response; or an equivalent combination of education, training and experience. Experience conducting presentations and workshops required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Experience working with the Federal Aviation Administration on airfield related projects desired
- Must have strong team-building and leadership skills
- Must have thorough knowledge of FAR 139, 49 CFR Part 1540 & 1542, and Airport Emergency Planning
- Must have strong familiarity with aircraft ground and flight operations, and appropriate terminology
- Must have excellent communications and public-speaking skills

- Must be proficient in MS Word, MS Excel, MS Access, and MS PowerPoint, to include the ability to develop and present for groups and workshops ranging from small to large audiences
- Able to effectively multi-task and determine priorities

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise new hires through the Airfield Operations Training Program

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

- Make decisions on new ire probationary periods
- Evaluate safety aspects of airfield and outlying facilities
- Approve/disapprove Movement Area applications, based on applicant qualifications
- Monitor all vehicles and personnel on the AOA to maintain compliance with FAR's
- Work independently with minimal supervision and general direction, exercising a high level of independent judgment and discretion

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	07-10-18 Date	Assistant Director	16 JUL 18 Date
Department Director	JUL 19, 2018 Date	Sr. Director, HR & Risk Management	

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Airfield Training and Compliance

Department: Airfield Operations

Date: June 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			3
Walking			X			3
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging				X		1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes				X		1
Chemicals				X		1
Insects				X		2
Heights, Confined Areas					X	1
Excessive Noise		X				3
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Audio/Video Equipment			X			3

SUPERVISOR COMMENTS:

Immediate Supervisor — 7/10/18 — Date

M Giffi — Department Director — JUL 19, 2018 — Date

Cathy Vaine — Human Resources - Compensation — 8/6/18 — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Airline Operations

Department: Airline Division — Date: October 15, 2019

Title of Immediate Supervisor: Assistant Manager, Airport Operations – Airline Division — Pay Level: L21

POSITION SUMMARY: Supervise and coordinate the daily operational activities of assigned areas in 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:*

- Maintain the highest levels of quality assurance and customer service throughout the assigned areas.
- Directly responsible for verifying that all federal, Code of Federal Regulations (CFR) 1542 series, Transportation Security Administration (TSA) regulations, rules and protocols relating to assigned areas of responsibility are within compliance.
- Schedule and manage the daily use of airline related facilities, such as gates, ticket counters, baggage sortation areas, baggage claim devices and Federal Inspection Station (FIS).
- Develop and monitor staff schedules for effective and efficient operation of assigned area(s).
- Oversee the day to day operation and maintenance of the Flights Information Displays and the Common Use Terminal Equipment.
- Confirm facilities are in optimal condition for customer use through daily inspections, producing and following up on work orders, etc.
- Coordinate and track training programs for both Greater Orlando Aviation Authority (GOAA) and contracted staff.
- Coordinate with contract workforce to maintain proper operational coverage as needed.
- Maintain inventory control records on GOAA owned equipment.
- May process monthly billing reports for facility usage.
- Process and maintain employee schedules and attendance records.
- Update, maintain and implement policy and procedures relevant to area of assignment.
- Monitor performance of contracted employees. Coordinate with contractor's management team any issues or recommendations for disciplinary or other personnel actions.
- Coordinate with other GOAA departments, government agencies, airline representatives, essential service and tour operators, skycaps, etc. regarding operational and maintenance activities in the use of airline related facilities.
- 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:

Associate degree in Management or related field, and four (4) years work experience in an airport or airline operational environment, or an equivalent combination of education, training and experience. Bachelor Degree in Management or related field preferred. Supervisor experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated leadership and/or supervisory skills
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired

- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required; knowledge of a Resource Management System preferred
- Ability to make timely and critical decisions with limited information and resolve operational conflicts within the parameters of established guidelines/procedures. Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Analytical skills required to analyze available information and implement an appropriate action plan.
- Must be able and willing to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Ability to establish and maintain effective working relationships with the general public, airport/airline personnel, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately twelve (12) employees and 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)*

- Judgment to handle a variety of operational issues pertaining to the daily use and operation of airport facilities, the Federal Inspection Facility, and/or waste management facilities
- Work independently under moderate supervision, exercising considerable judgment and discretion
- High degree of proactive/reactive ability
- Deal with customer issues within established procedures and guidelines

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

APPROVAL SIGNATURES:

10/17/2019		10/17/19	
Immediate Supervisor	Date	Department Manager	Date
10/17/2019		OCT 17, 2019	
Department Assistant Director	Date	Department Director	Date
10-21-2019		10-23-19	
Department Senior Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

EEO Category: Service-Maintenance

Shift Premium: N/A

Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Airline Operations

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			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	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	2
Must be able to work rotating shifts, early morning, late evenings, holidays and weekends						3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Communication Radio		X				3

SUPERVISOR COMMENTS:

Immediate Supervisor 10/17/2019 Date

Department Director OCT 17, 2019 Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Airline Operations (Waste Management)

Department: Airline Division | Date: August 16, 2022

Title of Immediate Supervisor: Manager, Airport Operations – Airline Division | Pay Level: L21

POSITION SUMMARY: Supervise and coordinate the daily operational activities of assigned areas in 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:*

- Maintain the highest levels of quality assurance and customer service throughout the assigned areas.
- Directly responsible for verifying that all federal, Code of Federal Regulations (CFR) 1542 series, Transportation Security Administration (TSA) regulations, USDA regulations, rules and protocols relating to assigned areas of responsibility are within compliance.
- Oversee the receiving, acceptance and disposal of USDA Regulated Trash in compliance with all USDA/CBP regulation and requirements. Ensure the safe handling and accountability for Regulated Trash processing.
- Coordinate regulated trash removal with Contractor, adhering to the USDA regulated time period. Monitor contract compliance.
- Coordinate the inspection and removal of domestic trash compactors and containers. Maintain pull schedules with the contractor and verifying compliance with the contract requirements.
- Confirm facilities are in optimal condition for customer use through daily inspections, producing and following up on work orders, etc.
- Maintain accurate records in compliance with USDA and with GOAA Finance department requirements associated with billing. Process monthly billing reports.
- Coordinate and track annual USDA training for all Waste Management Agents.
- Develop and monitor staff schedules for effective and efficient operation of assigned area(s). Maintain employee schedules and attendance records
- Maintain inventory control records on GOAA owned equipment.
- Update, maintain and implement policy and procedures relevant to area of assignment.
- Coordinate with other GOAA departments, government agencies, airline representatives, essential service and tour operators, skycaps, etc. regarding operational and maintenance activities in the use of airline related facilities.
- 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:

Associate degree in Management or related field, and four (4) years work experience in an airport or airline operational environment, or an equivalent combination of education, training and experience. Bachelor Degree in Management or related field preferred. Supervisor and below wing airline experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated leadership and/or supervisory skills
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired

- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required; knowledge of a Resource Management System preferred
- Ability to make timely and critical decisions with limited information and resolve operational conflicts within the parameters of established guidelines/procedures. Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Analytical skills required to analyze available information and implement an appropriate action plan.
- Must be able and willing to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Ability to establish and maintain effective working relationships with the general public, airport/airline personnel, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- USDA Regulated Garbage training within 3 days of hire and annually thereafter

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (7) employees and 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)*

- Judgment to handle a variety of operational issues pertaining to the daily use waste management facilities and/or operation of airport facilities.
- Work independently under moderate supervision, exercising considerable judgment and discretion
- High degree of proactive/reactive ability
- Deal with customer issues within established procedures and guidelines

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:

Stefanie Driscoll 1/10/23
Immediate Supervisor Date

Robert DeBaere 1/10/2023
Department Assistant, Vice President

JAN 13, 2023
Vice President, MCO Operations Date

01-12-2023
Chief of Operations Date

1/20/2023
Vice President, Human Resources Date

FLSA: Non-Exempt
EEO Category: Service-Maintenance
Shift Premium: N/A
Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Airline Operations (Waste Management)

Department: Airline Division

Date: August 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			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
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
Must be able to work rotating shifts, early morning, 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
Communication Radio		X				3

SUPERVISOR COMMENTS:

Stefanie Driscoll 1/10/23

Immediate Supervisor — Date

Department Director — JAN 14, 2023 — Date

Angela Simmons 1/12/2023

Human Resources - Compensation — Date

JOB DESCRIPTION

Job Title: Supervisor, Airport Scheduling & Billing

Date: October 30, 2017

Department: Terminal Operations, Airline Division

Grade/Level: Non-Exempt; L24
Rotating Shift: No
Shift Premium: No

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

POSITION SUMMARY: Responsible for the long-term scheduling for the common use facilities for maximum and effective utilization of the facilities. Primary point of contact for domestic and international airlines providing or proposing service to Orlando International Airport. Department administrator for the Resource Management System (RMS). Collaborate with other Aviation Authority departments regarding facility usage.

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.*

- Confirm scheduling compliance with a variety of regulatory agencies and the International Air Transport Association (IATA) rules. Recommend and change scheduling operating standards, guidelines and regulations as required.
- Prepare monthly statement of airlines usage of common use facilities and apply associated fees per agreement, include backup documentation to support applied fees. Analyze to provide explanation for increase/decrease in facility usage and/or fees.
- Serve as a project manager, department liaison, and technical expert for the RMS system; recommend and lead the evaluation and testing of major and minor application upgrades and enhancements, including leading and assisting the end users with required functionality designs and testing for the Resource Management System (RMS). Add, change, and update rules in RMS as needed, based on new or amended agreements.
- Use functional, business and technical knowledge to advise and assist end users in using the RMS system; assist in troubleshooting, resolving application problems in a timely manner.
- Create and edit "what if" scenarios and data forecast reports to assist with the planning and usage of facilities, to evaluate the feasibility of accommodating potential airline schedules, the impact of relocating airlines and other short- and long-term planning scenarios as requested.
- Coordinate the maintenance schedule for the common use gate equipment to minimize impact on airline scheduling. Coordinate long-term scheduling of seasonal programs.
- Establish and maintain an effective working relationship with the domestic and international airline carriers and others within the Airport Community.
- Collaborate with other departments regarding facility usage (BHS, Airfield Operations, etc.).
- Maintain up-to-date policies and procedures relating to the common use facilities and the RMS system.
- Evaluate impact of rate changes, make recommendations and implement approved changes to rates/charges, policies and procedures.
- Coordinate with City, State and Federal Agencies, Airline Representative, Essential Service Operators, Tour Operators and Skycaps, etc. as needed for charters, landing rights, Customs and Border Patrol issues, etc.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance 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.
- Operate and maintain the MUFID & ARINC systems.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor degree in Management/related field, and three (3) years experience in airport/airline operations related responsibilities, or an equivalent combination of education, training and experience. Gate scheduling and airline/airport billing experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated leadership and/or supervisory skills
- Planning and organizational skills
- Effective oral and written communications skills
- Customer service skills
- Ability to speak and understand English required, multi-lingual skills desired
- Advanced Excel skills; Word and PowerPoint knowledge desired
- Analytical skills required to compile and interpret airline and airport specific information
- Must have excellent hearing, sight and ability to speak clearly, distinctly and effectively
- Ability to establish and maintain positive working relationships with internal and external customers, airport/airline personnel, fellow employees, and members of diverse cultural and linguistic backgrounds
- Ability to oversee and administer RMS related technology
- Knowledge of IATA rules
- Understanding of rates and charges methodology

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*
Approximately two (2) 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
- Exercise independent judgment in technical issues, complete analysis weigh, conflicting data/priorities and recommend actions
- Uses judgement to handle a variety of issues pertaining to the operation and use of the common facilities

APPROVAL SIGNATURES:

Immediate Supervisor	Date 12/1/2017
Manager	Date 12/1/17
Assistant Director	Date 12/1/2017
Senior Director	Date 12-06-2017
Senior Director, Human Resources & Risk Management	Date 12-11-17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Supervisor, Airport Scheduling & Billing

Date: October 30, 2017

Department: Terminal Operations – Airline Division

Section: 413

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 A. 0-20 lbs.				X		2
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

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

Frequency

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

Importance

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

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

Supervisor Comments:

Immediate Supervisor 12/1/2017 Date

Senior Director 12-06-2017 Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Carpentry

Department: Maintenance

Date: April 25, 2023

Title of Immediate Supervisor: Manager, Terminal Facilities

Pay Level: L23

POSITION SUMMARY: Plan, coordinate and supervise the activities of the Carpentry Shop for the Greater Orlando Aviation Authority (GOAA) to maintain the structural integrity and aesthetics of all facilities. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

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 planning, coordinating, organizing and supervising the daily operations of the Carpentry shop
- Verify all assigned work is accomplished in compliance with specifications, building codes, and established safety practices
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Monitor outside contractor personnel to maintain timely compliance with contract requirements
- Serve as project manager on in-house projects and coordinate trades personnel as required
- Read and interpret blueprints and engineering drawings
- Assist with generating scopes of work and specifications for in-house projects, equipment, systems, and services.
- Supervise employees in assigned area. Assign work orders; 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 areas.
- Responsible for remaining current on all GOAA emergency response procedures and maintaining proper response as required
- Establish and maintain records and reports appropriate to area of responsibility
- Investigate problems and develop solutions in area of responsibility
- Maintain accurate and timely payroll reporting functions and performs administrative duties as required
- Develop and monitor annual budgetary requirements
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years carpentry/framing experience; or an equivalent combination of education, training, and experience. Vocational/technical training desirable. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Sound working knowledge of hazardous material/chemical handling requirements, associated MSDS sheets
- Extensive knowledge of applicable NFPA and building code requirements
- Basic knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe operation of hand and power tools
- Ability to read and work from blueprints & contract drawings

- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Strong leadership, decision making and communication skills
- Basic computer-use skills and Microsoft programs
- Basic knowledge of Computerized Maintenance Management Systems desirable

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 7 - 10 employees

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 judgment and discretion
- Establish priorities to maximize productivity and efficiency

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

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 5/26/23

Department Assistant Vice President — Date: 6/27/2

Department Vice President — Date: 5-30-2023

Chief of Operations — Date: 06-28-2023

Vice President, Human Resources — Date: 6/28/2023

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Carpentry

Department: Maintenance

Date: April 25, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs					X	3
20 – 50 lbs					X	3
51+ lbs					X	3
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		2
Noxious Fumes					X	1
Chemicals				X		2
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	2

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:

Immediate Supervisor — Date 6/22/23

Department Assistant Vice President — Date 6/22/2

Human Resources - Compensation — Date 6/27/23

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Central Plant

Department: Maintenance

Date: March 1, 2022

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L24

POSITION SUMMARY: Plan, coordinate and supervise the activities of the Central Plant operations for the Greater Orlando Aviation Authority (GOAA) in the operation and maintenance of all building automation systems. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

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 supervise the daily operation of Central Plant activities. Responsible for the effective and efficient operation and maintenance of the central energy plant and all related HVAC systems and controls.
- Maintain training and documentation in the Maintenance Information Tool and Training Center MITT - Home (goaa.org).
- Develop and maintain the necessary records and reports to verify product and equipment reliability.
- Monitor contracts and contractors to maintain timely compliance with the contract requirements and systems standards.
- Confirm all work by personnel and contractors meets established quality control standards, safety standards and complies with all federal, state, and local regulations.
- Maintain compliance with applicable federal, state, and local codes and established maintenance practices consistent with OSHA Standards.
- Investigate problems and develops solutions in area of responsibility.
- Establish work standards and maintain compliance through regular quality assurance inspections.
- Establish and maintain records and reports appropriate to area of responsibility.
- 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.
- Responsible for the development and updating of the Central Plant Operator and Maintenance Dispatcher training programs.
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree or accredited technical certification in Building Automation, HVAC or closely related field and four (4) years of experience operating computerized building automation systems in a large scale operations and maintenance organization or an equivalent combination of education, training, and experience. Demonstrated leadership/supervisory skills preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of building automation system network, and electrical direct digital and pneumatic controls
- Extensive knowledge of central energy plant operations
- Leadership/Supervisory skills and the ability to build an effective team
- Strong verbal and written communication skills
- Ability to set standards for consistency
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Able to multitask, prioritize, and analyze information.
- Knowledge of all applicable Federal, State, and local regulations; OSHA safety policies.
- Basic computer-use skills and Microsoft programs
- Basic knowledge of Computerized Maintenance Management Systems desirable
- Problem solving skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly 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)*

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Establish priorities to maximize productivity and efficiency

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

APPROVAL SIGNATURES:

Immediate Supervisor	3/29/2022 Date	Department Assistant Director	3/28/22 Date
Department Director	3-28-2022 Date	Sr. Director, HR & Risk Management	3-30-22 Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: Yes

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Central Plant

Department: Maintenance

Date: March 1, 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				2
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	2
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	3
Noxious Fumes					X	3
Chemicals					X	3
Insects					X	3
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				3
Other						

SUPERVISOR COMMENTS:

Immediate Supervisor — Date: 3/29/2022

Department Director — Date: 3-28-2022

Human Resources - Compensation — Date: 3/29/2022

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Commercial Properties

Department: Commercial Properties

Date: April 4, 2018

Title of Immediate: Senior Director, Concessions and Properties

Pay Level: L24

POSITION SUMMARY: Supervise and perform contract analysis, financial analysis and systems analysis within the Commercial Properties department, including but is not limited to, the interpretation, verification and recording of contract terms and conditions; the forecasting, budgeting and reporting of revenues, expenses and key performance indicators; and the testing, monitoring and assessment of the accuracy and proficiency of data management systems. Maintain the Authority's Rates and Charges schedule document, and GIS/PROPworks interface table. Supervises employees responsible for similar tasks and responsibilities. Oversight responsibility for the processing of airline commercial service permits.

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:*

- Primary interface with various departments including Finance, FinApps IT and Planning to maintain consistency and accuracy of department's data systems; review and coordinate the department's end user acceptance testing for system upgrades and customization requests; troubleshoot and resolve issues.
- Develop and disseminate complex custom reports in the lease management system and other database systems; create and supervise the development of budget, revenue and/or activity reports to include information from monthly concession reports from various aeronautical service operators, other departments and external customers.
- Lead responsibility for revenue reporting and coordination of the annual update to the Rates and Charges schedule; conduct rates and charges and other surveys as needed.
- Verify updates to the space interface module in the lease management system; accept or reject space changes and coordinate resolution of issues; process loader and maintain holder agreements; review the planned use of the spaces, assign spaces to their respective agreements, and administer timely billing.
- Create and enter data in to the lease management systems; coordinate the assignment of general ledger account numbers with Finance; enter contractual changes and process adjustments in the lease management system and other database systems.
- Develop and maintain the department's procedures and business practices as they relate to the lease management system and other database systems; provide guidance and make sure procedures and business practices are applied consistently and accurately.
- Oversee new user and recurrent system training for staff.
- Assist senior management in matters related to non-standard forms of agreements including coordination with legal counsel regarding research, interpretation, preparation of lease summary and establishing/developing relevant business rules for ongoing administration of agreements.
- Meet and/or correspond with existing and potential airline and service providers to determine needs. Perform, supervise and provide guidance in the preparation of standard form permits, leases, amendments, renewals, and associated documents; calculate fees and verify receipt of payment, insurance certificates and required documents data entered in the system is timely and accurate.
- Supervise assigned employees doing similar work. 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.

DUTIES AND RESPONSIBILITIES (continued):

- Coordinate and develop the department's annual operating, revenue and capital budgets; confirm revenue accurately reflects funds in the appropriate revenue budget; review monthly rental car and FBO reports for consistency and reasonableness.
- Confirm receipt of permit concession activity data and review for accuracy, completeness and contractual compliance; monitor collection of data essential to revenue reporting and preparation of annual revenue budgeting.
- Direct the timely generation and distribution of the monthly Tickler Date report to facilitate rent adjustments and respond to crucial dates and milestones.
- Track lease terms in support of the preparation of lease disclosures.
- Oversee the FBO and fuel consortium fuel usage and the compilation and dissemination of monthly reports; oversee and track customer activity reports and compile and maintain statistical data to provide revenue forecasts.
- Confirm compliance with insurance requirements. Coordinate review of monthly reports and resolution of non-compliance issues.
- Coordinate rates and charges web updates.
- Assist with general administrative support as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Management, Public Administration, Finance or Accounting and four (4) years of experience in an office or commercial real estate environment, to include budgeting, revenue reporting, contract processing, dealing with customers, spreadsheet and word processing skills, or an equivalent combination of education, training, and experience. Knowledge of airline/aviation commercial property management required; supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent written and oral presentation skills
- Strong organizational and customer service skills
- Strong financial or accounting skills
- Ability to read and interpret basic contract language
- Intermediate to advanced skills with Microsoft Office Suite
- Knowledge of Oracle and PROPworks lease management system

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgement and discretion.
- Ability to make sound decisions, attention to detail, and decision-making skills on technical issues.
- Understand and apply the Authority's rates and charges structure. Ability to read, and interpret leases, permits, amendments, renewals and associated documents to ensure appropriate business practices are being utilized in applicable database 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:

Immediate Supervisor/Senior Director — Date: 4/10/18

Chief Operating Officer — Date: 4-6-18

Sr. Director, HR & Risk Management — Date: 4-10-18

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Commercial Properties

Department: Commercial Properties

Date: April 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		2
Walking				X		2
Sitting					X	1
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	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						

Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Immediate Supervisor/Senior Director — Date 4/6/18

Chief Operating Officer — Date 4-6-18

Human Resources - Compensation — Date 4/9/2018

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Construction Accounting

Department: Finance

Date: December 20, 2018

Title of Immediate Supervisor: Manager, Finance (Construction & Grants Accounting)

Pay Level: L26

POSITION SUMMARY: Supervise the construction accounting section of the Finance department. Provide ongoing review and coordination of the construction accounting accounts payable processes, review and verification of project budgets and purchase orders, review and verification of the grants administration processes, and review of the management of cash balances.

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:*

- Supervise construction accounting processes to maintain adherence to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Monitor the month end deadlines to ensure timely financial reporting.
- Review requisitions and purchase order for funding accuracy based on approvals by Construction Committee.
- Review and verify project invoices prepared for payment and oversee the weekly check run.
- Verify expenditures are made from distributions in the proper fiscal year.
- Complete Oracle Module month end close and Mass Allocation entries. Complete initial review of various monthly reports such as the Grant Receivable Schedules and various year-end audit schedules to ensure they are completed accurately and timely.
- Perform account reconciliation for the monthly accrual(s).
- Supervise staff. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; maintain compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Back up for the following: review data entry for accuracy in the Budget Status Worksheet Updates; Requisition Funding and Purchase Order creation; verify Construction Committee (CC) and Construction Finance Oversight Committee (CFOC) actions are recorded accurately and within their due dates; and supervise the administration of Federal and State grants, verifying proper recording and reporting. Review of grant draws, closeouts and supporting documentation. Apply understanding of grant accounting entries to review month end close.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on public finance and accounting, and five (5) years accounts payable related experience, or an equivalent combination of education, training and experience. MBA or advanced degree desirable. Construction accounting, public accounting, and/or grants administration experience preferred. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of Microsoft Applications including Word, Excel or similar spreadsheet software required.
- Oracle Financials experience preferred.

- Current knowledge of Passenger Facilities Charges (PFCs), OMB Circular A-133 grant compliance documents, and grant and construction accounting preferred.
- Strong technical accounting skills.
- Skilled in interpreting complex contracts.
- Knowledge and experience of various financial areas and handling multiple responsibilities preferred.
- Excellent written and oral communications skills.

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately five 5

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
- Interpret policy.
- Discretion is exercised and initiative is required.
- Review financial reports, correspondence, etc. and initiate appropriate action.
- Interface with professionals outside the 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:

12-21-18
Immediate Supervisor — Date

12-21-18
Department Assistant Director — Date

12/21/18
Department Director — Date

12.21.18
Chief Financial Officer — Date

1-15-19
Sr. Director, HR & Risk Management — Date

FLSA: Exempt
EEO Category: Professionals

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Construction Finance

Department: Finance

Date: December 20, 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						

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:

12/21/18

Immediate Supervisor — Date

12/21/18

Department Director — Date

1/10/18

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Customer Service Contact Center

Department: Customer Experience | Date: March 27, 2023

Title of Immediate Supervisor: Manager, Communications | Pay Level: L21

POSITION SUMMARY: Supervises the day-to-day operation of the customer service contact center, including the supervision of Airport Customer Service Aides. Develops effective communication methods for responding to customer feedback via social media, telephone, and email.

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 and manage the daily activities of Airport Customer Service Aides; monitor in real time incoming call activity and call taker availability, as well as social media activity.
- Develop and implement policies and procedures for effective Customer Service Contact Center communications with the Greater Orlando Aviation Authority (Aviation Authority), Airport partners, and customers. Guarantees a consistent message is shared via all means of Customer Experience communication.
- Hold periodic meetings to keep staff informed and engaged.
- Conduct quality assurance activities as directed by Customer Service Contact Center operating guidelines, standards, and programs.
- Provide leadership and guidance to promote a positive work environment that rewards excellence in customer service, leading staff to delight and value each guest with the finest airport experience in the world and to deliver the Orlando Experience ®.
- Maintain continued communications to expedite the resolution of customer complaints and issues with Aviation Authority, airport tenants and key stakeholders (airlines, TSA, concessions, ground transportation, etc.)
- Oversee the collection and analysis of guest feedback, passenger inquiries, etc. Compile data and prepare reports on engagements handled by the customer experience hub via phone, email, and social media to be presented to executive staff, board members, etc.
- Utilize data to collaborate with Customer Experience and other GOAA department members to support the Orlando Experience ®.
- Assist with the development and management of the communication plan for the Customer Experience Department.
- Work closely with Aviation Authority's Public Affairs Department to confirm appropriate communication methods have been established to respond during emergencies and anomalies.
- Work closely with the Information Technology Department to verify the communications team has the necessary equipment and software to effectively complete tasks and communicate with the public.
- Keep abreast of industry "Best Practices" in communication and social media and incorporates into the Customer Experience program as applicable.
- Participate with various Aviation Authority sanctioned teams and initiatives. Serve as an active member of the Customer Service Advisory Council.
- Supervise Aviation Authority 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 policies, procedures 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.
- Assist with the oversight of the Customer Experience Department's performance goals to support the Orlando Experience ® and the CEO's goals. Verify all team members have a thorough understanding of goals and expectations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate Degree in Business Administration, Public Administration, Communications or related field, and three (3) year's experience in airport customer services environment, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent oral and written communication
- Ability to effectively analyze data to identify trends, patterns, etc.
- A team player who easily builds relationships with internal and external customers
- Knowledge of airport and Aviation Authority's structure, goals and objectives
- Ability to keep abreast of customer service principles and industry Best Practices to support delivery of the Orlando Experience®
- Demonstrated ability to effectively manage and motivate staff
- Demonstrated ability to make decisions and resolve problems using established methods and procedures
- Must always represent the Authority in a professional and courteous manner
- Proficient in Microsoft office applications, Oracle desired
- Experience working in a call center environment
- Willing and able to work a flexible schedule including early mornings, late evenings, holidays, and weekends as required to provide supervision to employees with various shifts
- A second language is desirable

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises approximately thirteen (13) Authority 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 or direction – substantial latitude in initiative and judgment
- Due to the high level of public exposure, the quality of professionalism and judgment displayed directly affects the public image of the Authority
- Exercise independent judgment while making decisions re: customer service, personnel issues, communication with passengers, fiscal budget, etc.

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

APPROVAL SIGNATURES:



Apr 3, 2024

AVP, Customer Experience — Date



Apr 4, 2024

VP, Customer Experience — Date



Apr 7, 2024

VP, Human Resources — Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Information Contact Center

Department: Customer Experience

Date: March 27, 2023

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

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

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

Angela Howard
box SIGN 4LW8RX9X-192QVY96

Apr 3, 2024

AVP, Customer Experience — Date

Tawana Allen
box SIGN 4WL6K236-192QVY96

Apr 4, 2024

VP, Customer Experience — Date

Natalia Londono
box SIGN 4Z79XV2Z-192QVY96

Apr 9, 2024

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Electronics

Department: Maintenance

Date: August 14, 2018

Title of Immediate Supervisor: Manager, Electric Systems

Pay Level: L24

POSITION SUMMARY: Plan, coordinate and supervise the activities of the electronics shop for the Greater Orlando Aviation Authority (GOAA) in the operation and maintenance of all electronic equipment and systems. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

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 planning, organizing and supervising the daily operations of the Electronics shop to include Public Address, security, Closed Circuit Television, Automatic Door systems, and other electronics related systems.
- Coordinate maintenance, installation, and operation of equipment and systems related to, security access, CCTV, MATV, gate and door control, card readers, master clock and other electronic applications as assigned.
- Confirm all work by shop personnel and contractors meets established quality control standards, safety standards and complies with all federal, state, and local codes.
- Verify adherence of the established preventive maintenance program.
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Accurately read diagrams, schematics, and specifications, and generate scopes and specifications for equipment, systems, and services.
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- 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.
- Monitor contracts and contractors to maintain timely compliance with the contract requirements and electrical standards.
- Responsible for staying current with state of the art electronic systems and components to include reading and interpreting schematics.
- Responsible for staying current on all GOAA emergency response procedures and maintaining proper response as required.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and develops solutions in area of responsibility.
- Develop and monitor annual budgetary requirements.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years experience to include trouble-shooting microprocessor-based equipment, access control, public address, CCTV, and automatic door systems. Strong background in analog and digital circuitry; or an equivalent combination of education, training, and experience. Associate degree in Electronics desirable. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have ability to troubleshoot various types of electronic systems to component level.
- Basic knowledge of essential safety equipment and protective devices
- Knowledge of electrical codes, OSHA regulations, FAA, and NFPA 70E and other safety standards.
- Knowledge of rules, regulations, and guidelines regarding the safe operation of hand and power tools
- Must have good communication and leadership skills.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately nine (9) employees

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 judgment and discretion
- Establish priorities to maximize productivity and efficiency

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

APPROVAL SIGNATURES:

Immediate Supervisor	8-17-18 Date	Department Assistant Director	8/17/18 Date
Department Director	8-20-18 Date	Sr. Director, HR & Risk Management	8/27/18 Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Electronics

Department: Maintenance

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			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

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		2
Excessive Noise					X	2

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:

8-17-18
Immediate Supervisor — Date

8.20.18
Department Director — Date

8/23/18
Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Electronics (Revenue)

Department: Parking Operations

Date: February 1, 2023

Title of Immediate: Manager, Parking Operations

Pay Level: L24

POSITION SUMMARY: Plan, coordinate and supervise the daily maintenance, installation and repair of parking revenue control equipment and associated systems. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment, procedures and regulations.

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:*

- 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.
- Provide operational support for the Manager of Parking Operations and other management as assigned, including inventory controls, inventory / equipment needs, maintain inventory levels.
- Monitor for proper functioning of the PRCS hardware (public parking, employee parking, E-Pass/Sun Pass system, management card program, commercial ground transportation operations, license plate inventory, valet, etc.) to ensure the accurate collection of approximately $120 million annually. Plan for and coordinate continued excellent customer service during PRCS hardware and software upgrades.
- Monitor contracts and contractors to maintain timely compliance with the contract requirements and electrical standards.
- Establish and maintain records and reports appropriate to area of responsibility.
- Continuously interact and communicate with Contractors; resolve escalated or complex system issues.
- Remain current with state-of-the-art electronic systems and components, to include reading and interpreting schematics.
- Confirm payroll data and maintain all supporting documentation
- Assist with unconventional procedures during emergencies and irregular operations
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years' experience in parking revenue control systems or the parking industry with a focus on troubleshooting microprocessor-based equipment, with particular emphasis on cash audit terminal and systems; and general electronic bench test equipment or an equivalent combination of education, training and experience. Background in both analog and digital circuitry, or an equivalent combination of education, training, and experience. Associate Degree in Electronics desirable. Experience with current manufacturer's equipment preferred. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Skill in working with parking and ground transportation revenue control systems hardware and software
- Familiarity with reading diagrams, schematics and specifications
- Knowledge of parking database or E-Pass/SunPass (AVI) systems, Access Control Systems, analog and digital circuitry, fiber optics, communication circuits, CCTV, audio and video systems
- Proficient in oral and written communications
- Demonstrated attention to detail and strong organizational, and administrative skills

- Ability to make timely and critical decisions with limited information and resolve operational conflicts within the parameters of established guidelines and procedures.
- Computer skills – PRCS administration, Microsoft Office, Crystal Reports
- Must have good communication and supervisory/leadership skills
- Strong analytical/diagnostic skills
- Ability to present a well-groomed and professional appearance at all times
- Ability to handle multiple tasks, manage time effectively, and pay close attention to detail
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of seven (7) employees

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 judgment and discretion.
- Make routine decisions within established guidelines
- Establish priorities to maximize productivity and efficiency

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

APPROVAL SIGNATURES:

Immediate Supervisor / Manager	6/6/23 Date	Department Assistant VP	6/6/23 Date
Department Vice President	JUN 21, 2023 Date	Chief of Operations	06-22-2023 Date
Vice President, Human Resources	6/23/23 Date		

FLSA: Non-Exempt
EEO Category: Skilled Craft Workers
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Electronics (Revenue)

Department: Parking Operations

Date: February 1, 2023

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

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

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes				X		3
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
2 way Radio		X				3

SUPERVISOR COMMENTS:

Immediate Supervisor/Manager — Date: 6/21/23

Department Vice President — Date: Jan 21, 2023

Human Resources - Compensation — Date: 6/23/23

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Emergency Communications

Department: Security

Date: September 29, 2022

Title of Immediate Supervisor: Assistant Manager, Emergency Communications

Pay Level: L23

POSITION SUMMARY: Responsible for the effective and efficient operation of the Communications Center during assigned shift. Supervisors must perform all duties and responsibilities required of an Emergency Communications Dispatcher.

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:*

- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; enforce and 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 all duties of the Emergency Communications Dispatcher
- Conduct monthly compliance evaluations and annual performance evaluations
- Conduct basic and refresher training for Emergency Communications Dispatcher as needed.
- Review and approve Daily Observation Reports.
- Maintain large database of telephone numbers and locations on Orlando International Airport property
- Maintain numerous emergency notification lists, procedures and instructions
- Maintain adherence to Florida Department of Law Enforcement mandates regarding destruction and distribution of confidential materials
- Inspect and maintain checklists of equipment; submit and follow up on maintenance work orders
- Review, report, and transcribe previously recorded audio to determine the sequence of events
- Backup and restore several different computer systems
- Maintain records system for police and fire related activities; confirm supply needs are met
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and three (3) years experience with computers, fire/security alarm systems and emergency dispatching in fire, rescue, medical or police operations, plus two (2) years experience as trainer, mentor, lead dispatcher, quality assurance reviewer in Emergency Communications, or an equivalent combination of education training and experience. Supervisory training desired. Operating knowledge of computerized information systems is essential.

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 understand techniques of telephone interrogation
- Must have knowledge of principles of emergency dispatch and triage; and coordination of resources
- Knowledge of Public Safety Answering Point (PSAP) regulations
- Must be able to work in a confined, high noise area with no scheduled meals or breaks
- Familiarity with 800 MHz public safety systems, 400 MHz radio systems, and 911 computerized answering systems.

- Able to multitask, prioritize, analyze information and use independent judgement
- Working knowledge of Microsoft Word, Excel and PowerPoint
- Operating knowledge of computerized emergency dispatch information systems is essential
- In-depth knowledge of Communications Center policies and procedures
- Must have exceptional oral and written communications skills
- Ability to effectively handle multiple tasks at one time
- Willing and able to work rotating shifts to include, early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Emergency Medical Dispatch (EMD)
- CPR certified
- TDD certified
- Communications Training Officer (CTO)
- Driver and Vehicle Information Database (DAVID)
- Florida State Certification for Public Safety Dispatchers. F.S.S. 401.465
- Florida Criminal Information Computer/National Criminal Information Computer (FCIC/NCIC)

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

- NIMS 100, 200, 247a, 300, 400, 700, 800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 3-5 employees shift

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

- Must be capable of making decisions in emergency and non-emergency situations for the Communications Center, some of which are not covered by written procedures.
- Set standards, rules/guidelines or necessary disciplinary action for the Emergency Communications Dispatcher during his/her shift.
- Exercise considerable independence in prioritizing calls, disseminating information and determining critical police, fire and medical response. Example: Determine priority of call, how many units to dispatch, and which unit(s) to dispatch.
- Work independently under moderate supervision, exercising considerable judgment and discretion.

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

APPROVAL SIGNATURES:

10-5-22		Paul Cook 10-5-2022	
Immediate Supervisor	Date	Department Management	Date
10-21-22		Kathy E Bond 10-25-22	
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

EEO Category: Protective Service Worker

Shift Premium: N/A

Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Emergency Communications

Department: Security

Date: September 29, 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	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	2
Chemicals					X	1
Insects					X	1
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**
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.

10/5/22

Immediate Supervisor — Date

10-21-22

Department Director — Date

10/24/2022

Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Financial Applications

Department: Finance

Date: March 16, 2018

Title of Immediate: Director, Finance

Pay Level: L27

POSITION SUMMARY: Supervise and support the business use of various financial applications with a primary focus on lease management system, planning and budgeting software, Oracle E-Business Suites, payroll system and timekeeping system. Perform the security administration role on these applications in addition to ADP/Payroll, banking services and others as necessary. Recommend and lead the evaluation of new financial applications, upgrades, and enhancements. Participate in the implementation and upgrade of new or existing financial applications as a subject matter expert. Supervise the Financial Application process of the Finance department, including troubleshooting, reviewing, analyzing, evaluating, maintaining, and providing day-to-day support of the Authority's financial applications. Primarily supports the business users within the Finance Department.

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

- Supervise the Financial Application process of the Finance Department, providing oversight, advice and assistance so that application problems are assessed, prioritized and resolved in a timely manner.
- Administer user access and security for lease management, planning and budgeting, Oracle E-Business Suites, payroll, timekeeping, banking services and other financial applications.
- Recommend and supervise the evaluation and testing of major and minor application upgrades and enhancements, including leading and assisting the end users with required functionality design and testing.
- Lead the evaluation of new financial applications or new modules, and participates in implementation and upgrades of new or existing financial applications as a subject matter expert in conjunction with the Business Applications department including design, testing, setup, reporting and development and documentation of procedures.
- Coordinate with other department systems upgrades, testing and implementation as it relates to the financial aspects to the systems.
- Identify requirements, designs custom reports with the assistance of Information Technology, develops ad hoc reports and tests changes and enhancements for all financial applications.
- Develop and maintains documentation and operating instructions to support processes and workflow. Assists in the development and improvement of business process flows.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Serve as department Project Manager for Authority's content management system.
- Serve as Finance representative for Business Continuity Plan and responsible for Finance disaster recovery plan (COOP) plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, Business, Information Systems or a closely related field and five (5) years of progressively responsible functional support and/or technical experience with accounting/financial applications ERP systems, or an equivalent combination of education, training and experience. Supervisory experience preferred. End user support and experience with Oracle Financials, lease management, planning and budgeting, payroll, timekeeping, banking services and other financial applications preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of word processing, database and spreadsheet software
- Strong troubleshooting skills
- Excellent verbal and written communication skills, including good interpersonal and presentation skills
- Knowledge and experience with SQL query language and relational database concepts is preferred
- Knowledge and experience with report writing programs is preferred, Oracle Discoverer business area administration is desired
- Must have a general knowledge and understanding of accounting, procurement and other business practices and procedures

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Perform duties and responsibilities with little supervision or direction.
- Substantial judgment, discretion and initiative required.
- Interact with persons of various levels throughout the Authority as well as with outside consultants.
- Create commitment to common goals, identifies competing interests and assists in finding ways to balance them.

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:

Pam LeMieux 3/16/18
Immediate Supervisor/ Department Director Date

Kathleen M. Shannon 3/16/18
Chief Financial Officer Date

Kathy Bond 3-16-18
Sr. Director, HR & Risk Management Date

FLSA: Exempt
EEO Category: Professionals
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Financial Applications

Department: Finance

Date: March 16, 2018

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	1
Walking					X	1
Sitting	X					3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:

Pam Heuerung 3/16/18
Immediate Supervisor/Department Director Date

Lauren M. Sharman 3/16/18
Chief Financial Officer Date

Cathy Vraun 3/23/18
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Graphics

Date: November 14, 2012

Department: Maintenance

Grade/Level: Non-exempt; L21

Rotating Shifts: No

Title of Immediate Supervisor: Manager, Terminal Facilities

Shift Premium: No

POSITION SUMMARY: Plans, coordinates and supervises the activities of the graphics shop to maintain all Authority signage within Department of Transportation Rules and GOAA's Architectural Graphics Design Program as stated in GOAA Graphics' Standard Policy.

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.*

- Plan, organize and supervise the daily operations of the Graphics shop
- Ensure all assigned work is accomplished in compliance with Graphics Master Plan and Graphic Standard Policy of GOAA
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Monitor outside contractor personnel to ensure timely compliance with contract requirements
- Serve as project manager on in-house projects to coordinate trades personnel as required, including design, layout and production
- Read and interpret blueprints and engineering drawings
- Responsible for remaining current on all GOAA emergency response procedures and ensuring proper response as required
- Establish and maintain records and reports appropriate to area of responsibility
- Investigate problems and develop solutions in area of responsibility
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required
- Develop and monitor annual budget
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:
Associate degree in Graphics Design or related field and (5) years experience in signage and graphic arts pertaining to Computer Aided Signage (CAS), Computer Aided Graphic Design (CAGD) and three years supervisory experience; or an equivalent combination of education, training and experience. Bachelor of Arts degree in Graphic Design desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledgeable of Gerber Scientific Products or similar programs
- Knowledge of International Graphics Standards
- Extensive knowledge of Corel Draw, Quark Express, Adobe PhotoShop, or similar software programs
- Must be capable of using computer-aided graphics equipment, i.e. 4-axis plotters, Dimension 200 router/engraver, large format digital color printers and scanners
- Ability to handle desk and file management procedures maintained by the Graphics Advantage computer based system
- Basic knowledge of essential safety equipment and protective devices
- Sound working knowledge of hazardous material/chemical handling requirements and associated MSDS sheets
- Knowledge of rules, regulations, and guidelines regarding the safe operation of hand and power tools
- Capable of operating field communications equipment

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Drivers License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*
Approximately four (4) employees

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

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Establishes priorities to maximize productivity and efficiency

APPROVAL SIGNATURES:

G R Buckner Immediate Supervisor	11/29/12 Date
Assistant Director	12/4/12 Date
Department Director	12/4/12 Date
Kathy E Board Director of Human Resources	12-5-12 Date

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Supervisor, Graphics
Department Maintenance

Date November 14, 2012
Section 688

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. __ 0 - 20 lbs.					X	1
B. __ 21- 50 lbs.					X	1
C. __ 50+ lbs.					X	1
Bending/Stooping					X	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		2
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		2
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Transportation via department vehicle		X				3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

C R Buckner 11/29/12
Immediate Supervisor Date

Department Director 12/4/12
Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Ground Transportation (Enforcement)

Department: GT Services

Date: March 8, 2023

Title of Immediate: Assistant Manager, Ground Transportation

Pay Level: L21

POSITION SUMMARY: Responsible for daily operation of the Ground Transportation (GT) Enforcement program. Provide direction and training to maintain consistent and proper application of all rules, regulations, and procedures. Verify contractor compliance of operational obligations as contractually required. Interact with Assistant Manager, Ground Transportation Services on a regular basis to maintain the consistent application of GT Services procedures. Act as the after-hours designee for Ground Transportation (GT) Services (Enforcement) functions.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every junction 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 operational daily activities of the Ground Transportation Enforcement specialists' team.
- 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.
- Provide Ground Transportation operational support at the Terminal as assigned, including the development and implementation of procedures to meet department needs.
- Assure traffic safety, traffic enforcement, and parking enforcement procedures in assigned areas are followed.
- Daily interaction with Ground Transportation's permit holders and operators, employees, tenants, etc. Handle all operational disputes the assigned staff is unable to resolve.
- Monitor compliance with the Authority's Mobile Food Unit Policy including , enforcement and compliance with state, county and city health, insurance and motor vehicle laws and regulations
- Respond to various situations that occur at any of the GT Operational areas to include but not limited to Commercial Lanes, Holding Area, GT Concourses, TNC Staging Areas.
- Provide direction and training to maintain consistent and proper application of all rules, regulations, and procedures.
- Assist with crowd control, traffic control, and coordination of Ground Transportation facilities during emergencies and irregular operations.
- Draft policies and procedures as it relates to Ground Transportation and assist the Assistant Operations Manager as requested.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Associate degree in Business or a related field and three (3) years experience in a heavy customer contact environment monitoring compliance with rules, regulations and policies, or an equivalent combination of education, training and experience. Supervisory experience preferred. Customer service experience in similar environment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of City of Orlando regulations governing ground transportation operations, and OIA rules and policies
- Knowledge of the Airport Emergency Plan (AEP), CFR 1540 & 1542 (airport security), and other Orlando International Airport rules, regulations , policies and procedures highly desired
- Must have good oral and written communication skills. Bi-lingual skills desirable
- Demonstrated computer skills and knowledge of Microsoft programs required
- Demonstrated attention to detail and strong organizational, and administrative skills
- Ability to make timely and critical decisions with limited information and resolve operational conflicts within the parameters of established guidelines and procedures
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult and confrontational situations
- Supervisory/leadership skills to include motivating staff & teambuilding
- Leading confidently by taking responsibility for routine decisions and emergency actions
- Ability to handle multiple tasks, manage time effectively, and pay close attention to detail
- Must be capable of responding to any emergency that arises and provide support to all GOAA Departments
- 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
- Parking Enforcement Specialist Training (PEST) within 90 days of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately eleven (11) employees

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 judgment and discretion.
- Make routine decisions within established guidelines
- Establish priorities to maximize productivity and efficiency

APPROVAL SIGNATURES:

7-26-23
Immediate Supervisor / Assistant Manager — Date

David A. Hussen 7/26/23
Department Manager — Date

AUG 9, 2023
Department Vice President — Date

07-26-2023
Chief of Operations — Date

8/9/23
Vice President, Human Resources — Date

FLSA: Non – Exempt

EEO Category: Service Maintenance

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Ground Transportation (Enforcement)

Department: Parking Operations

Date: March 8, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	2
51+ lbs					X	2
Bending/Stooping					X	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			2
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather			X			3
Noxious Fumes			X			3
Chemicals						3
Insects			X			3
Heights, Confined Areas			X			3
Excessive Noise		X				3
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
2 way Radio		X				3
PEST Equipment					X	3

SUPERVISOR COMMENTS:

7-26-23

Immediate Supervisor/Asst Manager — Date

Department Vice President — Date

8/2/23

Human Resources - Compensation — Date

JOB DESCRIPTION

Job Title: Supervisor, GT Permit Services

Date: December 1, 2017

Department: Ground Transportation Services

Grade/Level: Exempt: L21

Title of Immediate Supervisor: Assistant Manager, Ground Transportation Services

---

POSITION SUMMARY: Responsible for daily operation of the Ground Transportation (GT) Services Permit Office, and supervision of the staff. Administer all aspects of the Authority's ground transportation permitting program, parking validation program, leased parking, employee parking and mobile food unit program to include responsibility for daily receipts taken in prior to being released to Finance. Interact with Assistant Manager, Ground Transportation Services on a regular basis to maintain the consistent application of GT Services procedures.

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 permit process of all commercial ground transportation companies and commercial vehicles. Resolve conflicts and provide guidance on federal, state, local and Authority regulations concerning commercial vehicles
- Oversee issuance of permits for all non-public parking in the Employee Parking Lot (EPL) and terminal area to include all management, station managers, VIP, disabled, special parking and construction and other temporary parking
- Supervise and review the invoice process for management parking fees, commercial lane fees, employee parking fees, leased parking, and taxi starter fees
- Daily interaction with airline employees, tenants, etc. Handle all customer disputes the assigned staff is unable to resolve. Prepare or authorize refunds/credits to customers when required
- Maintain compliance with the Authority's Mobile Food Unit Policy including permitting, monitoring, enforcement and compliance with state, county and city health, insurance and motor vehicle laws and regulations
- Supervise the Authority's parking validation stamp program, to include issuance and control of validation stamps, and develop procedures to monitor the validation procedures
- Maintain and order permitting supplies, including EPL decals.
- Oversee and monitor the Authority's Ground Transportation Revenue Control System. Review and maintain accurate records and reports in applicable electronic systems/databases
- Responsible for records retention for the permitting section of Ground Transportation Services
- Oversee use of the Ground Transportation Services Receipt application, monitor and assure that the daily receipts taken in by the permitting office are correctly accounted for, confirm timely release of payment batches and all daily cash transactions are correctly accounted for, secured and submitted to the Finance department
- Draft policies and procedures as it relates to Ground Transportation Services and assist the Assistant Manager of Ground Transportation Services as requested
- Supervise assigned employees including: 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; recommend disciplinary action as needed. Provide for the safety and security of the work area
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in Business or a related field and five (5) years work experience in a heavy customer contact environment ensuring compliance with rules, regulations and policies, or an equivalent combination of education, training and experience. Supervisory experience preferred. Customer service experience in similar environment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to deliver excellent customer service
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects,
- Knowledge of parking and ground transportation desirable
- Knowledge of, Word and Excel, required. Oracle, lease management system and revenue control system, preferred
- Attention to detail
- Good organizational skills
- Ability to communicate clearly and effectively, orally and in writing

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise approximately six (6) employees

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

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Responsibility and primary accountability to supervise a single section/unit.
- Assign work, check results, control costs, appraise performance, and make salary increase and promotional recommendations.

APPROVAL SIGNATURES:

C. Matos Plessant * Asst. Mgr (Immediate Supervisor) Currently Vacant. — 12/04/2017
Immediate Supervisor — Date

Matos Plessant — 12/04/2017
Department Manager — Date

12-04-2017
Senior Director — Date

12-6-17
Senior Director, Human Resources & Risk Management — Date

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Supervisor, GT Permit Services
Department: Ground Transportation Services
Date: December 1, 2017
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		1
Walking				X		2
Sitting		X				2
Lifting A. __ 0 - 20 lbs.				X		3
B. __ 21-50 lbs.					X	2
C. __ 51+ lbs.					X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Other						

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

Frequency

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

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	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:

Nafis Hussain 12/04/2017
Immediate Supervisor Date

12/4/17
Human Resources – Compensation Date

Senior Director 12-04-2017
Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, HVAC

Department: Maintenance

Date: April 4, 2023

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L24

POSITION SUMMARY: Plan, coordinate, and supervise the activities of HVAC operations for the Greater Orlando Aviation Authority (GOAA) in the operation and maintenance all equipment and related control systems pertaining to heating, ventilation, and air conditioning equipment. Schedule work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

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 planning, organizing and supervising of the daily operations of the HVAC shop to include the effective and efficient operation and maintenance of all related HVAC systems and controls.
- Verify adherence of the established preventive maintenance program.
- Confirm all work by shop personnel and contractors meets established quality control standards, safety standards and complies with all federal, state, and local codes.
- Establish & maintain records and reports appropriate to area of responsibility.
- Determine material requirements for maintenance, repair, and project work; maintain adequate shop stock levels and requisition additional materials as required.
- Accurately read diagrams, schematics, and specifications, and generate scopes and specifications for equipment, systems, and services.
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- 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.
- Establish work standards and monitor compliance through regular quality assurance inspections.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Investigate problems and develop solutions in area of responsibility.
- Develop and monitor annual budgetary requirements.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma, with a minimum of 1200 hours HVAC technical training courses, five (5) years experience in HVAC field; or an equivalent combination of education, training, and experience. Supervisory/Leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of central energy plant operation
- Extensive knowledge of building automation system network, and electrical direct digital and pneumatic controls
- Supervisory/leadership skills; ability to build an effective team

- Basic knowledge of common computer software including Microsoft Office applications
- Knowledge of all applicable Federal, State, and local codes; OSHA safety policies.
- Ability to read and work from blueprints & contract drawings
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects
- Attention to detail
- Strong oral and written communication skills
- Basic knowledge of Computerized Maintenance Management Systems desirable
- Problem solving skills
- Demonstrated ability to set standards for consistency

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- EPA section 608, Universal certification is preferred for the proper use, storage and disposal of refrigerants.
- Refrigerant Transition and Recovery Certification
- State of Florida Class "A or "B" Air Conditioning Contractor's license desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately twenty (20) employees

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 judgment and discretion
- Establish priorities to maximize productivity and efficiency

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

APPROVAL SIGNATURES:

Immediate Supervisor — 6 APR 23 — Date

Department Assistant Vice President — 4/7/23 — Date

Department Vice President — 4-7-2023 — Date

Chief of Operations — 04-20-2023 — Date

Vice President, Human Resources — 4/10/23 — Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, HVAC

Department: Maintenance

Date: April 4, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	1
Bending/Stooping				X		3
Pushing, Pulling and/or Digging				X		2
Reaching over head				X		3
Kneeling, Crawling				X		3
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			3
Insects					X	1
Heights, Confined Areas				X		2
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
2way Radio/Field Communication Device			X			3

SUPERVISOR COMMENTS:

6 APR 2023
Immediate Supervisor — Date

4/7/23
Department Vice President — Date

4/10/23
Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Landside Operations

Department: Airport Operations – Landside | Date: April 1, 2021

Title of Immediate Supervisor: Assistant Manager, Airport Operations – Landside | Pay Level: L21

POSITION SUMMARY: Coordinate and supervise the daily operational activities of the Airport Operations – Landside Division. Responsible for the safe and orderly operation of the Landside Main Terminal and associated areas to confirm appropriate responses are initiated for all incidents and emergencies. Provide direction and training to maintain consistent and proper application of all rules, regulations, and procedures. Provide supervision, leadership, and direction to Terminal Operations Specialists and Traffic Enforcement Specialists. Act as the after-hours designee for Landside Operations.

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:*

- Assure traffic safety, traffic enforcement, and enforcement of the Ground Transportation Rules & Regulations and Transportation Security Administration's (TSA) mandates concerning unattended vehicles. Issue and oversee the issuance of Notices of Violation (NOV), when appropriate.
- Provide proper response and direction during airport emergencies, to include fire alarms/medical emergencies, vehicle accidents, bomb threats, civil disturbances, and other unique situations from a Landside Operations' perspective.
- Supervise, plan, and review daily tasks performed by Terminal Operations Specialists and Traffic Enforcement Specialists. Monitor hours of work, prepare and conduct performance evaluations, and recommend disciplinary action when necessary. Participate in the interview process and train Department employees to maintain consistent and proper application of all Ground Transportation related rules, regulations, procedures, ordinances, and statutes. Advise management of areas of concern and recommend solutions. Provide for the safety and security of the work area.
- Collect information and prepare written reports, logs, and correspondence as required. Responsible for review and accuracy of all reports and logs produced by the Department's Specialists. May enter data and related notes into wireless on-line hand held device.
- Maintain continuous focus on customer service with an emphasis on interpersonal skills, written or verbal.
- Provide assistance in the Emergency Operations Center (EOC) and act as the Landside Division representative.
- Assist the traveling public by providing information concerning flight activity, the airport, directions to Central Florida attractions and other locations, and any other assistance as appropriate.
- Perform Lost and Found duties and responsibilities as required.
- Provide testimony during Ground Transportation Hearings and court proceedings regarding Ground Transportation NOVs, parking citations, and other legal proceedings, as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration, Public Administration, Aviation/Aerospace Management, or related field and four (4) years airline/airport operations experience in an area related to operations or an equivalent combination of education, training, and experience. Previous supervisory or lead experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of the Airport Emergency Plan (AEP), CFR 1540 & 1542 (airport security), Ground Transportation Rules and Regulations, and other Orlando International Airport rules and policies
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired

- Demonstrated computer skills and knowledge of Microsoft programs required
- Must be able to work rotating shifts, weekends, evenings, nights, holidays, and special events
- Ability to stand and walk for extended periods of time, often in adverse weather conditions and in areas with noxious fumes
- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects.
- Ability to make timely and critical decisions with limited information and resolve operational conflicts within the parameters of established guidelines/procedures. Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- 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
- Analytical skills required to analyze available information and implement an appropriate action plan.
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledge of Central Florida and the surrounding areas

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Parking Enforcement Specialist Training (PEST) certification within three (3) months of attaining position
- NIMS 100/200/300/400/700/775/800 required within 12 months of attaining position

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 13 – 18 employees

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 judgment and discretion
- Initiate day to day operational decisions based on interpretation of Orlando International Airport rules and policies
- Able to evaluate safety and security aspects of the main terminal and surrounding roadway logistical system
- Must be capable of responding to any emergency that arises and provide support to all GOAA Departments

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

APPROVAL SIGNATURES:

Immediate Supervisor	4/16/2021 Date	Department Assistant Director	Date
Department Director	APR 16, 2021 Date	Chief of Operations	05-01-2021 Date
Sr. Director, HR & Risk Management	5-14-2021 Date		

FLSA: Non-Exempt

EEO Category: Service-Maintenance

Shift Premium: N/A

Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Landside Operations

Department: Airport Operations – Landside Division

Date: April 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		3
20 – 50 lbs					X	2
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	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing				X		2
Traffic Management			X			3
Must be able to work rotating shifts, weekends, evenings, nights, holidays, and special events	X					3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather			X			3
Noxious Fumes			X			3
Chemicals					X	1
Insects				X		3
Heights, Confined Areas					X	3
Excessive Noise			X			3
Dispute/Conflict Resolution			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
2-Way Communication Radio	X					3
Wireless Handheld Device				X		3

SUPERVISOR COMMENTS:

Immediate Supervisor — Date: 4/16/2021

Department Director — Date: APR 16, 2021

Human Resources - Compensation — Date: 5/4/21

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Lost & Found

Department: Airport Operations – Landside Division

Date: January 10, 2023

Title of Immediate Supervisor: Assistant Manager, Airport Operations (Lost & Found)

Pay Level: L20

POSITION SUMMARY: Coordinate Supervise the daily operation of the Greater Orlando Aviation Authority's (GOAA) Lost and Found operations. Responsible for the safe and efficient operation of the Lost & Found areas and maximize the number of items returned to customers.

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 operational supervision, direction, and guidance to the Lost and Found staff members. Plan and review daily tasks performed by staff.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise 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.
- Maintain proper program procedures and coordinate training programs.
- Maintain proper documentation of the research of lost property in an effort to locate the rightful owner. Collect information and prepare written reports, logs, and correspondence as required.
- Coordinate the storage and disposal of property in accordance with State of Florida and Transportation Security Administration (TSA) requirements and mandates. Coordinate the transfer of unclaimed inventory to the GOAA Material Control Department.
- Assist in the control received currency from time of receipt through transfer to the GOAA Finance Department.
- Produce and maintain office documentation, reports, and statistics related to the areas of responsibilities.
- Develop the duty schedule and maintain proper coverage for the Lost and Found Offices.
- Oversee the daily issuance of distributor badges and provide optimal customer service for all Airport patrons.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and four (4) years experience in an area related to airport operations or an equivalent combination of education, training, and experience. Previous supervisory or lead experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of related laws, regulations, policies and procedures
- Demonstrated 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
- Demonstrated supervisory and leadership skills
- Excellent customer service skills
- Excellent oral and written communications skills, Multi-lingual skills preferred
- Proficient computer skills and knowledge of Microsoft Office programs.
- Must be able and willing to work both standard and non-standard work schedules, including weekends, evening and/or holiday shift to accommodate airport operations

- Demonstrated ability to make sound decisions under pressure
- Demonstrated ability to maintain the confidentiality of sensitive information
- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects. Strong attention to detail
- Demonstrated ability to solve problems independently
- Demonstrated 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 be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Ability to type 25 CWPM

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seventeen (17) employees

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

- Work independently under general supervision, makes decisions based on policy.
- Initiate day to day operational decisions based on interpretation of Orlando International Airport, State of Florida, and Transportation Security Administration (TSA) rules and policies. Refers unique issues to the Assistant Manager, Airport Operations.

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

APPROVAL SIGNATURES:

Immediate Supervisor — Date	Department Manager — 1-23-23 Date
Department Assistant Vice President — 1-23-22 Date	Department Vice President — JAN 23, 2023 Date
Chief of Operations — 01-23-2023 Date	Vice President, Human Resources — 1/30/2023 Date

FLSA: Non-Exempt
EEO Category: Administrative Support
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Lost & Found

Department: Landside Division

Date: January 10, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting		X				3
Lifting: 0 – 20 lbs			X			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	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	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 Equipment (radio)				X		3

SUPERVISOR COMMENTS:

1-23-23	JAN 23, 2023
Immediate Supervisor Date	Department Director Date
1/31/2023	
Human Resources - Compensation Date	

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Maintenance Shifts

Department: Maintenance

Date: April 25, 2023

Title of Immediate Supervisor: Assistant Vice President, Maintenance Operations

Pay Level: L25

POSITION SUMMARY: Provide oversight and direction for all Maintenance Department activities and personnel during non-regular hours, weekends and holidays. Serve as the primary Maintenance Department contact and responder to all emergency situations.

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 periodic inspections of airport facilities to identify maintenance requirements in support of a safe, efficient, and secure environment for the travelling public.
- Provide continuity of professional leadership and judgment to shift personnel.
- Oversee and coordinate Maintenance staff performing preventive maintenance and repair work. Supervise and monitor Maintenance department contractors while on shift.
- Responsible for the response and coordination of department activities with other departments, tenants, and outside contract personnel for discrepancy resolution. Oversee proper department response to emergency situations as required.
- Coordinate priorities with managers and supervisors to confirm that work requirements are met.
- Advise department management of situations that arise during shift.
- Evaluate procedures and practices, making recommendations for achieving high quality and quantity of work.
- Investigate problems and develops solutions in area of responsibility.
- Monitor compliance with GOAA policies and procedures, and applicable Federal, State, and local codes, to maintain standards consistent with OSHA and NFPA regulations. In support of the Operations and Security departments, monitors compliance with FAR and security regulations.
- Maintain records and reports appropriate to area of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and six (6) years experience in a large scale Maintenance organization including oversight of maintenance contractors and staff, or an equivalent combination of education, training, and experience. Supervisory and airport experience desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge and understanding of building trades
- Extensive knowledge of applicable OSHA and building code requirements and any applicable regulatory agency requirements
- Knowledge of airport operating procedures and FAA regulations.
- Basic understanding of maintenance work procedures and terminology.
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Excellent oral and written communication and interpersonal skills
- Intermediate computer skills and proficient in Microsoft Office programs

- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects
- Supervisory/Leadership and problem solving skills
- Must be able and willing to work rotating shifts including early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- On assigned shift, may directly supervise up to approximately 25 personnel.

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

- Works independently under limited supervision and general direction
- High level of independent judgment and discretion
- Makes emergency decisions when needed

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:

5/3/23
Immediate Supervisor Date

5-18-2023
Department Vice President Date

05-23-2023
Chief of Operations Date

5/24/23
Vice President, Human Resources Date

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker
Shift Premium: N/A
Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Maintenance Shifts

Department: Maintenance

Date: April 25, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting			X			2
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		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 — 5/3/23 Date

Department Vice President — 5-18-2023 Date

Human Resources - Compensation — 5/22/23 Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Maintenance Shifts

Department: Maintenance

Date: April 25, 2023

Title of Immediate Supervisor: Assistant Vice President, Maintenance Operations

Pay Level: L25

POSITION SUMMARY: Provide oversight and direction for all Maintenance Department activities and personnel during non-regular hours, weekends and holidays. Serve as the primary Maintenance Department contact and responder to all emergency situations.

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 periodic inspections of airport facilities to identify maintenance requirements in support of a safe, efficient, and secure environment for the travelling public.
- Provide continuity of professional leadership and judgment to shift personnel.
- Oversee and coordinate Maintenance staff performing preventive maintenance and repair work. Supervise and monitor Maintenance department contractors while on shift.
- Responsible for the response and coordination of department activities with other departments, tenants, and outside contract personnel for discrepancy resolution. Oversee proper department response to emergency situations as required.
- Coordinate priorities with managers and supervisors to confirm that work requirements are met.
- Advise department management of situations that arise during shift.
- Evaluate procedures and practices, making recommendations for achieving high quality and quantity of work.
- Investigate problems and develops solutions in area of responsibility.
- Monitor compliance with GOAA policies and procedures, and applicable Federal, State, and local codes, to maintain standards consistent with OSHA and NFPA regulations. In support of the Operations and Security departments, monitors compliance with FAR and security regulations.
- Maintain records and reports appropriate to area of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and six (6) years experience in a large scale Maintenance organization including oversight of maintenance contractors and staff, or an equivalent combination of education, training, and experience. Supervisory and airport experience desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge and understanding of building trades
- Extensive knowledge of applicable OSHA and building code requirements and any applicable regulatory agency requirements
- Knowledge of airport operating procedures and FAA regulations.
- Basic understanding of maintenance work procedures and terminology.
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Excellent oral and written communication and interpersonal skills
- Intermediate computer skills and proficient in Microsoft Office programs

- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects
- Supervisory/Leadership and problem solving skills
- Must be able and willing to work rotating shifts including early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- On assigned shift, may directly supervise up to approximately 25 personnel.

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

- Works independently under limited supervision and general direction
- High level of independent judgment and discretion
- Makes emergency decisions when needed

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:

5/3/23
Immediate Supervisor Date

5-18-2023
Department Vice President Date

05-23-2023
Chief of Operations Date

5/24/23
Vice President, Human Resources Date

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker
Shift Premium: N/A
Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Maintenance Shifts

Department: Maintenance

Date: April 25, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting			X			2
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		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 — 5/3/23 Date

Department Vice President — 5-18-2023 Date

Human Resources - Compensation — 5/22/23 Date

JOB DESCRIPTION

Job Title: Supervisor, Maintenance Support Date: November 20, 2012

Department: Maintenance Grade/Level: Non-Exempt; L21
Rotating Shifts: No
Shift Premium: No

Title of Immediate Supervisor: Manager, Airfield & Grounds

POSITION SUMMARY: Plans, coordinates and supervises the activities of the maintenance support shop in providing general labor support for GOAA departments.

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.*

- Plan and supervise the day-to-day operation of the Maintenance Support Shop.
- Schedule maintenance and servicing for designated vehicles, including leased vehicles.
- Schedule requests for labor assistance and ensure that work is completed in a timely manner.
- Plan and supervise daily policing of airport grounds, watching for debris, trash, etc. and handling appropriately.
- Schedule daily courier service, ensure schedules are met, arrange for special courier service as required.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Perform other duties as assigned.

EDUCATION REQUIREMENTS:
High school graduate or equivalency diploma and five years general labor experience, and three years supervisory experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated leadership/supervisory skills
- Organizational skills
- Math skills as required for payroll and budget responsibilities

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Commercial Driver's License, Class "B"

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises the work of approximately six (6) employees

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

- Works independently under moderate supervision
- Makes decisions regarding work to be done and schedule/priorities

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 12.3.12

Manager — Date: 12-3-12

Assistant Director — Date: 12-3-12

Department Director — Date: 12/4/12

Director of Human Resources — Date: 12-5-12

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Supervisor, Maintenance Support
Department: Maintenance
Date: November 20, 2012
Section: 655

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. __ 0 - 20 lbs.					X	1
B. __ 21- 50 lbs.					X	1
C. __ 50+ lbs.					X	1
Bending/Stooping					X	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		2
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	2
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Transportation via department vehicle		X				3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

Anthony D. McCloskey 12.3.12
Immediate Supervisor Date

12-31-12
Department Director Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Paint

Department: Maintenance

Date: March 15, 2022

Title of Immediate Supervisor: Manager, Terminal Facilities

Pay Level: L23

POSITION SUMMARY: Plan, coordinate and supervise the activities of the Paint Shop for the Greater Orlando Aviation Authority (GOAA) to maintain the structural integrity and aesthetics of all facilities, including buildings, structures, and airfield and roadway pavement markings. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

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 planning, organizing and supervising the daily operations of the Paint Shop.
- Prepare annual and multi-year painting operational plan.
- Verify all assigned work is accomplished in compliance with specifications, building codes, and established safety practices.
- Determine material requirements for routine maintenance and project work; maintain adequate stock levels, and requisitions materials as required.
- Read and interpret engineering drawings for layout and painting of all FAA airfield markings and FDOT pavement markings.
- Maintain compliance with all applicable regulatory agency requirements.
- 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.
- Monitor outside contractor personnel to maintain timely compliance with contract requirements.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Inspect vehicles assigned to the department to verify vehicles are maintained and tools and materials are properly stowed away.
- Provide regular updates to management on projects, work order status, and other issues.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School graduate or equivalency diploma and five (5) years painting experience in a commercial environment; or an equivalent combination of education, training and experience. Vocational/technical training desirable. Supervisor experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Sound working knowledge of hazardous material/chemical handling requirements, and associated MSDS information
- Extensive knowledge of applicable OSHA and building code requirements and any applicable regulatory agency requirements
- Ability to read and work from blueprints & contract drawings
- Basic knowledge of common computer software including Microsoft Office applications
- Supervisory/Leadership skills
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects
- Attention to detail
- Good oral and written communication skills
- Working knowledge of maintenance trades and terminology

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (7) employees

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 judgment and discretion Establish priorities to maximize productivity and efficiency
- Determines type of equipment, tools, and material to be used for assigned jobs, and work method and practices to ensure a professional completion

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:

	04/19/2022	Jeffrey Daniels	4/19/2022
Immediate Supervisor	Date	Department Assistant Director	Date
	04/19/2022	Kathy E Board	4-27-2022
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker
Shift Premium: N/A
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Paint

Department: Maintenance

Date: March 15, 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	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals				X		2
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	2
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
2way Radio/Field Communication Device		X				3

SUPERVISOR COMMENTS:

Jeffrey Daniels — 4/19/2022
Immediate Supervisor — Date

Department Director — 04/19/2022
Department Director — Date

Human Resources - Compensation — 5/2/2022
Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Parking Operations

Department: Parking Operations

Date: March 8, 2023

Title of Immediate: Manager, Parking Operations

Pay Level: 21

POSITION SUMMARY: Coordinate and supervise the daily activities and operation of public parking facilities and employee parking facilities. Verify contractor compliance of operational obligations as contractually required. Provide direction and training to maintain consistent and proper application of all rules, regulations and procedures. Provide supervision, leadership, and direction to Parking Specialists.

DUTIES AND RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every junction 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 operational daily activities of public parking facilities and employee parking facilities.
- 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.
- Provide operational support to management as assigned, including the development and implementation of procedures to meet department needs.
- Verify compliance of all traffic safety, traffic enforcement, and parking enforcement regulations. Provide direction and training to maintain consistent and proper application of all rules, regulations, and procedures.
- Establish and maintain records and reports appropriate to area of responsibility.
- Monitor contracts and contractors to maintain timely compliance with the contract requirements and standards.
- Continuously interact and communicate with contractors and the traveling public; resolve escalated or complex issues
- Respond to various situations that occur at any of the parking facilities.
- Confirm payroll data and maintain all supporting documentation.
- Assist with crowd control, traffic control, and coordination of parking facilities and/or Ground Transportation facilities during emergencies and irregular operations.
- Coordinate special projects, including those that require facility closures or partial facility closures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and three (3) years experience related to the parking industry, ground transportation and/or airport operations, to include customer service experience, or an equivalent combination of education, training and experience. Experience in the airport parking industry preferred. Previous supervisory or lead experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of City of Orlando regulations governing parking operations, and OIA rules and policies
- Knowledge of the Airport Emergency Plan (AEP), CFR 1540 & 1542 (airport security), and other Orlando International Airport rules, regulations, policies and procedures
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired
- Demonstrated computer skills to include proficiency and knowledge of Microsoft Office programs required.
- Demonstrated attention to detail and strong organizational, and administrative skills

- Leading confidently by taking responsibility for routine decisions and emergency actions
- Ability to make timely and critical decisions with limited information and resolve operational conflicts within the parameters of established guidelines and procedures.
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult and confrontational situations
- Supervisory/leadership skills, to include motivating staff and teambuilding
- Ability to handle multiple tasks, manage time effectively, and pay close attention to detail
- Must be capable of responding to any emergency that arises and provide support to all GOAA Departments
- 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
- Parking Enforcement Specialist Training (PEST) within 90 days of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately six (6) employees

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 judgment and discretion.
- Make routine decisions within established guidelines
- Establish priorities to maximize productivity and efficiency

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

APPROVAL SIGNATURES:

Immediate Supervisor / Manager	6/6/23 Date	Department Assistant Vice President	6/6/23 Date
Department Vice President	JUN 21, 2023 Date	Chief of Operations	06-22-2023 Date
Vice President, Human Resources	6/23/23 Date		

FLSA: Non – Exempt

EEO Category: Service Maintenance

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Parking Operations

Department: Parking Operations

Date: March 8, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs				X		3
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging				X		2
Reaching over head				X		2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather			X			3
Noxious Fumes			X			3
Chemicals					X	2
Insects			X			3
Heights, Confined Areas			X			3
Excessive Noise			X			3
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
2 way Radio		X				3
PEST Equipment					X	3

SUPERVISOR COMMENTS:

Immediate Supervisor/Manager — Date: 6/4/23

Department Vice President — Date: Jun 21, 2023

Human Resources - Compensation — Date: 6/23/23

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Plumbing

Department: Maintenance

Date: February 28, 2018

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L24

POSITION SUMMARY: Plan, coordinate, and supervise the activities of the plumbing shop in the operation and maintenance of all plumbing systems and appurtenances.

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:*

- Supervise the daily operation of the Plumbing Shop in providing operations and maintenance of all airport plumbing systems to include:
  - Potable water supply and distribution
  - Storm water collection and discharge (buildings)
  - Waste and vent water collections discharge (buildings)
- Responsible for preventive maintenance and inspection of all systems.
- Read and interpret engineering drawings and specifications for plumbing systems and inspect to ensure contractual compliance.
- Coordinate with City of Orlando for periodic inspection of cross-contamination prevention devices on potable water supply lines.
- Determine material requirements for routine and project work. Maintain adequate shop stock levels and requisition materials for accomplishing required work.
- Responsible for remaining current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and five (5) years plumbing experience; three (3) years supervisory experience, or an equivalent combination of education, training and experience. Some technical schooling desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of all applicable Federal, State, and local plumbing codes; OSHA safety policies.
- Ability to read and work from blueprints & contract drawings.
- Ability to operate hand & power tools, two-way radio, pumps, motor vehicles, and office machines.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license
- Journeyman Plumber Orange County Competency Card
- Master Plumber Orange County Competency Card desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly 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)*

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

5/25/18
Immediate Supervisor — Date

5/30/18
Department Assistant Director — Date

5-30-18
Department Director — Date

6-7-18
Sr. Director, HR & Risk Management — Date

FLSA: Non-Exempt
EEO Category: Skilled Craft Workers

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Plumbing

Department: Maintenance

Date: February 28, 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	1
Chemicals				X		2
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:

5/30/18
Immediate Supervisor — Date

5-30-18
Department Director — Date

5/30/18
Human Resources - Compensation — Date

JOB DESCRIPTION

Job Title: Supervisor, Revenue Control

Date: January 7, 2016

Department: Finance

Grade/Level: Exempt; L26

Title of Immediate Supervisor: Assistant Director, Finance

POSITION SUMMARY: Supervise the Revenue Control section of the Finance department, including the invoicing and collection of all revenue and security deposits due to the Authority and compliance with policies, procedures and departmental budgets. Review contract documents for compliance, maintain and monitor Letters of Credits and Bonds documents for renewal and rating status. Prepare month-end and year-end schedules for the Comprehensive Annual Financial Report and work with independent auditors. Responsible for the development of internal controls that are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.

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

- Supervise accounts receivable process to ensure adherence to the Authority's policies and procedures, and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Supervise the revenue invoicing and remittance established in leases, amendments, space-use permits, contracts, etc., to ensure invoicing accuracy. Maintain and ensure the accuracy of the revenue accounting records to facilitate a timely reporting of financial condition to management.
- Supervise the preparation of the daily deposit and recording of revenue and cash receipts. Ensure that all internal controls related to this area are always operating as designed.
- Supervise the proper recording, accounting and monitoring renewal and rating status of security deposits received. Ensure that all customers have the appropriate security deposits and any replacement security deposits are received prior to expiration of the existing security deposits.
- Review requests for refunds and credit memos and ensure that they are in compliance with the customer agreements and are supported by adequate documentation.
- Supervise collection procedures on delinquent accounts receivable. Analyze delinquent accounts receivable reports to ensure timely payment from tenants, concessionaires, air carriers and other customers. Monitor delinquent accounts with security deposits. Prepare and draw down on security deposits as necessary in the collection effort. Report to management on delinquent accounts on a timely basis and recommend actions pursuant to agreements. Work with legal on bankruptcies and other legal matters.
- Review reports generated by the Accounts Receivable department for reconciliation, journal entry recording, monitoring and reporting purposes. Review reconciliation of Accounts Receivable to the General Ledger. Perform analysis of various general ledger accounts and ensure that any reconciling items are resolved timely.
- Review and remit monthly sales tax, excise tax, gross receipt tax and communication service tax returns. Ensure compliance with all regulatory requirements.
- Prepare month-end schedules, annual schedules and notes for the Comprehensive Annual Financial Report and with work with independent auditors.
- Assist with the annual revenue budget.

RESPONSIBILITIES (Continued):

- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance 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.

- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor degree in Accounting or related field, and five (5) years of experience in revenue accounting and revenue collections, or an equivalent combination of education, training, and experience. Strong understanding of revenue accounting concepts, practices and procedures required. Supervisory and collections experience required. Oracle and PropWorks experience desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must possess strong interpersonal and leadership skills
- Must have strong knowledge of Excel, Word and Access Database.
- Must be familiar with computerized accounting systems
- Ability to handle multiple responsibilities throughout various financial areas
- Ability to understand and carry out complex oral and written instructions
- Ability to deal tactfully and courteously with employees and the general public
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public.
- Strong organizational skills to prioritize work and meet deadlines

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant license desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Supervise staff of approximately five (5) employees

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

- Interprets policy and procedure minimal
- High degree of independence with minimal supervision
- Decisions affecting important administrative and accounting procedures.
- Coordinate decisions effecting other GOAA departments with Finance management staff
- High level problem-solving skills

APPROVAL SIGNATURES:

Immediate Supervisor — Date 1/12/2016

Kathleen M. Sherman
Department Director — Date 1/14/2016

Director of Human Resources — Date 1-22-16

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Supervisor – Revenue Control
Department Finance
Date January 7, 2016
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

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					3
Lifting 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						1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

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

Frequency

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

Importance

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

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

Supervisor Comments:

Immediate Supervisor — 11/4/2016 Date

Department Director — Lauren M. Sherman 11/4/2016 Date

JOB DESCRIPTION

Job Title: Supervisor, Security Compliance

Date: October 12, 2017

Department: Security

Grade/Level: Non-Exempt, L21
Rotating Shift: No
Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Security Compliance

---

POSITION SUMMARY: Responsible for daily oversight of the Security Compliance Specialists. Monitor throughout the Authority for compliance with applicable airport security policies, regulations, and agreements to maintain overall effectiveness, and efficiency of security processes and procedures. Provide or facilitate training and related documentation to airport tenants, contracted security personnel and airport guests regarding compliance issues and other security related initiatives. Train Security Compliance Specialists and maintain required documentation.

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.*

- Supervise assigned employees. 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.
- Monitor compliance with Federal regulations contained in 49 CFR Part 1542 and other applicable Federal Regulations, Transportation Security Administration (TSA) regulatory requirements and the Airport Security Program (ASP) through audits, inspections, testing, observation, and interviews.
- Issue Security Violations as appropriate for compliance related violations of the ASP or other regulatory requirements; conduct historical and trend analyses of violation data and adjust/revise training programs as applicable.
- Review Security Violations issued by staff for appropriateness and consistency; address discrepancies.
- Oversee security training programs, to include the airport's computer-based training (CBT) for airport personnel and tenants; develop and implement any new security training initiatives that may be needed; develop and present training in response to noted deficiencies or problem areas.
- Conduct training and associated documentation as it relates to Security Compliance Specialists
- Assist in confirming compliance standards are being met for all security related recurrent training.
- Conduct monthly or as needed training/outreach programs and maintain related training materials for requested GOAA departments and stakeholders
- Assist airport tenants and users with security related issues to facilitate all affected parties remaining within regulatory compliance standards.
- Maintain a system of checklists to verify all audit and inspection criteria are being properly addressed on a regular basis.
- Maintain data/documentation in reports, logs, etc. as required for the Airport Security Program, regulatory policies and other compliance standards
- Perform other tasks as directed

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in a Security related discipline and four (4) years experience including compliance with TSA security regulatory requirements and training responsibilities, or an equivalent combination of education, training and experience. Experience in an airport environment preferred. Supervisory and/or leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Computer proficiency to include a working knowledge of Microsoft Word, Excel and PowerPoint
- Knowledge of TSA security requirements
- Knowledge of security compliance
- Experience/knowledge of general airport operations
- Good oral and written communication skills
- Ability to effectively and professionally interact with various Authority staff, contracted staff, tenants and airport guests
- Must be able to act effectively in highly stressful situations
- Proficiency in English, multilingual skills desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license

SUPERVISOR RESPONSIBILITIES:

- Supervisory responsibility for approximately three (3) employees

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

- Considerable initiative, discretion and judgment
- Works independently under moderate supervision

APPROVAL SIGNATURES:

Immediate Supervisor — Date: 10/17/17

Manager — Date: 10/17/17

Department Director — Date: 10-17-2017

Sr. Director, Human Resources & Risk Management — Date: 10-19-17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Supervisor, Security Compliance
Department Security

Date October 12, 2017
Section 465

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

Immediate Supervisor — Date: 10/17/17

Department Director — Date: 10-17-2017

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Security Operations

Department: Security

Date: June 30, 2021

Title of Immediate Supervisor: Manager, Security Operations

Pay Level: L22

POSITION SUMMARY: Supervise security activities on assigned shift. Supervise the Security Operations Center (SOC) and staff; provide immediate response to all security-related incidents or other emergency situations on airport property. Coordinate Security Incident Management and the routine enforcement and operational needs of the Airport Security Program (ASP). Confirm that security issues are addressed appropriately and in a timely manner. Serve as Security Incident Liaison with federal agencies, other GOAA departments, law enforcement, and other outside agencies. Make immediate decisions necessary to maintain security of the 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:*

- Provide immediate response to any security related incidents or other emergency situations on airport property.
- Supervise the SOC and staff; train staff and oversee responses to activated security system alerts in compliance with required time frame; facilitate coordination with the Communications Center and other airport personnel as needed.
- Point of contact for Transportation Security Administration (TSA) and other federal agencies during initial response.
- Maintain compliance with and enforce the ASP in accordance with 49 CFR Part 1542; perform periodic inspection of security requirements and initiate corrective action.
- Oversee, coordinate, and maintain Authority-owned security screening equipment at multiple locations throughout the airport.
- Represent security management after normal business hours.
- Investigate security-related problems and develop solutions to confirm security of the airport.
- Issue Security Violations, resolve conflicts, and coordinate Trespass Warnings; review daily violations log to verify compliance with ASP.
- Coordinate daily and incident priorities with other departments.
- Prepare reports and other documentation; keep department management apprised of security issues.
- Assist in the development of policies and procedures for the Secure Area access operations.
- 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.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate Degree in Security, Airport Management, Public Administration or related field and five (5) years security-related experience, or an equivalent combination of education, training and experience. Supervisory experience preferred. Experience in an airport environment and familiarity with airport security regulations desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of Transportation Security Administration security requirements
- Ability to work under stressful conditions, analyze and manage situations and make decisions rapidly

- General experience/knowledge of airport operations
- Demonstrated leadership skills
- Good oral and written communication skills
- Ability to interact with various departments
- Computer proficiency with Microsoft Office products
- Ability to operate a two-way radio
- Proficiency in speaking and writing in English, multilingual skills desired
- Must be willing and able to work rotating shifts to include nights, weekends, and holidays.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) to two (2) employees per shift on a rotating basis

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 judgment and discretion
- Interpret and apply contracts, policies, laws
- May be responsible for: supervision, routine decisions/analysis, recommendations, forecasts, strategies, planning, research, and/or evaluations
- Establish priorities to maximize productivity and efficiency
- Limited problem resolution

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

APPROVAL SIGNATURES:

[signature]	7/8/21	[signature] - 7-12-2021	
Immediate Supervisor	Date	Department Director	Date
[signature]	07-16-2021	[signature]	
Chief of Operations	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt
EEO Category: Paraprofessionals
Shift Premium: N/A
Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Security Operations

Department: Security

Date: June 30, 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	X	2
20 – 50 lbs					X	2
51+ lbs						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		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
Pull Trailer					X	3
Communication Equipment (radio, cell phone)	X					3

SUPERVISOR COMMENTS:

7/8/21
Immediate Supervisor — Date

7-12-2021
Department Director — Date

7/22/2021
Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Supervisor, Security Operation Center

Department: Security | Date: October 3, 2023

Title of Immediate Supervisor: Asst. Mgr., Emergency Communications (Training/SOC) | Pay Level: L21

POSITION SUMMARY: Responsible for the effective and efficient operation of the Security Operations Center during assigned shift. Supervisors must perform all duties and responsibilities required of a Security Operations Dispatcher.

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 managing the day to day operations of the Security Operations Center. Maintain compliance with operational procedure guidelines.
- Perform all duties of the Security Communications Dispatcher:
    - Monitor door alarms and other related security systems via the CCTV system from the SOC; continuously monitor and assess security situations.
    - Investigate and dispatch security responses for activated security system alerts within the required timeframe, coordinating with Communication Center and other Airport Security personnel as needed. Escalate notifications to the TSA within the required timeframe.
    - Manage access, open and monitor doors, gates and elevators to allow authorized access of employees, deliveries, vendors and visitors. Monitor and capture video surveillance.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; enforce and 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.
- Conduct monthly compliance evaluations as needed.
- Conduct basic and refresher training for Security Operations Dispatcher as needed.
- Liason with Security Supervisors in the deployment of security personnel and security personnel activities. Monitor and provide support to security personnel in the field with routine door testing and alarm audits.
- Maintain compliance with the enforcement of the Airport Security Program (ASP) in accordance with 49 CFR Part 1542.
- Prepare reports, logs, and other documentation in support of the ASP and section policies.
- Compile, review, and log incident reports and daily reports.
- Monitor the CCTV system operations at the Security Operations Center, maintain data of cameras needing maintenance, submitting work order requests as needed and following up on resolution.
- Verify maintenance requests and been issued, assist with troubleshooting for all security related systems including CCTV, access control, alarms etc.
- Coordinate Ambulance escorts with the Emergency Communication Center for medical emergencies within the AOA or Sterile areas.
- Backup and restore several different computer systems.
- Responsible for remaining current on all GOAA emergency response procedures and executing proper response as required.
- Serve as a payroll backup for the Security Operations Center
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a Security related discipline and two (2) years security related experience, preferably in an airport environment, or an equivalent combination of education, training and experience. Experience monitoring alarms and/or security systems in an operations center preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Leadership and supervisory skills preferred
- Computer proficiency to include a working knowledge of Microsoft Word and Excel
- Knowledge of Transportation Security Administration security requirements
- Experience/knowledge of general airport operations
- Good oral and written communication skills
- Ability to effectively and professionally interact with various Authority staff and Airport security personnel
- Ability to operate a two-way radio
- Ability to work independently without constant supervision
- Must have the ability to prioritize multiple tasks and handle more than one task at a time
- Must be able to act effectively in highly stressful situations
- Must be able to type a minimum of 25 cwpm
- Proficiency in speaking and understanding English required, multilingual skills desired
- Must be able to work rotating shifts, early mornings, late evenings, weekends and holidays

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 3-5 employees per shift

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

- Works independently and under general supervision
- Must be able to make immediate decisions following established guidelines/procedures

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

APPROVAL SIGNATURES:



Oct 4, 2023

Immediate Supervisor — Date



Oct 4, 2023

Department Manager — Date



Oct 10, 2023

Department Assistant Vice President — Date



Oct 10, 2023

Department Vice President — Date



Oct 11, 2023

Chief of Operations Date



Oct 11, 2023

Chief Operating Officer Date



Oct 12, 2023

Vice President, Human Resources Date

FLSA: Non-Exempt

EEO Category: Service Maintenance

Shift Premium: N/A

Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Supervisor, Security Operations Center

Department: Security

Date: October 3, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting			X			3
Lifting: 0 – 20 lbs				X		2
20 – 50 lbs					X	2
51+ lbs					X	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		3
Noxious Fumes					X	2
Chemicals					X	2
Insects				X		2
Heights, Confined Areas					X	2
Excessive Noise				X	X	
Must be able to work nights, weekends and holidays						3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Pull Trailer					X	3
Security systems (CCTV, alarms, etc.)	X					3
Communications Equipment (radio, cell phone)	X					3
SUPERVISOR COMMENTS:						

Jammi Hackett Filbert
box SIGN 4Q8K5WQ2-4KQR3965

Oct 4, 2023

Immediate Supervisor — Date

E. Brian Gilliam
box SIGN 186QX7QJ-4KQR3965

Oct 10, 2023

Department Vice President — Date

Cathlynn Vianna
box SIGN 1R6ZLY3Z-4KQR3965

Oct 12, 2023

Human Resources - Compensation — Date

JOB DESCRIPTION

Job Title: Supervisor, Terminal Electrical

Date: January 8, 2013

Department: Maintenance

Grade/Level: Non-exempt; L22
Rotating Shifts: No
Shift Premium: No

Title of Immediate Supervisor: Manager, Electrical Systems

POSITION SUMMARY: Supervises the Interior Electrical Shop in the operation and maintenance of all interior power distribution and lighting systems.

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.*

- Plan, organize, and supervise the daily operations of the Interior Electrical Shop.
- Read wiring diagrams, electrical plans and specifications, and generate scope and specifications for work.
- Responsible for remaining current with all electrical codes and maintenance practices to ensure compliance in all work performed.
- Monitor and administer PowerNet electrical monitoring system.
- Monitor maintenance contractors to ensure timely compliance with the contract requirements and electrical standards.
- Establish and maintain the necessary records and reports to ensure product and equipment reliability.
- Responsible for remaining current on all GOAA emergency response and safety procedures, ensuring proper response as required.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budget.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:
High school graduate or equivalency diploma and five years experience in a combination of trouble shooting and repair of motor controls, high voltage electrical systems up to 600 volts, lighting, power and BASL control systems and components, and three years supervisory experience; or an equivalent combination of education, training, and experience. Associate degree in electrical related field desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of energy management and building automation systems
- Specialized training on switchgear equipment desirable.
- Knowledge of emergency generator systems, automatic transfer switches, uninterruptible power systems, computer controlled switchgear.
- Knowledge of electrical codes, OSHA regulations, FAA, and NFPA 70E standard.

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES:
Supervisory responsibility for approximately nine (9) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT:

- Considerable latitude in initiative, judgement, and authority in carrying out duties and responsibilities consistent with this position as described.

APPROVAL SIGNATURES:

E Barczak — Immediate Supervisor — 1-10-13 — Date

Assistant Director — 1/15/13 — Date

Department Director — 1/15/13 — Date

Kathy E Bond — Director of Human Resources — 1-22-13 — Date

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Supervisor, Terminal Electrical
Department: Maintenance
Date: January 8, 2013
Section: 687

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. 0 - 20 lbs.					X	1
B. 21- 50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping					X	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		2
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 he 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		2
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Transportation via department vehicle		X				3

Supervisor Comments:

F. Bancroft 1-10-13
Immediate Supervisor Date

[signature] 1/15/13
Department Director Date

JOB DESCRIPTION

Job Title: Supervisor, Terminal Operations

Date: September 26, 2017

Department: Terminal Operations – BHS/GSE Division

Grade/Level: Non-exempt; L21
Rotating Shifts: Yes
Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Terminal Operations BHS/GSE Division

---

POSITION SUMMARY: Coordinate and supervise the daily operational activities of assigned areas of the BHS/GSE Operations. Confirm quality, excellent customer service, and regulatory compliance.

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 day to day operation and maintenance of the BHS/GSE, ensuring the highest levels of quality assurance and customer service are provided throughout BHS operations, including but not limited to TSA, airlines personnel support services, internal customers, and the general public.
- Confirm compliance with all TSA and Federal regulations, rules and protocols related to baggage processing and security.
- Monitor and supervise BHS control room and operations staff.
- Coordinate with contracted workforce so that proper operational coverage is in place as needed; monitor BHS contracted staff, confirming full compliance with contract terms.
- Schedule and manage the daily use of the BHS and baggage make up claim devices.
- Develop and monitor staff schedules for effective and efficient operation of assigned area(s).
- Confirm the BHS facilities are in optimal condition for customer use through daily inspections, producing and following up on work orders, etc.
- Investigate and respond to issues, concerns and complaints from users of the Authority's areas and equipment.
- Coordinate and track training programs for both GOAA and contracted staff.
- Maintain inventory control records of Authority owned equipment.
- Process and maintain BHS payroll and attendance records.
- Update, maintain and implement policy and procedures relevant to BHS operations.
- Coordinate the interviewing, hiring, training and evaluation programs for assigned BHS personnel, and monitor performance of GOAA and contracted employees. Issue or recommend disciplinary or other personnel actions, complete performance evaluations.
- Coordinate with Federal Agencies, Airline Representatives, Essential Service Operators Skycaps.
- Investigate and respond to issues, concerns and complaints from users of the Authority's areas and equipment.
- Oversight of Control Center and system operators to ensure compliance with operating standards and maintain efficient operations.
- Monitor and record customer service performance through random surveys.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:
Associate Degree in Management or related field, and four (4) years related work experience, or an equivalent combination of education, training and experience. Bachelor degree in Management or related field preferred. BHS experience in a medium to large hub airport desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Customer Service skills required
- Supervisory skills preferred
- Computer skills in database, spreadsheets and word processing software
- Effective oral and written communications skills
- Multi task oriented
- Planning and organizational skills
- Able to work rotating shifts, early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*
Supervisory responsibility for approximately twelve (12) GOAA employees, and oversight of contracted employees.

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

- Judgment to handle a variety of issues pertaining to the daily use and operation of the BHS facilities.
- Works independently under moderate supervision, exercising considerable judgment and discretion.
- Deals with customer issues within established procedures and guidelines.

APPROVAL SIGNATURES:

Immediate Supervisor	Date 9-27-17
Manager	Date 9-27-17
Assistant Director	Date 9-27-17
Department Senior Director	Date 10-4-2017
Senior Director, Human Resources & Risk Management	Date 10-11-17

Job Description Supplement
Physical Requirements and Working Conditions

Position Title: Supervisor, Terminal Operations
Department: Terminal Operations, (BHS/GSE) Division

Date: September 26, 2017
Section: 413

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 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		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

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			2
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise				X		2
Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends						3
Monitoring/Operating Vehicles or Equipment Type?	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA Vehicle				X		2
Baggage Conveyor Systems		X				3
Communication Radio		X				3
General office equipment (computer, fax, copier, etc.)			X			3

Supervisor Comments:

Immediate Supervisor — Date: 9/27/17

Senior Director — Date: 10.4.2017

GREATER ORLANDO AVIATION AUTHORITY

Job Description

System Administrator (Linux)

Department: Information Technology

Date: March 14, 2019

Title of Immediate Supervisor: Assistant Manager, Systems Administration

Pay Level: L28

POSITION SUMMARY: Implement, support, troubleshoot and manage all Linux based systems for the Authority. Include many facets of server and storage design, installation, management and security. Play a key role in the continued development and management of the server and storage infrastructure. Combine hands-on maintenance and system architecture design. Support a mid-sized LAN in a campus design. Provide administration and support for the server environment, including Linux, VMWare virtual infrastructure, etc.

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, 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 adds, changes and deletions as necessary and according to established guidelines.
- Establish, schedule and monitor all systems backups and reviews related logs.
- Enforce and assist in establishing security policies for system use. Monitor systems for illegal or unauthorized software installation. Establish and keeps current computer virus protection on the network serves and nodes.
- Establish and regulate server disk space allocation and utilization by users. Coordinate and resolve system usage conflict between critical applications and/or peak hour conditions. Perform system tuning and optimization.
- 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 ensure 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.
- Implements security 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.
- Collaborate with management in the preparation of the Information Systems budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and five (5) years experience in the administration of a medium to large corporate network to include high level experience in server application, installation and configuration, or an equivalent combination of education, training, and experience Experience with current various Linux server OS (RedHat, Oracle, etc), Windows 7/8/10 and server applications (e.g. Oracle/Apache) required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment; CA Arcserve UDP; HP Openview, System Insight Manager or other system management software, is highly desirable. Some experience with VM Ware, Public Key Infrastructure, Blade Servers, and Storage Area Network environment 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. Provide 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 possess a thorough knowledge of information technology concepts, client server technology, electronic mail, communication servers, and database servers
- Configuration and maintenance of certificate authorities is a plus
- Willing to work in other functional areas when workload fluctuates
- Demonstrated team player, with ability to share responsibility and communicate effectively with team members
- Ability to effectively collaborate with Oracle database administrators and consultants

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Microsoft MCITP, Linux 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 little supervision or direction, substantial latitude in initiative, judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.
- Provide coverage for, or performs duties necessary to ensure 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:

	3-Apr-19		4/4/19
Immediate Supervisor	Date	Department Manager	Date
	4.4.2019		4-5-19
Chief Information Technology	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

System Administrator (Linux)

Department: Information Technology

Date: March 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	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						

SUPERVISOR COMMENTS:

6-Apr-19
Immediate Supervisor — Date

4.4.'19
Chief Information Officer — Date

4/4/19
Human Resources - Compensation — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

System Administrator (Windows)

Department: Information Technology | Date: March 14, 2024

Title of Immediate Supervisor: Assistant Manager, Systems Administration | Pay Level: L28

POSITION SUMMARY: Implement, support, troubleshoot and manage all Windows-based data servers for the Greater Orlando Aviation Authority (Aviation Authority). Include many facets of server and storage design, installation, management and security. Play a key role in the continued development and management of the server and storage infrastructure. Combine hands-on maintenance and system architecture design. Support a mid-sized LAN in a campus design. Provide administration and support for the server environment, including Microsoft Windows Server, Microsoft Azure, Internet Information Server, VMware virtual infrastructure, etc. May require support of Windows client systems and network infrastructure.

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.
- Maintain Azure resources and other cloud technologies.
- Must be familiar with common Azure services used in deployment and development projects.
- Manage identity and access management (IAM) for user maintenance including adds, changes and deletions as necessary and according to established guidelines. Facilitates approved remote access to Aviation Authority environment.
- Establish, schedule, and monitor all systems backups and reviews related logs. Restore from backup infrastructure as necessary and periodically to validate backups.
- Enforce and assist in establishing security policies for system use. Monitor systems for illegal or unauthorized software installation. Coordinate with IT Security team to establish and maintain endpoint security products on the network servers and nodes.
- Patch server operating system and application software regularly to address bugfixes and security vulnerabilities/exploits; this may include firmware updates to address same.
- Coordinate and resolve system resource conflicts between critical applications and/or peak hour conditions. Perform analyses, system tuning and optimization to rectify conflicts. Open case with vendor support to resolve complex issues.
- 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 verify 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.
- Implement domain security in accordance with established policies, best practice and harden as necessary after penetration testing and/or vulnerability scanning.
- Require compliance in the security of Aviation Authority networks and servers connected to the Internet.
- Adjust work schedule to include working late evenings and/or weekends when outage requirements dictate.

RESPONSIBILITIES (continued)

- Collaborate with management in the preparation of the Information Systems budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in computer science or related field and five (5) years experience in the administration of a medium to large corporate network to include high level experience in server application, installation and configuration, or an equivalent combination of education, training, and experience. Experience with Active Directory, Microsoft Azure, Windows Server 2008/2012/2016/2019/2022, Windows 10/11, VMware and vSphere required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment, Veeam Backup and Replication, HPE OneView or other system management software is highly desired. Experience with enterprise server applications (ie: SQL Server, IIS, Exchange, SharePoint) is desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent verbal and written communication skills
- Excellent documentation skills
- Experience with Active Directory, Microsoft Azure, Windows Server 2008/2012/2016/2019/2022, Windows 10/11, VMware and vSphere
- 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 possess a thorough 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
- Configuration and maintenance of certificate authorities is a plus

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Microsoft Azure, 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 little supervision or direction, substantial latitude in initiative, judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.
- Provide coverage for, or performs duties necessary to ensure 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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Apr 10, 2024

Immediate Supervisor Date



Apr 11, 2024

Manager, IT Infrastructure Date



Apr 11, 2024

Assistant Vice President, IT Date



Apr 11, 2024

Interim – Vice President, IT Date



Apr 11, 2024

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

System Administrator (Windows)

Department: Information Technology

Date: March 14, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	2
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs				X		3
20 – 50 lbs					X	2
51+ lbs					X	2
Bending/Stooping					X	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						

SUPERVISOR COMMENTS:

Scott Gunelius
box SIGN 1R7LVX66-4ZR5Q2LL
Apr 10, 2024
Immediate Supervisor — Date

Danny Palakal
box SIGN 4PZY9234-4ZR5Q2LL
Apr 11, 2024
Assistant Vice President, IT — Date

Keila Y. Walker Denis
box SIGN 4QY5XJ84-4ZR5Q2LL
Apr 11, 2024
Interim – Vice President, IT — Date

Natalia Londono
box SIGN 4Z79XV2Z-4ZR5Q2LL
Apr 19, 2024
Human Resources – Compensation — Date