

Maintenance Cost Control Specialist Lead

Department: Maintenance

Date: July 2, 2018

Title of Immediate: Assistant Manager, Cost Control

Pay Level: L18

POSITION SUMMARY: Prepare, monitor, and analyze all time and attendance, Operating & Maintenance budgets, and perform all computerized cost control and capital functions relating to these budgets for review. Perform research and analysis as assigned. Provide administrative support to management as assigned. Provide training and day-to-day guidance to the Cost Control Specialists.

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: The Lead is required to be able to effectively perform all responsibilities of the Cost Control Specialist to provide training and guidance, assist when needed, meet changing departmental workload needs, and perform as back-up during absences.

- Provide training and day-to-day guidance to the Cost Control Specialists; review financial transactions to confirm compliance with established procedures and standards
- Coordinate the daily activities of the Cost Control Specialists; make recommendations for redistribution of work as applicable
- Provide assistance in areas of concerns, investigate problems and recommend solutions as delegated
- Responsible for data entry and retrieval of all computerized cost control and capital functions, including, but not limited to, time and attendance, interdepartmental budget updating, monitoring and projections, maintenance management system entry, and management reporting
- Process procurement requests from requisition through payment; reconcile procurement card statements; verify invoice amounts against applicable contract/agreement
- Assist in data gathering and evaluations for budget preparation
- Develop and implement budget analyses and management reports as required; create reports showing current status of contract and expense budgets with analysis and recommendations
- Assist managers and supervisors in proper allocation and utilization of funds
- Perform statistical analyses and researches alternate fund sources for department
- Process utilities invoices for payment; perform proper analysis and fund allocation; prepare all related graphs as requested
- Responsible for preparation of department payroll for assigned personnel utilizing custom computerized time and attendance system; research time and attendance issues and process resolutions; prepare and distribute time and attendance management reports and forms
- Provide information and documentation as needed for audits or other reviews
- Maintain compliance with GOAA Policy and Procedures and LIUNA bargaining unit contract in all matters related to time and attendance
- Review contract funding requirements and enter information on any contract reports as needed
- Assist in development and tracking of capital maintenance plans including, but not limited to, budget estimates, schedules for major repairs, refurbishment, and/or replacement of airport systems and facilities, and the department annual Capital Improvement budget
- Assist in preparing and tracking Capital Initiation Requests (CIRs); process Maintenance documents/packages going to applicable committee for approval
- May perform duties in absence of Assistant Manager, Cost Control
- Perform other duties as assigned



Maintenance Cost Control Specialist Lead

Department: Maintenance

Date: July 2, 2018

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

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

Steven J. P... 7/3/18
Assistant Director Date

Angela M. Hunt 7-3-18
Department Director Date

Cathy Vance 7/3/18
Human Resources - Compensation Date

MINIMUM QUALIFICATIONS:

Associate degree in an accounting-related field and three (3) years experience as a Cost Control Specialist in the Maintenance department, or an equivalent combination of education, training, and experience. Experience processing complex time and attendance systems required. Experience leading and/or training others preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of spreadsheet, database, word processing software required
- Knowledge of Oracle and the Authority's current automated timekeeping systems desirable
- Must be proficient in 10-key skills
- Demonstrate high degree of reliability, accuracy, have excellent organizational skills, and be able to work independently
- Meticulous attention to detail and numerical ability
- Ability to manage multiple projects at a time, meet deadlines and accomplish a high volume of work
- Understand basic contract language
- Effective communications skills and the ability to lead and provide guidance to others

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

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:

 7/3/18
 Assistant Director Date

 7-3-18
 Department Director Date

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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Maintenance Dispatcher

Department: Maintenance

Date: May 29, 2019

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L16

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

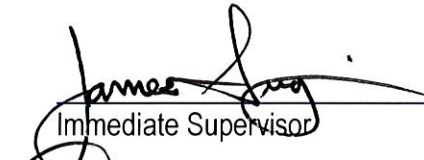
- None

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


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

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APPROVAL SIGNATURES:




Immediate Supervisor
5-29-19
Date



Department Director
5-29-19
Date



Department Assistant Director
5-29-19
Date



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

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: Yes

Rotating Shift: N/A

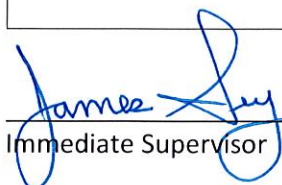
Maintenance Dispatcher

Department: Maintenance

Date: May 29, 2019

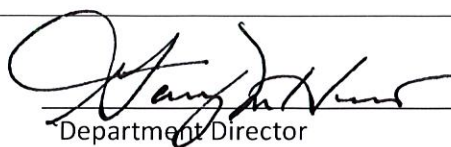
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

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

SUPERVISOR COMMENTS:

Immediate Supervisor

 5/29/19
Date



Department Director

 5-29-19
Date



Human Resources - Compensation

 5/29/19
Date

JOB DESCRIPTION

Job Title: Maintenance Support

Date: January 30, 2017

Department: Maintenance

Grade/Level: Non-Exempt; B1

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

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

EQUIPMENT OPERATED (Location specific):

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

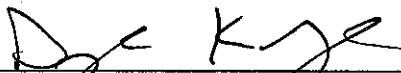
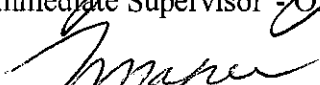
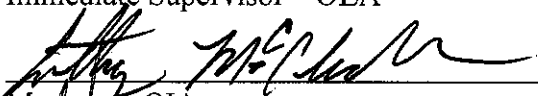

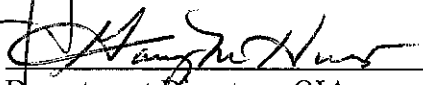
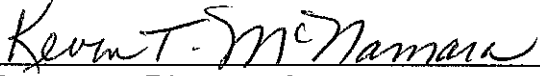
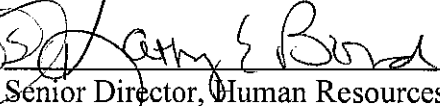
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

APPROVAL SIGNATURES:

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

Job Description Supplement Physical Requirements and Working Conditions

Position Title Maintenance Support
Department Maintenance or OEA

Date January 30, 2017
Section 655/441

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

Frequency

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

Importance

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

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

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

Frequency

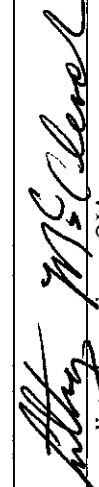
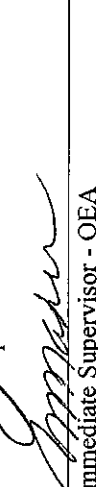
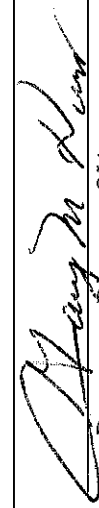

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
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- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

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

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

Supervisor Comments:


 Immediate Supervisor - OIA 2/24/17 Date

 Immediate Supervisor - OEA 2/16/17 Date

 Department Director - OIA 2-27-17 Date

 Department Director - OEA 2-16-17 Date

JOB DESCRIPTION

Job Title: Manager, Access Control & Security Compliance

Date: June 14, 2017

Department: Security

Grade/Level: Exempt, L29

Title of Immediate Supervisor: Director, Security

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

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

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

RESPONSIBILITIES (CONTINUED):

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- A valid Florida driver's license

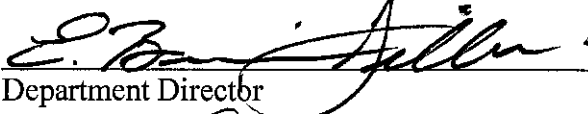
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

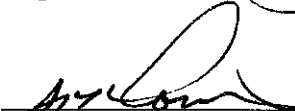
- Broad latitude regarding quantity and quality of work; costs; methods; hiring/termination action; performance appraisals; and other actions associated with employees.
- Must independently assess and maintain confidentiality requirements.
- Works very independently with little supervision or direction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

APPROVAL SIGNATURES:



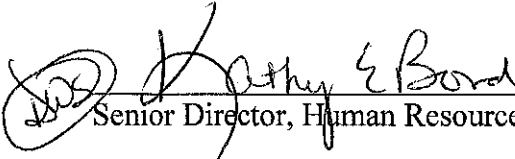
Department Director

6-19-2017
Date



Chief Operating Officer

6-26-2017
Date



Senior Director, Human Resources & Risk Management

6-29-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Manager, Access Control and Security Compliance
 Department: Security - Access Control

Date: June 14, 2017
 Section: 462

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

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Frequency</p> <ul style="list-style-type: none"> - More than 80% (6 1/2 hours or more per 8 hour day) - 51-80% (4 1/2-6 hours per 8 hour day) - 21-50% (2 1/2-4 hours per 8 hour day) - 6-20% (1-2 hours per 8 hour day) - 0-5% (Less than 1 hour per 8 hour day) | <p>Importance</p> <ul style="list-style-type: none"> 3 - Critical part of Job; can't be done any other way 2 - Important, but may be performed in some other way 1 - Not Critical; may be reassigned or not performed at all |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

Department Director

6-14-17

Date

Chief Operating Officer

6-26-2017

Date

JOB DESCRIPTION

Job Title: Manager, Air Service and Business Development

Date: October 4, 2017

Department: Marketing and Air Service Development

Grade Level: Exempt; 29

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

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

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

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

RESPONSIBILITIES (Continued):

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES *(Indicate number supervised)*

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

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

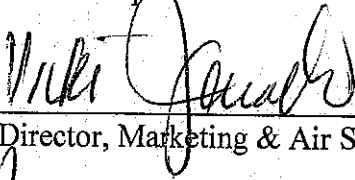
- Work with high degree of independence with little supervision or independence – substantial latitude in initiative, judgement, and authority
- Evaluate, analyze, design and initiate appropriate actions
- Judgement required in identifying opportunities and creating/executing marketing strategies
- Analyze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

APPROVAL SIGNATURES:



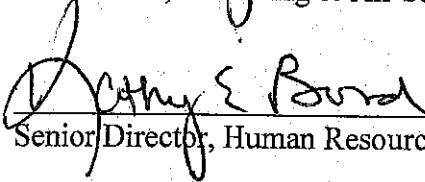
Immediate Supervisor

11/9/17
Date



Sr. Director, Marketing & Air Service Dev.

11/11/17
Date



Senior Director, Human Resources & Risk Mgmt

11-10-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Manager, Air Service and Business Development
 Department: Marketing & Air Service Development

Date: October 4, 2017
 Section: 311

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

Frequency

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

Importance

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

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


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

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

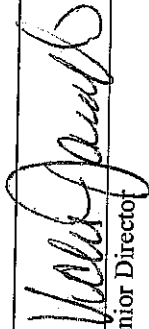
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

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

Supervisor Comments:


 Immediate Supervisor

11/1/17
 Date


 Senior Director

11/1/17
 Date

JOB DESCRIPTION

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

Date: April 21, 2016

Department: **Maintenance**

Grade/Level: **Exempt; L29**

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

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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


SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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


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

APPROVAL SIGNATURES:



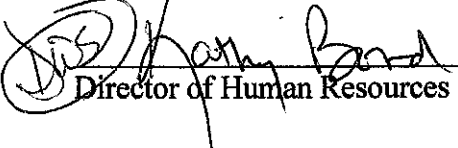
Immediate Supervisor

Date 5/3/16



Department Director

Date 5-4-16



Director of Human Resources

Date 5-13-16

Job Description Supplement Physical Requirements and Working Conditions

Position Title Manager, Airfield & Grounds
Department Maintenance

Date April 21, 2016
Section 631

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

Frequency

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

Importance

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

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

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

Frequency

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Importance

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

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

Supervisor Comments:


 Department Director

5/12/16
 Date

Immediate Supervisor

Manager, Airport Operations – Airfield

Department: Airfield Operations

Date: February 12, 2019

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

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

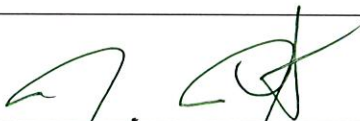
Manager, Airport Operations – Airfield

Department: Airfield Operations

Date: February 12, 2019

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

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


 Immediate Supervisor Date 05 Mar 19


 Department Director Date MAR 5, 2019


 Human Resources - Compensation Date 3/7/19

Manager, Airport Operations – BHS/GSE

Department: BHS/GSE Division

Date: February 21, 2020

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

Pay Level: L29

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*





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

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Manager, Airport Operations - BHS

Department: BHS/GSE Division

Date: February 21, 2020

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

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

Slater 2/24/20
Immediate Supervisor Date

McGuffee FEB 24, 2020
Department Director Date

Cathy Vaun 3/9/20
Human Resources - Compensation Date

Manager, Airport Operations (Landside)

Department: Airport Operations – Landside Division

Date: June 6, 2022

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

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

Manager, Airport Operations (Landside)

Department: Airport Operations – Landside Division

Date: June 6, 2022

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

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

Immediate Supervisor _____ Date _____

Department Director _____ Date _____

Human Resources - Compensation _____ Date _____

JOB DESCRIPTION

Job Title: Manager, Automation Software

Date: July 11, 2014

Department: Information Technology

Grade/Level: Exempt; L33

Title of Immediate Supervisor: Director, Information Technology

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

RESPONSIBILITIES:

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

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

RESPONSIBILITIES (continued):

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Management responsibility for approximately eleven (11) employees

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

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

APPROVAL SIGNATURES:

J. Neuwome
Immediate Supervisor/Department Director

8.26.14
Date

Dolly Manuel
Senior Director

09-15-14
Date

Harry Bond
Director of Human Resources

9-24-14
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Manager, Automation Software
 Department: Information Technology

Date: July 11, 2014
 Section 521

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

J. Nourine
 Immediate Supervisor / Department Director

8.26.14
 Date

Dolly Samuel
 Senior Director

09-15-14
 Date

**Manager, Aviation Planning and Development**

Department: Planning, Engineering, & Construction

Date: May 4, 2021

Title of Immediate Supervisor: Director, Planning

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

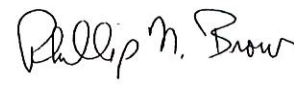
- Work very independently, with little supervision or direction; substantial latitude in initiative and judgment
- Propose and implement recommendations for making the Authority compliant with internal requirements as well as regulatory agency statutes and mandates

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

APPROVAL SIGNATURES:



 _____ Date 5/6/2021



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



 _____ Date 5-18-2021

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



Physical Requirements and Working Conditions

Manager, Aviation Planning and Development

Department: Planning, Engineering, & Construction

Date: May 4, 2021


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

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

SUPERVISOR COMMENTS:


 Immediate Supervisor/Director
 Date: 5/6/2021


 Human Resources - Compensation
 Date: 5/14/2021

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


Chief Executive Officer Date



Manager, Board Services

Department: Board Services

Date: September 4, 2020

Title of Immediate: Chief Executive Officer

Pay Level: L28

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

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

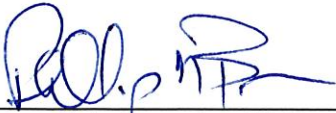

- Directly supervises a staff of approximately one (1) employee

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professional

Rotating Shift: N/A

Manager, Board Services

Department: Board Services

Date: September 4, 2020

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

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

SUPERVISOR COMMENTS:



 Chief Executive Officer

 10-14-2020
 Date



 Human Resources - Compensation

 10/15/20
 Date

JOB DESCRIPTION

Job Title: Manager, Building Services

Date: November 30, 2016

Department: Maintenance

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Assistant Director, Maintenance Contracts

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

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

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

RESPONSIBILITIES (Continued):

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license.

SUPERVISORY REQUIREMENTS: *(Indicate number supervised)*

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

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

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

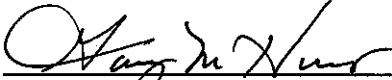
APPROVAL SIGNATURES:



Immediate Supervisor/Assistant Director

11/30/16

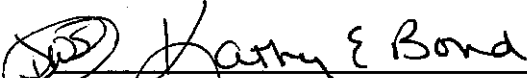
Date



Department Director

11-30-16

Date



Director of Human Resources

12-2-16

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Manager, Building Services
Maintenance

Date
Section

November 30, 2016
631

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

Frequency

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

Importance

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

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

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

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

Importance

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

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

Supervisor Comments:

St. J. P.
 Immediate Supervisor

11/30/16
 Date

Henry M. X...
 Department Director

12-7-16
 Date

Manager, Business Applications

Department: Business Applications

Date: February 19, 2018

Title of Immediate Supervisor: Assistant Director, Business Applications

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:


 _____ 3/1/18
 Immediate Supervisor Date


 _____ 3-10-18
 Chief Operating Officer Date


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

FLSA: Exempt

Shift Premium: N/A

EEO Category: 2 - Professionals

Rotating Shift: N/A




Manager, Business Applications

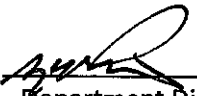
Department: Business Applications

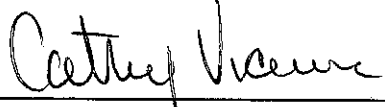
Date: February 19, 2018

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

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:							


 Immediate Supervisor 3/1/18
 Date


 Department Director, COO 3-6-18
 Date


 Human Resources - Compensation 3/6/18
 Date



Manager, Commercial Development

Department: Commercial Properties

Date: February 16, 2018

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

Pay Level: L29

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

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

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

DUTIES AND RESPONSIBILITIES (continued):

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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


APPROVAL SIGNATURES:



Immediate Supervisor 2/16/18
Date



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



Chief Operating Officer 3-6-18
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Manager, Commercial Development

Department: Commercial Properties

Date: February 16, 2018

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

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

Immediate Supervisor 2/16/18 Date

Chief Operating Officer 2-21-18 Date

Human Resources - Compensation 3/6/18 Date

Manager, Commercial Development – (Real Estate)

Department: Commercial Properties

Date: October 20, 2021

Title of Immediate Supervisor: Director, Planning and Development

Pay Level: L29

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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


Manager, Commercial Development (Real Estate)

Department: Commercial Properties

Date: October 20, 2021

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

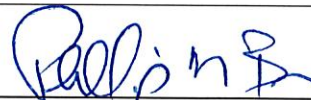
<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours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

 10/26/2021

 Date



 Chief Executive Officer

 10.27.2021

 Date



 Human Resources - Compensation

 10/29/2021

 Date

JOB DESCRIPTION

Job Title: Manager, Contracts and Grants

Date: September 26, 2017

Department: Planning and Engineering

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Manager, Project Controls

POSITION SUMMARY: Oversee the Authority's federal and state grants programs and serve as the Authority's primary contact with the local FAA Airports District Office and Florida Department of Transportation. Responsible for all construction-related professional service agreements, addenda and contracts and non-construction professional service agreements.

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.*

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

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in public administration, and six (6) years experience preferably with an airport authority, FAA, or FDOT; experience in a consulting firm, law firm, or a government agency ensuring compliance and enforcement activities will be considered, or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Strong communication skills in the areas of writing, speaking and listening
- Excellent interpersonal skills
- Detail oriented
- Strong contract writing skills
- Demonstrated ability to manage several project schedules simultaneously
- Proficient with computers, data bases, and word processing software

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately one employee

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

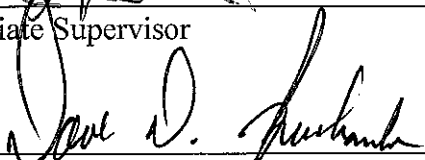
- Work very independently with little supervision or direction
- Substantial latitude in initiative, judgment, and authority
- Monitor compliance with policies, procedures, local, state, and federal statutes
- Make decisions in areas of expertise

APPROVAL SIGNATURES:



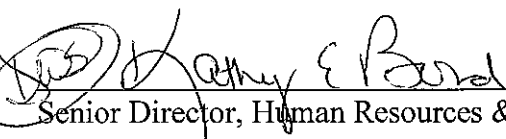
Immediate Supervisor

09.28.2017
Date



Department Senior Director

9/29/17
Date



Senior Director, Human Resources & Risk Management

10-2-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Manager, Contracts & Grants
Department: Planning and Engineering

Date: September 26, 2017
Section: 711

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting			X			2
Lifting			X			2
A. ___ 0 - 20 lbs.				X		2
B. ___ 21 - 50 lbs.					X	1
C. ___ 50+ lbs.						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						

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

Frequency

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

Importance

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

Constant

Very Frequent

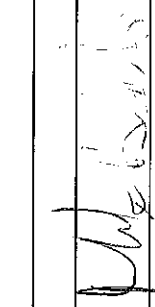
Frequent

Occasional

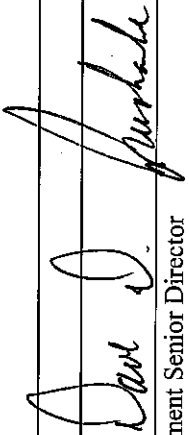
Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise				X		2
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:
Field project site visits. Meetings on and off GOAA properties.



 Immediate Supervisor



 Department Senior Director

9/29/12

 Date

JOB DESCRIPTION

Job Title: Manager, Cost Control & Contracts

Date: May 4, 2017

Department: Operations Administration

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Deputy Executive Director

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license

SUPERVISORY RESPONSIBILITIES:

Manages approximately two (2) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT:


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

APPROVAL SIGNATURES:



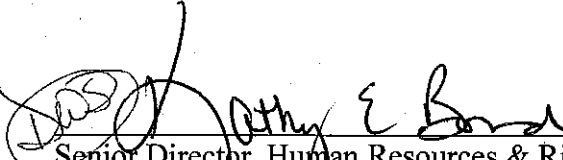
Immediate Supervisor/Deputy Executive Director

05/22/2017
Date



Chief Operating Officer

6-15-17
Date



Senior Director, Human Resources & Risk Management

6-21-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

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

Date: May 4, 2017
 Section: 417

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

[Signature]
 Immediate Supervisor/Deputy Executive Director

05/22/2017
 Date

[Signature]
 Chief Operating Officer

06/16/17
 Date



Manager, Customer Experience

Department: Customer Experience

Date: October 12, 2018

Title of Immediate Supervisor: Director, Customer Experience

Pay Level: L29

POSITION SUMMARY: Develop, implement and manage the Airport Information Customer Experience department including related customer service programs and initiatives to exceed the expectations of visitors to 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:*

- Manage the Airport Information Customer Experience staff to delight and value each guest with the finest airport experience in the world and the Orlando Experience ®.
- Maintain continued communications to expedite the resolution of customer complaints and issues with GOAA, airport tenants and key stakeholders (airlines, TSA, concessions, ground transportation, Disney Magical Express, etc.).
- Oversee the collection and analysis of airport comment cards, passenger inquiries, etc. Compile data into effective presentations for executive staff, board members, etc.
- Recommend and develop strategies and implement plans to mitigate negative customer impacts. Collaborate with airport businesses and service providers to confirm that a positive "Orlando Experience" is maintained. Manage sensitive issues as they arise.
- Keep abreast of industry "Best Practices" in Customer Experience and incorporate into the Airport Information program as applicable.
- Manage the Airport Ambassador program and contract staff; serve as the Authority Authorized Representative for the Airport Ambassador contract including confirmation of payroll and invoices. Report issues to the contract Supervisors or Manager for action and resolution; provide staffing requirements to contractor to maintain skill sets needed to complement Authority staff; provide training and orientation to Airport Ambassador contract staff.
- Develop and implement policies and procedures to maintain trained Authority and contract staff and excellent customer service.
- Provide customer service related training for Authority employees, Airport Ambassadors, and volunteers working a special event.
- Develop and monitor the Airport Information department budget.
- Serve as the department Resource Recovery Coordinator for the Authority's Business Continuity Plan.
- Develop emergency response procedures related to Airport Information including a communication plan for passengers and airport personnel during an operational emergency or other interruption of normal processes, providing assistance as required.
- Serve as the department representative in the Airport Emergency Plan (AEP) planning group and Family Assistance department leader
- Supervise GOAA employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Aviation Management, Business Administration, Communications or related field, and six (6) years experience in airport customer services environment with three (3) of those years working at a medium to large hub airport, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent oral and written communication
- Ability to analyze and interpret customer service issues, problem solve, and reach satisfactory resolution
- Knowledge of airport and 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
- Ability to effectively analyze data and identify trends, patterns, etc.
- A second language is desirable

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises one (1) Authority employee and indirectly supervises approximately fourteen (14) Authority employees; oversees and manages a large number of contract staff.

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

- Work very independently with little supervision or direction – substantial latitude in initiative, judgment
- 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:


 Immediate Supervisor/Director 11/20/18
 Date


 Chief Executive Officer 12-3-18
 Date


 Sr. Director, HR & Risk Management 12-18-18
 Date

FLSA: Exempt

EEO Category: Professional



Shift Premium: N/A

Rotating Shift: N/A

Manager, Customer Experience

Department: Customer Experience

Date: October 12, 2018

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

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


 Immediate Supervisor/Director 12/3/18
 Date


 Chief Executive Officer 12-3-18
 Date


 Human Resources - Compensation 12/13/18
 Date

Manager, Customer Service Training & Employee Engagement

Department: Customer Experience

Date: October 12, 2018

Title of Immediate Supervisor: Director, Customer Experience

Pay Level: L29

POSITION SUMMARY: Plan, implement and oversee an airport-wide customer service training program. Identify and implement methods to integrate the airport's customer service philosophy throughout the airport community.

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 airport-wide training related to customer service initiatives, including but not limited to, training airport leaders, vendors, tenants, airline personnel; scheduling and facilitating employee customer service framework education; and integrating the airport's customer service philosophy into each company's training program
- Create and maintain training materials to reinforce customer service initiatives
- Develop, implement and monitor an airport-wide orientation program
- Collect and analyze feedback from communication channels to identify training opportunities and methods to promote awareness of the customer service initiatives
- Manage airport employee communication via emails, blogs, pocket guides, etc.
- Oversee the administration of the Airport Recognition Program and communicate details to airport partners
- Represent the department in tenant meetings related to customer service or any employee engagement events
- Manage the department's customer service software including sourcing, setup, testing and implementation
- Oversee the employee airport website from inception through development, updates and enhancements.
- Partner with the International Culture Consultants to assist with their mission and training airport employees; lead and support the Culture work team
- Serve as Content Evaluation and Measurement Family Assistance Leader; formulate and update Airport Family Assistance Plan, participate in emergency exercises, attend meetings with vendors and community partners supporting any community Family Assistance Centers as directed.
- Active member of the Customer Service Advisory Council (CSAC) Safety Team, Green Team, Internal Communication Committee, and other groups as assigned.
- 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 back-up for Guest Relations and Content and Community Manager
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Management or a training related field and 6 years of progressively responsible experience in the customer service training field, to include a strong leadership role, or an equivalent combination of education, training, and experience. Development of training programs and materials required; supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Current working knowledge of MCO (Orlando International Airport) strongly preferred
- Understanding of current customer service initiative framework (participation on a work team preferred)



Manager, Customer Service Training & Employee Engagement

Department: Customer Experience

Date: October 12, 2018

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X				3
Walking			X				3
Sitting				X			2
Lifting: 0 - 20 lbs						X	2
20 - 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	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	1
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA or Personal Vehicle						X	3
General office equipment (computer, copier, fax, etc.)				X			3
Other							
SUPERVISOR COMMENTS:							

[Signature] 12/3/18
Immediate Supervisor Date

[Signature] 12-3-18
Chief Executive Officer Date

[Signature] 12/13/18
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Manager, Electrical Systems

Date: September 19, 2017

Department: Maintenance

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Assistant Director, Maintenance Operations

POSITION SUMMARY: Manage in-house personnel and service contracts for maintenance, repair and operation of various electrical, electronic, transportation and life-safety systems for the Orlando International Airport (OIA) and Orlando Executive Airport (OEA).

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

- Provide leadership and be accountable for the Electronics, Terminal Electrical, and Airfield Electrical programs and shops at OIA and OEA; oversee contract administration personnel and various electrical contracts.
- Develop and manage replacement and renewal programs.
- Plan all electrical construction job order contracts, develop scope of replacement and renewal projects, inspect jobs in progress, generate close out procedures, and confirm that the Authority gets good value for its money.
- Plan and organize maintenance activities & work plans, identify needs, develop maintenance schedules, coordinate with contract maintenance activities.
- Monitor and control personnel requirements and performance, equipment and material needs, and budget expenditures to ensure effective and efficient maintenance of the above areas.
- Review, study, and interpret architectural drawings, plans, and specifications for proposed projects prior to the bidding process; review construction drawings for accuracy and completeness.
- Develop technical specifications, initiate the procurement process and participate through contract award, and ensure compliance with service and material contracts.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; 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.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Maintain compliance with applicable Federal, State, and local codes, and establish maintenance standards consistent with OSHA standards and NFPA regulations.
- Responsible for staying current on all Aviation Authority emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Technical training in various types of electrical/control systems maintenance
- Knowledge of NFPA regulations and electrical codes.
- Computer skills – proficient in Microsoft Word, Excel, and Outlook
- Effective communication skills, verbal and written
- Effective supervisory/management skills
- Effective organizational skills; attention to detail
- Maintain professional relationships with internal and external customers

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License
- Master Electrical license desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Directly supervise a staff of approximately four (4) and indirectly supervise a staff of approximately thirty (30) trades/bargaining unit personnel

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

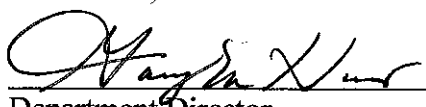
- Work very independently with little supervision or direction
- Substantial latitude in initiative, judgment and authority

APPROVAL SIGNATURES:



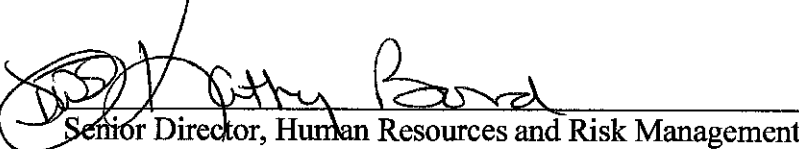
Immediate Supervisor

10/2/17
Date



Department Director

10-9-17
Date



Senior Director, Human Resources and Risk Management

10-16-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Manager, Electrical Systems
 Department: Maintenance

Date: September 19, 2017
 Section: 631

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

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

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

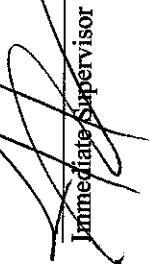
In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

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

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

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

Supervisor Comments:


 Immediate Supervisor

10/2/17
 Date


 Department Director

10-9-17
 Date

Manager, Emergency Communications

Department: Security

Date: June 10, 2019

Title of Immediate Supervisor: Director, Security

Pay Level: L29

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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



Manager, Emergency Communications

Department: Security

Date: June 10, 2019

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

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

SUPERVISOR COMMENTS:

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

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

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

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

Manager, Engineering

Department: Planning, Engineering, & Construction

Date: December 3, 2018

Title of Immediate Supervisor: Director, Engineering

Pay Level: L32

POSITION SUMMARY: Manage engineering/architecture and development projects and programs from inception through planning, final design, bid and award, permitting, construction completion 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 and programs from inception through final design, permitting, bid and award, construction phase administration and project closeout; including develop and maintain Master Design Guidelines; assist with selection of consultants and consultant fee negotiations; develop and control project scope, budget and schedule; cost reconciliations and approval of pay; construction phase management such as construction administration and closeout.
- Manage Airfield, Roadway and Utilities projects and programs from inception through final design, permitting, bid and award, construction phase administration and project closeout; attend job coordination meetings and site visits, inspect work and verify compliance with design standards, codes, permits and statutes as required; approve pay applications and invoices from consultants and contractors; approve project completion and closeout.
- Manage Planning projects from inception through completion and closeout. Develop and control scope, budget, schedule and communications for assigned planning projects. Work is performed in close coordination with department staff, general and continuing consultants, legal counsel and end users. Provide technical review and advice during planning phase, manage FAA ALP Change and Air Space Reviews, update and maintain the Master Conceptual Drainage Plan and Permitting.
- Complete technical planning analyses relating to short- and long-term/ultimate airfield, other airport and aviation facility requirements. Prepare conceptual and layout plans, construction project cost estimates, drawings and studies for the development of airport and tenant facilities. Conduct site visits as needed.
- Assist in the development and support updating of the Airport Capital Improvement Programs (CIPs), project funding strategies and preparation of agency grant applications.
- Manage the Airfield Capital Improvement Plan (CIP), including assistance in preparation for grant applications; manage the Airfield Pavement and Lighting Management Programs including assessments and improvements.
- Manage Roadway and Bridge projects and programs, including Roadway Pavement Management, Condition Assessment, Roadway Capital Improvement Program, Roadway Sign Structures Inspection Program, and Bridge Inspection Program.
- Manage Authority's Civil Permitting Process for all on-going programs and projects
- Review Environmental Resource Permit applications.
- Coordinate and negotiate with Utility Companies for all on-going programs and projects.
- Manage the GOAA Facilities Addressing Program.
- Manage CAD/GIS/BIM initiatives.
- Provide expert feedback as needed for management evaluation and decision making on assigned projects.
- Conduct tours, gives briefings and presentations related to engineering/architecture projects.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Civil Engineering, Architecture or closely related field and seven (7) years of related airport experience managing design and construction of small and large scale projects for an architectural firm, engineering firm, consulting firm, construction company or a public agency with responsibility for compliance and enforcement activities, or an equivalent combination of education, training and experience. Airport experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong leadership skills, supervisory skills preferred
- Project management skills
- Ability to analyze data and plan/budget projects
- Ability to effectively oversee the work of outside and "extension of staff" consultants
- Excellent oral and written communication skills, interpersonal skills
- Working knowledge of BIM, CAD, GIS equipment and software
- Proficient in the use of computers, including Microsoft Office Suite, Projects, etc.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Florida Professional Engineering (PE) or Architectural license preferred at time of hire, required within one (1) year of assuming the position

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Manage and direct the work of multiple consultants and staff extension personnel

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

- High degree of independence, extensive latitude in initiative, judgement and authority
- Evaluate performance of consultants/contractors and their compliance with standards, codes, permits, statutes, etc.

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

APPROVAL SIGNATURES:



Immediate Supervisor Date



Department Senior Director Date



Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Official and Administrators

Rotating Shift: N/A

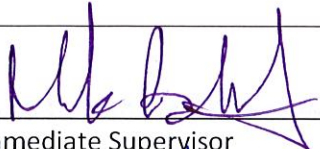
Manager, Engineering

Department: Planning, Engineering, & Construction

Date: December 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				3
Walking			X				3
Sitting				X			2
Lifting: 0 - 20 lbs 20 - 50 lbs 51+ lbs					X		2
						X	2
						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	2
Chemicals						X	2
Insects						X	2
Heights, Confined Areas						X	2
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor

Date


 Department Senior Director

Date


 Human Resources - Compensation


 Date

JOB DESCRIPTION

Job Title: Manager, Environmental Compliance

Date: June 30, 2017

Department: Planning, Engineering, Construction

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Director, Planning

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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


SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

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

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

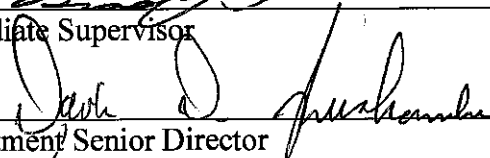
- Works very independently with little supervision
- High level of initiative and judgment
- Manages and directs the work of several environmental projects, major work areas or functions of the organization, consultants and contractors; usually involving two or more functional areas, or phases of work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

APPROVAL SIGNATURES:



 Immediate Supervisor

7/6/17
 Date



 Department Senior Director

7/6/17
 Date



 Senior Director, Human Resources & Risk Management

7-7-17
 Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Manager, Environmental Compliance
Department Environmental

Date June 30, 2017
Section 612

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

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

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

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


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

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

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


Immediate Supervisor

2/6/17
Date


Senior Director

7/6/17
Date

Manager, Environmental Permitting

Department: Environmental Services

Date: April 26, 2022

Title of Immediate Supervisor: Director, Planning & Development

Pay Level: L30

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

Manager, Environmental Permitting

Department: Engineering & Construction

Date: April 26, 2022

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

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

Immediate Supervisor _____ Date _____

Chief Executive Officer _____ Date _____

Human Resources - Compensation _____ Date _____

JOB DESCRIPTION

JOB TITLE: Manager, Facility Assets

DATE: June 23, 2014

DEPARTMENT: Maintenance

GRADE/LEVEL: Exempt; L29

TITLE OF IMMEDIATE SUPERVISOR: Director, Maintenance

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

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

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

RESPONSIBILITIES (continued):

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES / CERTIFICATIONS REQUIRED:

- A valid Florida driver's license

SUPERVISORY RESPONSIBILITIES:

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

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


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

APPROVAL SIGNATURES:



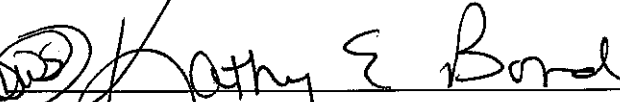
Immediate Supervisor/Department Director

23 June 14
Date



Deputy Executive Director

24 June 14
Date



Director of Human Resources

7-23-14
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Manager, Facility Assets
 Department Maintenance

Date June 23, 2014
 Section 631

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

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

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

[Signature]
 Immediate Supervisor

6/23/14
 Date

[Signature]
 Deputy Executive Director

6/24/14
 Date



Manager, Finance (Financial Reporting)

Department: Finance

Date: May 18, 2021

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

<p><u>Elvie Alfonso</u> 5.25.21 Immediate Supervisor Date</p>	<p><u>Mauri Demmy</u> 6/14/21 Department Director Date</p>
<p><u>Karen M. Skum</u> 5/25/21 Chief Financial Officer Date</p>	<p><u>Anthony Bond</u> Sr. Director, HR & Risk Management Date</p>

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Manager, Finance (Financial Reporting)

Department: Finance

Date: May 18, 2021

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

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

Elsie Alfonso 5.25.21
 Immediate Supervisor Date

Marie Dennis 6.14.21
 Department Director Date

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

Manager, Ground Transportation Services

Department: Ground Transportation Services

Date: August 5, 2020

Title of Immediate Supervisor: Assistant Director, Airport Operations (Parking & GT Srvc)

Pay Level: L29

POSITION SUMMARY: Manage the daily operations and long-term planning for the Greater Orlando Aviation Authority's (GOAA) Ground Transportation Services. Develop all plans, policies, and procedures for the Ground Transportation Services. Provide direction and oversight to staff regarding Ground Transportation Rules and Regulations (GTR&R) interpretation and procedures. Overall responsibility for administrative, budgetary, and operational issues for the Ground Transportation Services.

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

- Manage the daily operations and long-term planning for GOAA's Ground Transportation Services.
- Provide direction and oversight to staff regarding Ground Transportation Rules and Regulations (GTR&R) interpretation and procedures.
- Develop plans, procedures and regulations and make recommendations, as needed, to support changes to existing policies and procedures for the Ground Transportation Services division.
- Responsible for all administrative, budgetary, and operational criteria for the division.
- Provide guidance to Authority staff regarding the Ground Transportation Rules & Regulations and the City of Orlando's Vehicle-for-Hire ordinance.
- Make immediate decisions necessary to maintain a consistent and safe operation of ground transportation facilities with the intent to eliminate or mitigate operational delays or negative impacts to customers, tenants and airlines, with a focus on safety and customer service.
- Develop recommendations to amend the Ground Transportation Rules & Regulations and present same to the Ground Transportation Committee.
- Present items at Ground Transportation Committee Notice of Violation hearings and Appeals hearings.
- Administrator for the Ground Transportation Concession, Distribution of Literature, Solicitation of Donations and the General Conditions for Picketing Policy.
- Administrator for the Authority's towing contract. Confirm contract compliance measures are in place to monitor contracted personnel.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Manage approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation/Airport Management, Business Administration or related field and five (5) years experience in airport operations, ground transportation operations or related field or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of City of Orlando and Aviation Authority rules and regulations pertaining to ground transportation at the Airport
- Experience in Gatekeeper access control management system or similar preferred
- Demonstrated leadership, management skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired
- Demonstrated analysis and problem resolution skills
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required
- Attention to detail
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) employee; and indirect oversight of Ground Transportation Services staff

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

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

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

APPROVAL SIGNATURES:




Immediate Supervisor
10/7/20

Date



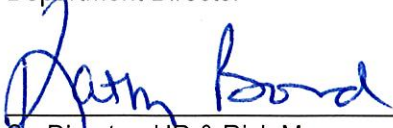
Department Senior Director
10-08-2020

Date



Department Director
OCT 7, 2020

Date



Sr. Director, HR & Risk Management
12-9-2020

Date

FLSA: Exempt

EEO Category: Officials and Administrator

Shift Premium: N/A

Rotating Shift: N/A




Manager, Ground Transportation Services

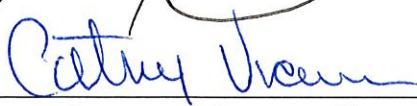
Department: Ground Transportation Services

Date: August 5, 2020

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

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


 Immediate Supervisor 10/7/20
 Date


 Human Resources - Compensation 10/13/20
 Date


 Department Director OCT 7, 2020
 Date

Manager, Human Resources (Compensation & Benefits)

Department: Human Resources

Date: October 25, 2018

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

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:



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




Chief Executive Officer Date
11-6-18

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Human Resources (Compensation & Benefits)

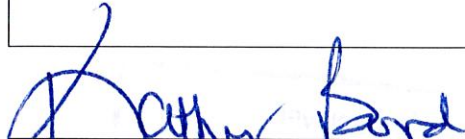
Department: Human Resources

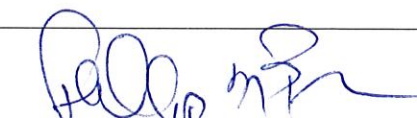
Date: October 25, 2018


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

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

SUPERVISOR COMMENTS:


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


 11-8-18
 Chief Executive Officer Date


 10/30/18
 Human Resources - Compensation Date

Manager, Human Resources (HRIS/HR)

Department: Human Resources

Date: September 2, 2021

Title of Immediate Supervisor: Assistant Director, Human Resources

Pay Level: L29

POSITION SUMMARY: System administrator for Human Resources applications; design, develop, test and implement automated solutions; troubleshoot and assist Human Resources staff as needed. Provide the Human Resources department with up-to-date information, data and reports. Maintain current data in HR Systems and work closely with the Payroll department to verify the accuracy of payroll. Assist with the day to day administration of the pension plans and Other Post-Employment Benefits (OPEB). Serve as recording secretary for Retirement Benefits Committee and Labor Contract Negotiation 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:*

- Manage Human Resources application requirements to maintain automated personnel information (employee demographics, benefits, information, and payroll information, etc.).
- Design, develop, test and implement automated solutions using existing HRIS personnel and payroll systems.
- Lead system implementation, HR staff system training, and upgrades; troubleshoot technical system issues, assist as needed with testing and employee training on system upgrades.
- Administer user access and security for HR systems.
- Develop and implement solutions utilizing business applications to assist in tracking, compiling and managing information and data.
- Maintain day-to-day input of changes to HRIS for system updates and payroll purposes; maintain interface for payroll transmissions and data integrity for synchronization of HR systems.
- Supervise employee in assigned area. Assign work; monitor hours of work and authorize time sheet; 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.
- Map open employment requisition to position control for authorized FTE. Create new positions as necessary.
- Serve as a project manager, department liaison, and technical expert for conversion and upgrade activities. Coordinate these efforts with other GOAA staff as needed.
- Develop management and custom reports, as needed, utilizing a variety of applications.
- Coordinate the continuous review and maintenance of the Human Resources Business Continuity Plan.
- Monitor HRIS related contracts with outside suppliers so the level and standard of service, quality, responsiveness, and cost are in accordance with contracts.
- Develop user-training material for Human Resources systems. Instruct Human Resources staff on the use of these systems and provide technical support when needed. Develop and maintain administrator desk manual for systems reference and operational guideline.
- Prepare, audit and process reports and Status Change Forms to support the annual salary increase cycle.
- Coordinate input of annual benefits and systems changes due to open enrollment.
- Maintain expertise in the details of the retirement plans. Administer and coordinate the processing of pension benefits (FRS, DC, 457 and DB Plans) to include computations, compiling census data for annual actuarial valuation, processing of payout distributions, etc.
- Prepare and process paperwork required for active employees retiring from GOAA, including life insurance, health benefits, pension options, etc. Remain current on laws, and make required changes to forms, instructions, etc. Meet with retiring employees and provide Plan options.

- Coordinate implementation of any legislative changes related to the pension plan.
- Coordinate with Plan Actuary and Record Keeper on reporting.
- Support the Retirement Benefits Committee by assuming a lead role in planning and communicating pension related projects such as RFPs, policy reviews, amendment to Plan Documents, etc.
- Oversee the Empower Retirement alerts for any required response for the Plans.
- Monitor DB Plan and OPEB transactions to maintain adequate cash flow and process Plan(s) invoices.
- Provide various census reports to vendors used for benefit renewals and pension plan programs.
- Coordinate with external benefit vendors to provide appropriate data feeds from HR Systems to external benefit systems.
- Assist with preparing pension related documents for Board/Finance Committee approval.
- Serve as Recording Secretary for Retirement Benefits Committee and Labor Contract Negotiation meetings.
- Respond to employment verifications.
- Assist with the processing of unemployment claims.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Systems, Human Resource Management, Public or Business Administration, or a closely related field and five (5) years of professional experience in system administration and maintenance of Human Resources computer systems with HRIS experience, or an equivalent combination of education, training, and experience. Human Resources experience in multiple disciplines required. Experience with Oracle HR, ADP and Cornerstone On Demand Talent Management Suite preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge and understanding of Human Resources practices and procedures
- Specific knowledge in HRIS, HR processes, data entry and analysis, and other data-related HR areas
- General Knowledge of laws and functionality of public sector pension plans.
- Extensive knowledge of and ability to use standard PC equipment and software, including Oracle, ADP, report writing systems, Microsoft Word, Excel and Access applications
- Ability to type and input data quickly and accurately, use a variety of office equipment skillfully
- Excellent oral and written communication skills. Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees.
- High degree of attention to detail
- Able to accurately record and transcribe meeting minutes
- Extensive knowledge of and ability to administer web-based and cloud-based applications
- Able to effectively prioritize workload and work effectively with interruptions and changing priorities

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional Human Resources Certification(s) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*



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

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

- This position requires a high level of independent judgment, initiative and discretion in the application and interpretation of policy information, bargaining unit contracts and applicable laws
- Works independently with little supervision and general direction
- Independent judgment regarding technical systems and solutions

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APPROVAL SIGNATURES:

 _____ Immediate Supervisor	9/3/21 _____ Date	 _____ Senior Director, Human Resources & Risk Mgmt	9-3-2021 _____ Date
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FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Manager, Human Resources (HRIS/HR)

Department: Human Resources

Date: September 2, 2021

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 - 20 lbs					X	2
	20 - 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	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:

[Signature]
Immediate Supervisor Date 9/3/2021

[Signature]
Senior Director, HR & Risk Management Date 9-3-2021

[Signature]
Human Resources - Compensation Date 9/3/2021

Manager, Human Resources (Recruitment-Employee Relations)

Department: Human Resources

Date: September 2, 2021

Title of Immediate Supervisor: Assistant Director, Human Resources

Pay Level: L29

POSITION SUMMARY: Facilitate, develop, implement and administer assigned Human Resources programs including employee relations/investigations, legal compliance, talent acquisition, budget, and management of the Human Resources office. Serve as the system administrator for HRIS Recruitment application module. May oversee various Human Resources programs including performance management and compensation/classification programs.

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

- Manage the Authority's recruitment needs and establish expectations and timeframes for the employment and selection process.
- Supports Human Resources staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes. Investigate, analyze and resolve all levels of employee relations issues.
- Develop and implement effective and compliant strategies for attracting competent and qualified candidates; participate on interview panels, advise hiring managers as needed.
- Receive and investigate employee complaints; coordinate resolution with applicable department management, making recommendations for resolution and providing guidance regarding past practice throughout organization to promote consistency.
- Assist Human Resources department leadership in facilitating, developing, implementing and administering Human Resources strategies and programs for assigned areas. Align initiatives with department/GOAA goals and objectives. Manage duties personally or through assigned staff.
- Oversee the activities of the CDL drug testing program including training; case management activities; administration of random drug and alcohol testing; the enforcement of applicable Authority policies and regulations in accordance to the Federal Motor Carrier Safety Administration.
- Enforces the Authority's guidelines by preparing, updating, and recommending human resource policies and procedures.
- Provide backup support for day-to-day input of changes to HRIS for system updates and payroll purposes.
- Provide support in the development of necessary resources, contacts and partnerships to aid in delivery of Human Resources strategies to the organization.
- Participate in the continuous review and maintenance of the Human Resources Business Continuity Plan.
- Coach and guide leaders on Human Resources matters.
- Assist with administering programs for compliance, consistency, and equity throughout the organization.
- Retains historical Human Resource records by designing a filing and retrieval system and keeping past and current records in accordance with Florida Public Records law.
- Represent the Authority/Department at hearings, investigations, etc.
- Monitor Human Resources related contracts with outside suppliers so the level and standard of service, quality, responsiveness, and cost are in accordance with contracts.
- Participate as assigned in development and monitoring of the department budget.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

- Support various Human Resources programs including performance management and compensation/classification programs.
- Develop reports, interpret data and formulate responses.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- 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)*

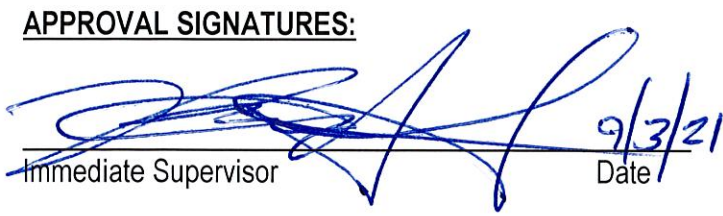

- Directly supervises a staff of approximately three (3).

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

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

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APPROVAL SIGNATURES:


9/3/21
Date

9-3-2021
Date

Immediate Supervisor Senior Director, Human Resources & Risk Mgmt

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



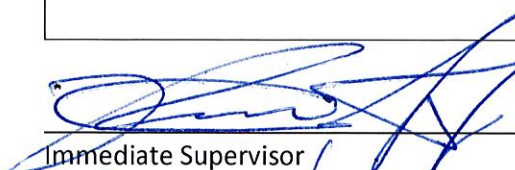
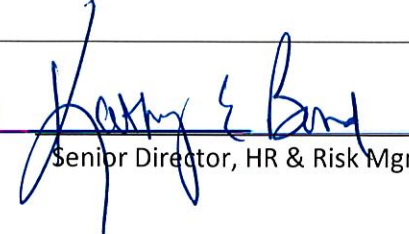
Manager, Human Resources (Recruitment-Employee Relations)

Department: Human Resources

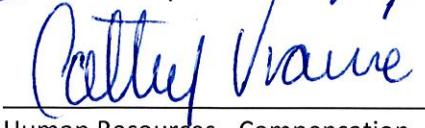
Date: September 2, 2021

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

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


9/3/2021

9-3-2021

Immediate Supervisor Date Senior Director, HR & Risk Mgmt Date


9/3/2021

Human Resources - Compensation Date

Manager, Human Resources (Training & Development)

Department: Human Resources

Date: June 30, 2021

Title of Immediate Supervisor: Manager, Human Resources (Training and Retirement)

Pay Level: L30

POSITION SUMMARY: Design and administer Human Resources training, development and succession planning programs. Assist with other programs and areas as assigned.

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

- Conduct training needs analysis and develop training materials, communications, and activities to meet organization needs.
- Develop and obtain training content to include the analysis, design and development of online, instructor-led and printed training materials.
- Develop and maintain eLearning programs utilizing various course authoring tools, i.e., Adobe Captivate.
- Analyze and apply trends and best practices in learning technologies and instructional design.
- Review external content for use in GOAA's Learning Management System (LMS) and mobile learning applications.
- Develop modes of assessments, such as surveys, tests, and evaluation tools to measure the effectiveness and application of training courses.
- Align succession planning initiative with organization's strategic plan.
- Identify core competencies and skills for key positions and job families.
- Conduct competency gap analysis and create competency-based learning outcomes.
- Develop career development plans to support core competencies and skills of key positions and job families utilizing incremental timeframes.
- Confirm inclusivity and diversity practices are taken into consideration when developing and implementing training strategies.
- Develop and monitor assigned areas of the department budget.
- Monitor contracts with outside suppliers so the level and standard of service, schedules, quality, responsiveness, and cost are provided at the expected level.
- Coordinate and administer registration for in-house training activities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to develop, deliver and facilitate training programs
- Ability to conduct research, organize, analyze data, formulate recommendations, and create and promote programs
- Strong presentation and coaching skills
- Knowledge of Talent Management systems to include LMS and Succession Planning modules
- Knowledgeable in the techniques and styles of adult learning
- Knowledgeable in instructional design model
- Ability to work effectively with employees and managers at all levels

- Ability to communicate clearly and concisely, in English, both orally and in writing. Multilingual skills a plus
- Strong skills in planning and analysis
- Ability to work on several projects at once, and to plan and organize a wide variety of activities
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees
- Must be able to maintain the confidentiality of sensitive information
- Strong computer skills using Microsoft Office, video conferencing software, and eLearning authoring tools

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Denise Andrews

Immediate Supervisor

7/12/2024

Date

Nathaniel Bond

Senior Director, HR and Risk Management

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Manager, Human Resources (Training & Development)

Department: Human Resources

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

SUPERVISOR COMMENTS:

Denise Andrews 7/12/2021
Immediate Supervisor Date

Anthony E. Bond Sr. Director, HR & Risk Management Date

Cathy Viana 7/12/2021
Human Resources - Compensation Date

Manager, Human Resources (Training & Retirement)

Department: Human Resources

Date: November 7, 2019

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

Pay Level: L31

POSITION SUMMARY: Design and administer Human Resources training, development and succession planning programs. Administer the pension plans and Other Post-Employment Benefits (OPEB) Trust. Assist with other programs and areas as assigned.

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:*

- Design and administer the training, development and succession planning programs including instructor led training, web-based training, printed materials, and interactive group sessions.
- Determine the training needs of the organization; modify and create course materials and training manuals to meet specific training needs.
- Responsible for the administration of pension plans and Other Post-Employment Benefits (OPEB) Trust. Maintain plan records and maintain compliance with federal regulations. Communicate with customers and assists with plan design and benefit distributions.
- Oversee Training and Succession modules in the Talent Management System (CSOD); testing, upgrades, etc.
- Serve on the Retirement Benefits Committee and assume a lead role in planning and implementing pension related projects such as RFPs, policy reviews, amendment to Plan Documents and other related task.
- Align initiatives with department/GOAA goals and objectives. Manage duties personally or through assigned staff.
- Formulate and interpret policy and continuously update so all assigned programs are in compliance with federal, state, and local laws, regulations and Authority policy. Facilitate adherence to legal reporting requirements. Maintain up-to-date knowledge of industry trends and laws.
- Continuous review and maintenance of the Human Resources Business Continuity Plan (BCP).
- Administer assigned programs for compliance, consistency, and equity throughout the organization.
- Develop and monitor assigned areas of the department budget.
- Negotiate and monitor contracts with outside suppliers so the level and standard of service, schedules, quality, responsiveness, and cost are provided at the expected level.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Develop reports, interpret data and formulate related responses.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Indirectly supervises a staff of approximately two (2)

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


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

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

APPROVAL SIGNATURES:



Immediate Supervisor/Senior Director 11-14-19 Date



Chief Executive Officer 11-14-19 Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Manager, Human Resources (Training & Recruitment)

Department: Human Resources

Date: November 7, 2019

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

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

SUPERVISOR COMMENTS:

Handwritten signature of Anthony Bond, 11-14-19, Immediate Supervisor/Senior Director

Handwritten signature of J. P. MB, 11-19-19, Chief Executive Officer

Handwritten signature of Colleen Vissera, 11/14/19, Human Resources - Compensation

Manager, Interiors

Department: Maintenance

Date: December 18, 2020

Title of Immediate Supervisor: Assistant Director, Maintenance Contracts

Pay Level: L26

POSITION SUMMARY: Plan, organize, and manage interior terminal refurbishment projects for existing facilities from inception through completion. Review proposed projects for interior finishes, maintaining compliance with all applicable standards and codes. Develop and oversee the administration of contracts relating to Interiors and Landscaping.

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

- Manage the 24 hour Interiors/Landscaping operations, including development, modification, implementation, repair, and maintenance projects for the following areas:
 - Floor finishes and coverings
 - Wall finishes and coverings
 - Window shading and hardware
 - Ceiling systems and treatments
 - Furniture selection and layout
 - Landscaping
 - Interior plants and trees
 - Aquarium maintenance
 - Other areas as determined by appropriate authority
- Continuously evaluate procedures and practices, making recommendations to upper management for achieving high quality and quantity of work at the most reasonable cost. Perform routine site inspections of assigned areas to verify required services are being completed.
- Review, study, and interpret architectural drawings, plans, and specifications for proposed projects prior to the bidding process; review 'as-built drawings' for accuracy and completeness. Develop technical specifications, initiate the procurement process, and participate through contract award.
- Serve as the Authority's Authorized Representative (AAR) for the performance of specified contracts. Develop and oversee the administration of contracts relating to Interiors and Landscaping.
- Establish and confirm minimum standards for all building interior projects have been met. Verify compliance with applicable Federal, State, and local codes, OSHA standards and NFPA regulations, including compliance with FAR, FAA, and security regulations while operating in the airport operating areas.
- Survey new and existing buildings to verify compliance with approved plans and specifications, safety laws, and standards; make recommendations for major alterations, replacements, or repair work when warranted or where hazardous conditions exist.
- Plan the work of the Interiors and Landscaping areas; determine and establish manpower needs.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity, and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Investigate problems and develop solutions in area of responsibility. Confer with supervisory staff and interface with other GOAA departments, tenants, airlines, consultants, and contractors regarding Interiors related problems and resolutions.
- Responsible for the development and administration of department budgets for assigned areas.
- Remain current on all GOAA emergency response procedures and verify proper response as required.

- Establish and maintain records and reports appropriate to area of responsibility and complete other administrative duties as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Five (5) years experience in contract or project administration in a large scale operations/maintenance organization or an equivalent combination of education, training and experience. Supervisory experience preferred. Airport experience desired, including experience managing multiple alterations, maintenance, and construction projects.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Work independently with little supervision
- High level of initiative, judgment, and authority
- Coordinate operations and activities of projects in Construction, Landscaping, and Interiors, provide counsel for problems, evaluate performance and compliance with project and 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:



Immediate Supervisor

4/22/21

Date



Department Director

4-22-2021

Date



Sr. Director, HR & Risk Management

5-14-2021

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Interiors

Department: Maintenance

Date: December 18, 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		2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging				X		2
Reaching over head				X		2
Kneeling, Crawling				X		2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	2
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Radio/Cell Phone Communications			X			3

SUPERVISOR COMMENTS:



 Immediate Supervisor

 4/22/21
 Date



 Department Director

 5-6-2021
 Date



 Human Resources - Compensation

 5/6/21
 Date

Manager, IT Infrastructure

Department: Information Technology

Date: September 5, 2019

Title of Immediate Supervisor: Chief Information Officer

Pay Level: L33

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

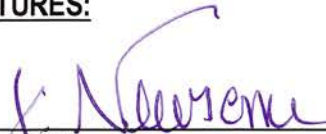
- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately twelve (12), as well as indirect oversight of contracted staff

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

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

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APPROVAL SIGNATURES:



Immediate Supervisor/CIO Date



Chief Operating Officer Date

9-26-2019



Sr. Director, HR & Risk Management Date

10-3-19

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrator

Rotating Shift: N/A

Manager, IT Infrastructure

Department: Information Technology

Date: September 5, 2019

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

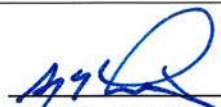
Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour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

SUPERVISOR COMMENTS:



 Immediate Supervisor/CIO

Date



 Chief Operating Officer

Date

9-26-2019



 Human Resources - Compensation

Date

9/30/19

Manager, Information Technology Projects

Department: Information Technology

Date: September 11, 2019

Title of Immediate Supervisor: Chief Information Officer

Pay Level: L33

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

Manager, Information Technology Projects

Department: Information Technology


Date: September 11, 2019

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

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

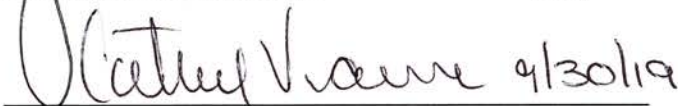

 Immediate Supervisor/CIO

Date


 Chief Operating Officer

Date

9-27-2019


 Human Resources - Compensation

Date

JOB DESCRIPTION

Job Title: Manager, Information Technology Security

Date: May 25, 2017

Department: Information Technology

Grade/Level: Exempt; L36

Title of Immediate Supervisor: Chief Information Officer

POSITION SUMMARY: The Manager of IT Security plans, develops, and maintains security policies and standards for computer systems and networks. Develops and maintains security policies and procedures, leads in analyzing and responding to system and application audits. Leads the IT Business Continuity team. Performs research, develops solution concepts and designs. Specifies, operates, supports procurement of, configures, installs, and tests components. Leads the security team in isolating and correcting problems related to security. Works with the Senior Security Systems Engineer in engineering new and existing products and solutions. Works with the Information Technology Security Analyst analyzing computer security incidents. Components include hardware, firmware, software, combinations, and security components.

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.*

- Develops and documents controls designed to maintain the security and integrity of the network and computer systems and monitors for compliance.
- Responsible for developing and document Business Continuity Plans (BCP) for Information Technology
- Tests BCP Plans with various operation and support groups
- Coordinates IT disaster recovery testing and documents findings, maintains the IT disaster recovery plan and keeps it up to date
- Responsible for developing and implementing the Information Technology Computer Incident Response Team (CSIRT) policy and procedures.
- Responsible for PCI DSS compliance efforts, including but not limited to, Assessments, Scanning, Pentesting, completing the Self-Assessment Questionnaire (SAQ), implement remediation plans if necessary, etc.
- Integral voting/approving member of the change control process, analyzing changes for security risks
- Supervise effectively to maintain a well-trained, motivated and professional staff, which provides data security to meet the organization's needs.
- Plans, schedules, and performs information security risk assessments, internal audits and other security testing processes of computer systems and networks to include vulnerability assessment, threat modeling, and penetration testing.
- Develops and delivers a computer systems security awareness program.
- Develops security policies and procedures. Monitors compliance with security policies and procedures, and prepares compliance reports.
- Reviews emerging technologies and standards. Develops prototype demonstrations of promising, cost-effective and efficient new applications.
- Monitors reports of malware infection or other intrusions and designs and documents processes and procedures for incident response.
- Develops policies and configuration standards for Microsoft Active Directory (AD). Works with system administrators in developing standards for secure server and application configurations.
- Maintains a current knowledge of developments in both security hardware and software to ensure that upgrades and installations are performed as efficiently as possible.

RESPONSIBILITIES (continued):

- Adjusts own work schedule to include working late evenings and/or weekends when the need arises.
- Collaborates with management in the preparation of the Information Technology budget.
- As part of the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Performs other related duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

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

REQUIRED (or equivalent education, training, experience):

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

DESIRED:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

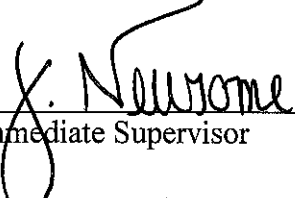
SUPERVISORY RESPONSIBILITIES:

- Supervises approximately two (2) employees

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

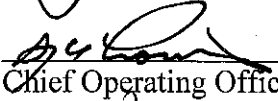
- Works very independently with little supervision or direction – substantial latitude in initiative and judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.

APPROVAL SIGNATURES:



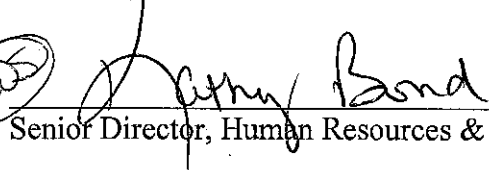
Immediate Supervisor

5.25.17
Date



Chief Operating Officer

6-13-2017
Date



Senior Director, Human Resources & Risk Management

6-16-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Manager, Information Technology Security
 Department: Information Technology

Date: May 25, 2017
 Section: 522

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

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

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

J. Newberry
 Immediate Supervisor

5.25.17
 Date

[Signature]
 Chief Operating Officer

6-13-2017
 Date

Manager, Life Safety Systems

Department: Maintenance

Date: April 28, 2021

Title of Immediate Supervisor: Assistant Director, Maintenance Contracts

Pay Level: L29

POSITION SUMMARY: Oversee the development, implementation, and maintenance of all life safety systems. Manage the overall activities for the operation, testing, maintenance and modification of all life safety systems for the Orlando International Airport, tenant areas and satellite buildings. Manage design reviews and acceptance of construction projects and maintain conformance of life safety requirements and regulatory codes, and maintainability of systems and 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:*

- Oversee the development, implementation, and maintenance of all life safety systems. Life safety systems include, but not limited to: fire detection, fire protection, suppression, compartmental zoning, smoke control management, emergency egress, elevator recall, HVAC/AHU shutdown, electrical shunts, hood systems, baggage conveyor shutdown, and building automation response systems. Life safety systems interface with multiple systems such as electrical, elevator, escalator, automated people mover (APM), baggage handling, Access Control, HVAC, public address, and building automation.
- Identify, plan and organize all testing and maintenance activities, develop testing and maintenance schedules, and coordinate with contract maintenance and construction activities for all life safety systems.
- Manage the review and control of life safety system conditions, personnel requirements and performance, contractor requirements and performance, equipment and material needs, and budget expenditures to maintain effective and efficient maintenance of all life safety systems.
- Identify and prepare plans for equipment/systems refurbishment, upgrade, replacement or expansion while maintaining minimal downtime and maximizing system availability/reliability. Evaluate and approve project assessments, negotiate costs and monitor completion of projects.
- Analyze system activity, develop action plans to address unsatisfactory occurrences.
- Provide technical level review comments, code advice and articulate owner's perspective on design of new or changed life safety systems under all construction contracts. Conduct design reviews, request design changes as needed for compliance and cost effectiveness and provide the acceptance of construction projects.
- Review, study, and interpret architectural drawings, plans, and specifications for proposed projects related to Life Safety systems prior to the bidding process; review "as-built" drawings for accuracy and completeness.
- Provide technical specifications, initiate the procurement process and participate through contract award, and serve as the Authority's Authorized Representative to maintain timely compliance of the contract requirements for inspection and maintenance contracts.
- Liaison with City of Orlando Building and Fire Departments, airlines and tenants regarding life safety code compliance issues.
- Manage the compliance with applicable Federal, State, and local codes, and establish maintenance standards consistent with OSHA standards and NFPA regulations; verify compliance with FAR, FAA, and security regulations while operating in the aircraft operations area.
- Develop and administer O&M and capital budgets for the Life Safety area.
- 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.
- Serve as the department emergency representative for all life safety system failures or malfunctions.

- Research applicable life safety codes, state statues, and county ordinances to confirm enforcement of appropriate regulations.
- Develop and present life safety equipment and procedures training for ARFF, Communications Center, and other staff as necessary.
- Establish and maintain records and reports appropriate to area of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Fire Protection, Fire Prevention, or Contract Management or related field, and seven (7) years life safety related experience, or an equivalent combination of related education, training, and experience. Experience with life safety related operations at a large public facility desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of all applicable Federal, State, and local codes and NFPA regulations
- Technical knowledge in various types of building construction; fire prevention, code interpretation, blue print reading, recordkeeping, contract management and resource management
- Advanced knowledge of contract language and experience in maintaining contract compliance, monitoring, enforcing contract provisions and resolution of contract disputes
- Ability to become subject matter expert on maintenance and operation of all life safety systems
- Proven analytical skills related to systems, equipment, and notifications
- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects
- Efficient time management and implementation skills
- Knowledge and strong use of Microsoft Office programs: Excel, Word, PowerPoint required
- Strong attention to detail
- Strong leadership skills to effectively oversee the work of multiple contracted staff
- Ability to demonstrate leadership in emergency situations and manage responses using sound technical knowledge
- Demonstrate understanding and ability to communicate with all levels of staff, tenants, consultants, regulatory authorities, and contractors in a professional manner
- Excellent verbal and written communication skills
- Must be able, willing and available to work both standard and non-standard work schedules, including weekends, to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- NFPA Fire Inspector Level I (at time of hire or must be obtained within six (6) months of hire)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) employee; oversee the work performed by contract personnel

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

- Work independently with minimal supervision or direction
- High level of latitude in initiative, judgment, and authority
- Judgment to determine code compliance; verify all life safety systems are operational and in compliance
- Judgment to minimize the disruptions to operations in cases of testing and/or emergency situations

- Supervise and direct the work of a major functional area, including responsibility for costs, operational methods, and hire, transfer, promotion, and termination of staff.
- Operational decisions and input into policies that affect the day-to-day operations of life safety systems in the airport

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:

 6-3-21
 Department Director Date

 06-07-2021
 Chief of Operations Date


 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Manager, Life Safety Systems

Department: Maintenance

Date: April 28, 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	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:

[Signature] Department Director *6-3-21* Date

[Signature] Chief of Operations *06-07-2021* Date

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

Manager, Maintenance Budgets & Contracts

Department: Maintenance

Date: July 25, 2018

Title of Immediate Supervisor: Assistant Director, Maintenance Contracts

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of computerized maintenance management systems and computerized scheduling systems.
- Knowledge of personnel and project management, construction, and overall maintenance functions.
- Cost control, budget development and monitoring experience.
- Excellent attention to detail and organizational skills.
- Excellent oral and written communication skills
- Knowledge of public procurement processes
- Effective supervisory/management skills
- Able to effectively manage multiple projects simultaneously.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately six (6) employees

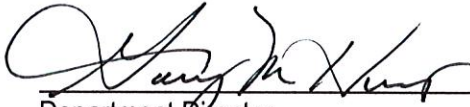
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work very independently with little supervision or direction – substantial latitude in initiative, judgment, and authority
- Establish general operating procedures, quality and quantity of work performed in the area of responsibilities
- Manage department fiscal budget, apply complex financial practices

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:

 8/14/18
 Immediate Supervisor Date

 8/14/18
 Department Director Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A


Manager, Maintenance Budgets & Contracts

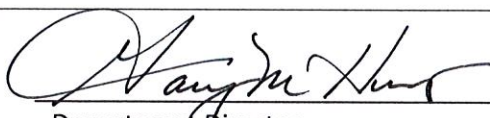
Department: Maintenance

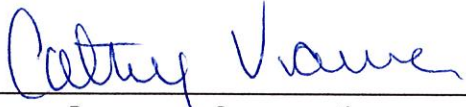
Date: July 25, 2018

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

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


 _____ 8/14/18
 Immediate Supervisor Date


 _____ 8-14-18
 Department Director Date


 _____ 8/14/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Manager, Maintenance Contracts

Date: September 26, 2017

Department: Maintenance

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Assistant Director, Maintenance

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

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

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

RESPONSIBILITIES (continued):

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license.

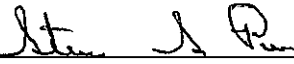
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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


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

APPROVAL SIGNATURES:



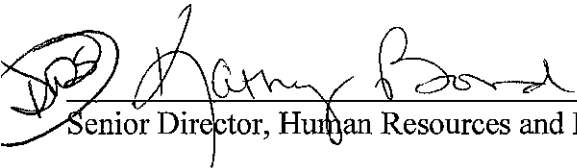
Immediate Supervisor

10/2/17
Date



Department Director

9-28-17
Date



Senior Director, Human Resources and Risk Management

10-2-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Manager, Maintenance Contracts
 Department Maintenance

Date September 26, 2017
 Section 631

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

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

St. J. R.
Immediate Supervisor

10/2/17
Date

[Signature]
Department Director

9-28-17
Date

Manager, Marketing Services

Department: Marketing & Air Service Development

Date: October 13, 2021

Title of Immediate: Assistant Director, Marketing Services & Analytics

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None





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

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



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

APPROVAL SIGNATURES:

	1/14/2022		3-17-2022
Immediate Supervisor	Date	Sr. Director, HR & Risk Management	Date
	1/19/22		
Senior Department Director	Date	(R)	

FLSA: Exempt
EEO Category: Professional

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



Manager, Marketing Services

Department: Marketing & Air Service Development

Date: October 13, 2021

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

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

SUPERVISOR COMMENTS:

1/14/2022
Immediate Supervisor Date

3/14/22
Senior Department Director Date

3/15/22
Human Resources - Compensation Date

Manager, OEA General Aviation

Department: OEA General Aviation

Date: December 4, 2020

Title of Immediate Supervisor: Director, OEA General Aviation

Pay Level: L29

POSITION SUMMARY: Manage the day-to-day activities of the Orlando Executive Airport (OEA), and assist the Director with planning, engineering, construction, and maintenance of all Orlando Executive Airport facilities. Provide guidance to and supervision of staff, maintaining safe, secure and orderly operations. Assist with maintaining a program that provides excellent customer service and safety while meeting fiscal goals.

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

- Manage and oversee the daily activities of the airport. Determine priorities and schedule/assign work to staff.
- Responsible for all maintenance contracts including airport irrigation and landscaping, vehicle fleet, aquatic weed control, pest control, and fire systems. Prepare scope of work, bid specifications and interpret, monitor and evaluate contracts to maintain compliance with terms and conditions. Assure that contracts are clearly understood and proactively enforced. Monitor contract budget flow, authorize invoices for payment. Coordinate additional maintenance with other agencies and contractors. Works with Purchasing per established process.
- Serve as the on-site contact for all tenant and GOAA-sponsored construction projects. Review plans and specifications for proposed projects prior to commencement of construction; monitor safety procedures during construction; develop, communicate and implement Maintenance Of Traffic plans that comply with all regulatory requirements; and attend job coordination meetings, technical review team meetings, bid openings, construction notice to proceed meetings, and substantial completion inspections. Coordinate with other GOAA staff as appropriate (Senior Project Manager, Environmental, Planning, Engineering, Purchasing, Safety, Risk, Life Safety, Commercial Properties, etc.) as well as the City of Orlando, State of Florida and Federal Aviation Administration (FAA). Coordinate activities with the City Fire Department, FAA Facilities, and outside contractors and agencies. Represents OEA/GOAA during inspections.
- Supervise assigned personnel. Schedule job assignments, and verify work is accomplished in a timely manner. Evaluate performance, maintain division personnel files, payroll and leave requests, and is responsible for the uniform and Personal Protective Equipment program for the division. Establish staffing needs; develop and oversee personnel training. Participate with the Director in the interview and selection of employees, and recommend/administer disciplinary action as needed.
- Responsible for the OEA fleet and equipment, and the related contract. Authorize repairs and determine vehicle life, working with Purchasing on replacement or modification.
- Prepare and monitor O & M and Capital budgets for the division. Prepare project initiation requests with justifications and cost estimates, presents to budget review committee. Prepare budget and capital outlay requests, develops justifications for emergency requisitions as they pertain to division requirements. Approve all recurring monthly invoices for payment. Work with the Finance department and the Manager, Cost Control & Contracts as needed.
- On-site contact for lease compliance as it relates to tenant facilities on the property, both aviation and non-aviation. Review tenant improvement projects and provide technical/procedural guidance. Keep tenants informed of projects/situations that may affect them.
- Member of the OEA twenty-four hour emergency response team; represent OEA on the GOAA Workplace Safety Committee.
- Determine, prioritize and coordinate corrective action from daily airport operation inspection reports, and monitor completion. Responsible for environmental matters in conjunction with the Environmental Project Manager.
- Coordinate special events as assigned.

- Investigate complaints from OEA tenants and from the public when assigned.
- Serve as designee for the Director in his absence; act as backup to Director on the OEA Advisory Committee.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and six (6) years experience in an airport/aviation operation, a consulting firm, a construction company or a public agency verifying compliance with enforcement activities, or an equivalent combination of education, training and experience. Knowledge in one or more area(s) of planning, finance, construction, engineering projects, trades maintenance, or landscaping is required. Supervisory experience required

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of the day-to-day operations of an airport/airfield
- Knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Knowledge and strong use of Microsoft Office programs
- Knowledge and ability to read and understand blueprints and construction drawings
- Strong oral and written communication skills
- Able to maintain spreadsheets and budget records
- Demonstrated analysis and problem resolution skills
- Demonstrated supervisory and management skills, strong leadership and team building ability
- Must be able and willing to work both standard and non-standard work schedules, including weekends, holidays, special events, and unusual events such as meteorological conditions and emergencies to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (7) bargaining unit 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 minimal supervision or direction
- Exercise a high level of independent judgment and discretion
- Must have ability to converse clearly on project status both in planning and during construction.
- Position involves high level of public contact; meet and deal with public, contractors, and consultants.
- Manage operations and activities, establish standards of performance and compliance with policies, programs
- Prepare maintenance schedules. Inaccurate work could result in lost revenue to Authority, inaccurate data passed on to public, inconsistent application of Authority standards and policies, non-compliance with regulatory requirements.
- Operational decisions and input into policies that affect the day-to-day operations of the airport

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 12/6/20
Date



Department Senior Director 12-14-2020
Date



Sr. Director, HR & Risk Management 12-29-2020
Date

(A)

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Manager, OEA General Aviation

Department: OEA General Aviation

Date: December 4, 2020

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

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	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals						X	1
Insects					X		2
Heights, Confined Areas					X		2
Excessive Noise				X			3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle including Class B equipment (mowers, loaders, backhoes, etc.)					X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							
SUPERVISOR COMMENTS:							


 _____ 12/6/20
 Immediate Supervisor/Director Date


 _____ 12-14-2020
 Department Senior Director Date


 _____ 12/18/20
 Human Resources - Compensation Date



Manager, Parking Operations

Department: Parking Operations & GT Services

Date: September 7, 2018

Title of Immediate Supervisor: Assistant Director, Airport Operations

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

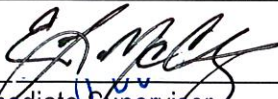


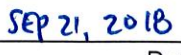
- Directly supervises a staff of approximately thirteen (13); oversees approximately 250 contracted personnel




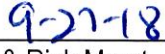
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

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

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

APPROVAL SIGNATURES:

			
Immediate Supervisor	Date	Department Director	Date

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

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Manager, Parking Operations

Department: Parking Operations & GT Services

Date: September 7, 2018

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

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



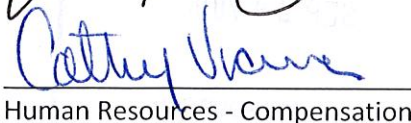
Immediate Supervisor

 9/21/18
Date



Department Senior Director

 09-21-2018
Date



Human Resources - Compensation

 9/24/18
Date

Manager, Plant Maintenance

Department: Maintenance

Date: September 4, 2018

Title of Immediate Supervisor: Assistant Director, Maintenance Operations

Pay Level: L29

POSITION SUMMARY: Plan, organize, and manage the maintenance and repair of all equipment and related control systems pertaining to heating, ventilation, air conditioning (HVAC) equipment and plumbing. Manage the operation of the building automation systems (BAS) and work order dispatch system.

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

- Manage all building automation system activities and in-house personnel of the Central Plant operation; develop work schedules and shift coverage to provide 24/7 coverage.
- Establish criteria for the efficient operation and monitoring of all Central Plant related equipment; maintain an effective and efficient work order dispatch system.
- Manage the HVAC and Plumbing shops, including in-house personnel, in the operation, repair, and maintenance of systems in a safe and cost effective manner. Oversee and monitor external service contractors.
- Develop, implement, and supervise preventive maintenance programs, and assist in the implementation and modification of assigned maintenance management systems. Coordinate contracts for preventive maintenance/corrective services
- Confirm an appropriate level of customer service is delivered by assigned staff; establish quality standards, develop training programs, and evaluate outcomes.
- 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.
- Communicate in a professional manner with GOAA staff, tenants, consultants, airlines, and contractors while investigating/resolving concerns.
- Establish and maintain records and reports appropriate to areas of responsibility.
- Develop and maintain assigned budgets.
- Remain current on all GOAA emergency and security procedures, confirm proper responses as required.
- Review, study, and interpret mechanical drawings, plans, and specifications for proposed projects prior to the bidding process; review "as-built" drawings for accuracy and completeness.
- Develop technical specifications, initiate the procurement process and participate through contract award, and serve as the Authority's Authorized Representative to verify timely compliance with the contract requirements.
- Evaluate procedures and practices, on a regular basis, in order to achieve a high quality and quantity of work at the most reasonable cost.
- Investigate problems and develop solutions in areas of responsibility; confer with supervisory staff and interface with other GOAA departments, tenants, consultants, and contractors.
- Maintain compliance with applicable Federal, State, and local codes, and establish maintenance standards consistent with OSHA standards and NFPA regulations; FAR, FAA, and security regulations while operating in the airport operating areas.
- Perform other duties as assigned.

Manager, Plant Maintenance

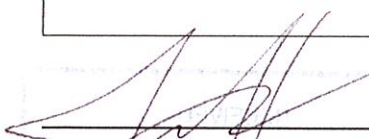
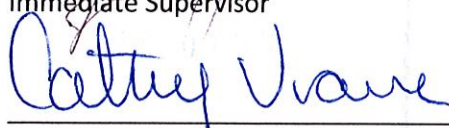
Department: Maintenance

Date: September 4, 2018

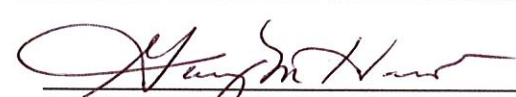
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

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


 Immediate Supervisor

 Human Resources - Compensation

9/5/18
 Date
 9/11/18
 Date


 Department Director
 9-7-18
 Date

Manager, Project Controls

Department: Engineering & Construction

Date: May 16, 2022

Title of Immediate Supervisor: Assistant Director, Project Controls

Pay Level: L29

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license



Manager, Project Controls

Department: Engineering and Constructions

Date: May 16, 2022

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

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

SUPERVISOR COMMENTS:

JM Keown 17 May 2022
Immediate Supervisor Date

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

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

Manager, Public Affairs (Production)

Department: Public Affairs

Date: March 4, 2019

Title of Immediate Supervisor: Assistant Director, Public Affairs

Pay Level: L29

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

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


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

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

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

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APPROVAL SIGNATURES:

 27 Mar. 19

Immediate Supervisor Date

 4-5-19

Sr. Director, HR & Risk Management Date

 _____
Department Senior Director Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Manager, Purchasing

Department: Purchasing

Date: July 14, 2020

Title of Immediate Supervisor: Assistant Director, Purchasing

Pay Level: L29

POSITION SUMMARY: Plan, organize, direct and coordinate the purchase activities of goods and services, furniture fixtures and equipment (FF&E) for construction related projects, IT technology related software, materials, supplies, equipment and services. Responsible for material control activities and fixed asset management including disposal of surplus and lost and found items. Maintain optimum use of warehouse space and the protection of resources through effective material management practices.

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 activities and workload of assigned Purchasing personnel. Manage requisitions, Purchase Order and Blanket Purchase Agreement processing to maintain adherence to legal requirements and 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 Authority through the Operational Procedures (Section 450).
- 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. Draft and recommend changes to Authority Purchasing Policy.
- Manage the coordination of the development of specifications for goods and services to be purchased and determine the procurement method. Maintain a file of documents and processes that have resulted in successful awards.
- Confirm Purchase Order files are reviewed and properly maintained to protect the Authority's interests and rights under each award and in accordance with applicable law and Authority policy.
- Verify the use of effective material management practices to maximize existing warehouse space, to facilitate the protection of resources, and to maintain a sensible balance between storing goods for issue and just-in-time deliveries to meet the needs of the Authority in the purchase, delivery, and availability of goods.
- Maintain and provide year end statistics for Material Control and Goods and Services purchases.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Manage approval of time sheets in electronic timekeeping system.
- Oversee the Capital expenditure procurements for the hotel facility.
- Advise supervisor of issues requiring executive management 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 degree in Business Administration, Public Administration 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 supervisory, administrative or management capacity, or an equivalent combination of education, training and experience. Procurement experience in the public sector is required. Experience in warehouse management is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major purchases of commodities, equipment and services using requests for quote
- Working knowledge of specification, statement of work and purchase description development in the public sector
- Familiarity with State of Florida contracts and 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 and Microsoft Office programs required, working knowledge of Oracle and an eProcurement system preferred
- Basic negotiation skills
- Demonstrated leadership skills

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 9 employees

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 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
- Work independently with little supervision or direction. Substantial latitude in initiative, judgment, and authority
- Responsible for decisions with high monetary impact
- 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 Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Denise K. Schmede 7/21/2020
Immediate Supervisor Date

Kathleen M. Sharman, CFO 7/24/2020
Chief Financial Officer Date



Amy E Bond 8/26/2020
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Manager, Purchasing

Department: Purchasing

Date: July 14, 2020

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

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


7/21/2020

7/27/20

Immediate Supervisor Date Chief Financial Officer Date


7/21/20

Human Resources - Compensation Date

Manager, Records Administration

Department: Executive Administration

Date: July 16, 2021

Title of Immediate: Chief Administrative Officer

Pay Level: L28

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

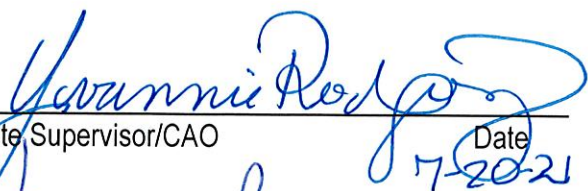
- Directly supervises a staff of approximately one (1) employee

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

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

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

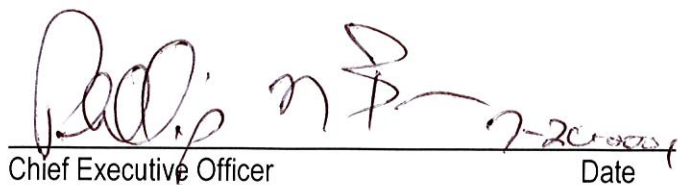
APPROVAL SIGNATURES:



Date 7-20-21

Immediate Supervisor/CAO

Date



Date 7-20-21

Chief Executive Officer

Date

⑦

⑧



Date

Sr. Director, HR & Risk Management

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professional

Rotating Shift: N/A



Manager, Records Administration


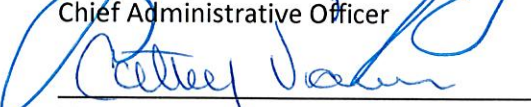
Department: Executive Administration

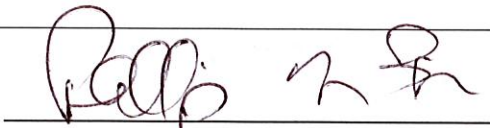
Date: July 16, 2021

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

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

SUPERVISOR COMMENTS:

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

 7-20-2021
 Chief Executive Officer Date

Manager, Safety Program

Department: Risk Management & Safety

Date: December 21, 2021

Title of Immediate Supervisor: Director, Risk Management

Pay Level: L29

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*



- None

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

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

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:

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

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Manager, Safety Programs


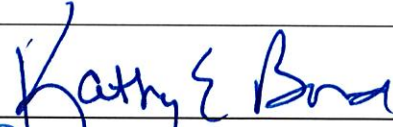
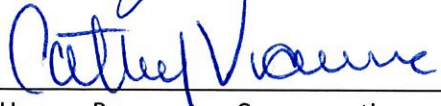
Department: Safety & Risk Management

Date: December 21, 2021

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

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:

 01/22/2022  _____
 Immediate Supervisor/Director Date Department Senior Director Date
 1/20/22 _____
 Human Resources - Compensation Date

Manager, Security Contracts

Department: Security

Date: May 25, 2018

Title of Immediate Supervisor: Director, Security

Pay Level: L28

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

 6-1-2018
Immediate Supervisor/Director Date

 8-14-18
Chief Operating Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Security Contracts

Department: Security

Date: May 25, 2018

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

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

E. Brian Johnson 6/1/2018
 Immediate Supervisor/Director Date

Gregory 5-14-18
 Chief Operating Officer Date

Cathy V... 5/20/18
 Human Resources - Compensation Date

Manager, Security Operations

Department: Security

Date: September 17, 2018

Title of Immediate Supervisor: Director, Security

Pay Level: L29

POSITION SUMMARY: Manage the day-to-day activities of the Operational Security Section, including Security Operation Center (SOC) and Explosive Detection Canine Team (EDCT) Section. Act as Alternate Airport Security Coordinator which includes 24 hour point of contact response to any security concern at the airport. Coordinate resolutions directly with the TSA Federal Security Director. Coordinate airport threat prevention. Act as liaison and coordinator for explosive detection technology installation and bomb threat incident response protocol with all pertinent parties. Assist in implementing and executing requirements of 49 CFR Part 1542 Transportation Security Administration (TSA) Airport Security Program.

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

- Manage day-to-day operations of the Operational Security Section, including the SOC, and the EDCT Section including the enforcement of the Airport Security Program (ASP) in accordance with 49 CFR Part 1542.
- Routinely assist and coordinate regulatory compliance requirements, Security Directives, and concerns
- Establish goals and objectives for the EDCT Section's training, budget, federal reimbursement, operations and career development
- Liaison with other GOAA departments, local, state and federal law enforcement agencies regarding airport security threat prevention issues
- Serve as the airport liaison in regards to explosive detection installation and incident response
- Assist in the planning and implementation of security and operational exercises
- Assist in the coordination and implementation of airport threat assessment/ prevention programs
- May provide oversight of security requirements for new construction as well as existing security systems effectiveness
- Manage employees in assigned area, including assignment of work; hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Recognize areas of concern and develops/implements solutions. Oversee or prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Assist in providing reviews and signatory oversight for employee background reviews and AOA decal authorization as Alternate Airport Security Coordinator
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Intermediate computer skills; familiarity with Microsoft Office suite
- In-depth knowledge of local, state and federal aviation security requirements
- Experience/knowledge of general airport operations

- Good oral and written communication skills
- Good interpersonal skills
- Demonstrated leadership, supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (7) employees; indirectly supervises a staff of approximately nineteen (19)


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


- Work very independently with little supervision or direction – substantial latitude in initiative, judgment, and authority
- May establish general operating procedures, quality and quantity of work performed in area of responsibility
- Supervise and direct the work of a major functional area, including responsibility for cost, methods, performance evaluations, hires and terminations

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:

 . 10/4/18
 Immediate Supervisor/Director Date

 10-5-2018
 Chief Operating Officer Date


 Sr. Director HR & Risk Management  Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Security Operations

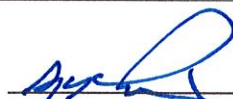
Department: Security

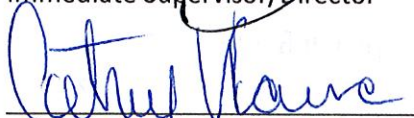
Date: September 17, 2018

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		3
Walking					X		3
Sitting				X			3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing					X		3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	2
Noxious Fumes						X	2
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
Two Way Radio				X			3
Other							
SUPERVISOR COMMENTS:							

 - 10/4/18
 Immediate Supervisor/Director Date

 10-5-18
 Chief Operating Officer Date

 10/5/18
 Human Resources - Compensation Date

Manager, Strategic Projects

Department: Executive Administration

Date: October 11, 2021

Title of Immediate Supervisor: Chief Administrative Officer

Pay Level: L29

POSITION SUMMARY: Plan and manage deliverables for organizational strategic projects that expands beyond the standard scope that entails complex coordination resulting in high impact deliverables. Provide project management and coordination support for the Chief Administrative Officer and other Executive Suite staff. Develop project timelines based on strategic prioritization, planning, and resource utilization. Design, communicate, and implement an operational plan for completing the project; coordinate with authority departments and external stakeholders; monitor progress and performance against project plan; take action or make recommendations to resolve problems and minimize delays.

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

- Manage the strategic planning and successful execution of projects from inception to final product; maintain smooth and effective workflows and meet established deadlines within budget. Develop project timelines based on strategic prioritization, planning and resource utilization. Define project task and resource requirements.
- Identify issues; manage executive team's expectations, and offer recommendations for creative solutions or workarounds based on knowledge of priorities, development roadmap, and contributing factors. Manage project budget schedule.
- Assemble, coordinate, and supervise the activities of personnel involved in the projects, providing direction and support as needed.
- Manage the preparation of Board and Committee memos, presentations, etc. as assigned; perform research as needed; determine/ calculate accurate allocation of expenses and fees as applicable.
- Manage the compliance of the Automated People Mover (APM) System Safety Program Plan (SSPP) including annual update; coordinate activities with Florida Department of Transportation (FDOT) and other regulatory agencies, organize audit activities, manage document control system, and other activities.
- Manage the development of procurement and implementation process; prepare documents for assigned committees.
- Review project deliverables for completeness, quality, and compliance with established standards.
- Manage central document control procedure for Professional Services Agreements awarded under Organizational Policy 110.01; manage proper legal review and execution of such agreements; coordinate with responsible department for timely amendments, renewals, etc.
- May serve as the Authority Authorized Representative (AAR) for assigned contracts; review and verify insurance requirements for all applicable contracts; manage and coordinate contract execution, timely renewals/amendments, and verify invoices for payment; provide recommendations to management for problem resolution. Negotiate renewals and amendments as assigned.
- Manage Executive Administration Department budget coordination; develop and monitor the budget, review invoice process such as purchase requisitions, releases for professional services, and service receipt/direct pay, etc.
- Attend meetings on behalf of the executive staff and provide status of projects as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and six (6) years of experience related to public or project management, or an equivalent combination of education, training and experience. Knowledge of/and experience with document control, project management, contracts/agreements and regulatory agencies in an airport setting preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise activities of personnel involved in special projects.

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

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

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

APPROVAL SIGNATURES:

 1/24/22

Immediate Supervisor/CAO Date

 01-25-2022

Chief Executive Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Manager, Strategic Projects

Department: Executive Administration

Date: October 11, 2021

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

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

SUPERVISOR COMMENTS:

Yvonne Rodriguez 1/24/22
Immediate Supervisor/CAO Date

[Signature] 01-25-2022
Chief Executive Officer Date

Cathy V... 1/26/2022
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Manager, Tenant/Concessions Projects

Date: December 13, 2016

Department: Planning, Engineering & Construction

Grade/Level: Exempt; L30

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

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

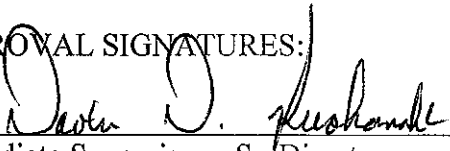
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

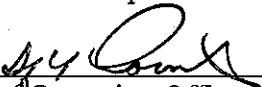
APPROVAL SIGNATURES:



 Immediate Supervisor - Sr. Director

12/14/16

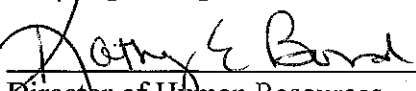
 Date



 Chief Operating Officer

12-14-16

 Date



 Director of Human Resources

12-14-16

 Date

Job Description Supplement

Physical Requirements and Working Conditions

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

Date December 13, 2016
 Section 711

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

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

Debra D. Pishomali
Immediate Supervisor - Sr. Director

[Signature]
Chief Operating Officer

12/14/16
Date

12-14-16
Date

Manager, Terminal Facilities

Department: Maintenance

Date: May 14, 2021

Title of Immediate Supervisor: Assistant Director, Maintenance Operations

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


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

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

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

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

6/9/21

Date



Department Director

6-3-21

Date



Chief of Operations

06-07-2021

Date



Sr. Director, HR & Risk Management

Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Manager, Terminal Facilities

Department: Maintenance

Date: May 14, 2021

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

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

SUPERVISOR COMMENTS:

[Signature]
Immediate Supervisor
6/9/21
Date

[Signature]
Department Director
6-3-21
Date

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

Manager, Unified Communications

Department: Information Technology

Date: December 12, 2019

Title of Immediate Supervisor: Director, Information Technology

Pay Level: L33

POSITION SUMMARY: Responsible for the overall operations and oversight of GOAA's Unified Communications, including Telephony Services, Voicemail, Interactive Voice Response, MS Exchange, Audio and Video Conferencing, as well as management of the end user computing environment, desktop and Mobile devices, services and software, and high-quality technical support for all users. Responsible for the effective and efficient operation of the Authority's Shared Tenant Services. This position is integral to both revenue generating and operationally efficient functions of the operation.

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 GOAA's Unified Communications, including the efficient operation, administration, troubleshooting, development and training related to the company desktop PC's, laptops, printers, operating systems and all other related peripherals and software, switched and VOIP communications, IT Service Center, and order processing/inventory. Provide effective support and service for the Authority's operations, and effective and timely completion of IT initiatives. Serve as Project Leader for complex communications projects, and develop project goals and milestones. Establish, implement, interpret and enforce effective operational procedures.
- Effectively manage critical incidents, disaster recovery, extended outages and downtime. Responsible for effective incident management procedures.
- Communicate with decision makers and stakeholders to confirm their understanding of deliverables and negotiate expectations. Analyze the customer's present communications arrangements and develop/ demonstrate alternatives to meet their needs. Manage efficient operation of the Authority's Shared Tenant Services.
- Remain current with developments in the field of Unified Communications. Advise, counsel, and education stakeholders on the competitive and/or financial impact of options. Utilize knowledge of switched ethernet services, managed internet services, bandwidth services and dedicated internet services. Support systems development in applications such as Interactive Voice Response (IVR) Systems. Develop, recommend and plan long- and short-term strategies. Adhere to IT Change Management governance model, and confirm that the design and selection of new solutions are in alignment with IT strategies and policies.
- Supervise effectively to maintain a well-trained, motivated and professional staff. Oversee training, scheduling, monitoring of time, and development of effective goals and completion of performance reviews. Recommend disciplinary action as needed, participate in interview process. Provide a safe and secure work environment, and staffing levels that are appropriate to provide service and meet deadlines.
- Perform process and data modeling, studies, needs analysis and configuration requirements in support of planning and analysis efforts.
- Responsibility for the coordination and management of outsourced resources and vendors. Establish and manage internal service level agreements and monitor that external service level agreements with vendors are met.
- Oversee analysis of all Local Exchange Carrier (LEC) and Long Distance invoices for accuracy and issue appropriate orders to correct errors. Confirm database audits of the Communications Systems and Voice Mail so that all users remain valid customers on the network. Oversee telephone rates and tariff studies, analyses of invoices received by the department, adjustments, credits, and payments. Approval authority and oversight of cost comparisons for providing services against the actual rates and charges invoiced to customers. Recommend rate and charge adjustments as necessary. Support the ordering and installation of local loops for connections into the telecommunications network.
- Provide oversight of traffic studies and analyzes to confirm the network is operating at its optimum capacity, optimal performance of telephone equipment, and optimal configurations of voice infrastructure and routing.

- Work with vendors and common carriers to identify and resolve complex voice network and data circuit problems. Analyze trouble reports to define areas of recurring problems or irregularities.
- Develop and manage the budget and administer financials for areas of responsibility.
- Oversee cost allocations for carrier invoices to include local, long distance, directory assistance and conferencing services. Provide data and oversight of the financial accounting system reporting schemes and input to the operational budgeting process. Manage the assessment and recommendation process for procurements.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Facilitate continuity of operations by participating as a BCP Recovery Coordinator and participate in the GOAA IT business continuity planning, training and exercises that are consistent with the emergency response activities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science and seven (7) years experience in a related field, or an equivalent amount of education, training and experience. Experience with Unified Communication Systems required. Managerial/supervisory and Project Management experience required. Accounting background desirable. Working knowledge of MS Exchange highly desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Self-motivated with demonstrated ability to perform with minimal direction, using sound judgement and creativity in solving highly complex technical problems.
- Ability to manage multiple priorities and projects while anticipating possible impacts and benefits of change
- Ability to pay attention to detail and meet deadlines; strong organizational skills
- Knowledge of ITIL Framework
- Demonstrated ability to analyze data.
- Ability to manage and oversee large projects
- Demonstrated accomplishments in project management and planning
- Must maintain professionalism and diplomacy at all times while interacting with the public, Aviation Authority management and employees, tenants, vendors, contractors, airlines, regulatory authorities, etc.
- Demonstrated ability to analyze, isolate, duplicate and resolve problems
- Thorough knowledge/understanding of current and emerging technologies
- Operating knowledge of Avaya Communication Solutions
- Thorough knowledge of MS Office Professional Suite
- Working knowledge of MS Exchange highly desirable
- Strong written and verbal communications skills, ability to communicate complex ideas to customers
- Able and willing to work alternate shifts or days as needed
- Knowledge of principles, theories and practices of performance management and budget management

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*




Directly supervises a staff of approximately three (3) employees: indirectly supervises a staff of approximately six (6), as well as indirect oversight of contracted staff

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

- High degree of independence, minimal supervision - extensive latitude in initiative, judgment and authority
- Independently manage and prioritize multiple concurrent projects, completing work under pressure to meet strict deadlines.
- Participate in decisions and development of procedures that affect IT systems. High level of technical problem-solving skills
- 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/Director	<u>12/26/2019</u> Date	 _____ Chief Operating Officer	<u>1-7-2020</u> Date
 _____ Sr. Director, HR & Risk Management	<u>1-8-2020</u> Date		

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Manager, Unified Communications


Department: Information Technology

Date: December 12, 2019

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

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs				X		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	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	2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						
SUPERVISOR COMMENTS:						


 Immediate Supervisor/Director 12/26/2019 Date


 Chief Operating Officer 1-7-2020 Date


 Human Resources - Compensation 1/8/20 Date

Manager, Wildlife Program

Department: Airfield Operations

Date: January 9, 2019

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

Pay Level: L29

POSITION SUMMARY: Manage the safe and efficient control and/or removal of wildlife hazards to aircraft in and around the Air Operations Area and terminal complexes at Orlando International Airport. Conduct Wildlife Hazard Assessments as required by the Federal Aviation Administration (FAA). Complete reports and maintain necessary permits to harass, remove, handle and transport wild birds and animals. Train airfield and wildlife personnel in bird and wildlife dispersal/removal process.

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

- Monitor, record, and analyze wildlife hazards on the Air Operations Area (AOA) and airport property. Monitor resident and migratory birds and wildlife in and around the AOA and determine their relative risk to aviation operations. Offer sound wildlife management abatement practices regarding AOA safety issues. Document and complete required agency reports.
- Disperse birds, deer and various wildlife species when necessary. Identify wildlife and determine procedures for removal/dispersals based on knowledge of behaviors, migration patterns, eating habits, level of danger, etc. Review legal status and understand abatement options for endangered, threatened and species of special concern.
- Maintain compliance with FAR 139.337 and AC 150/5200-33. Confirm timely completion and filing of annual reports as required by the following regulatory agencies:
 - FAA, USDA
 - US Fish and Wildlife Service
 - The Florida Fish and Wildlife Conservation Commission
 - Grass Carp Permit (MT-07-CR-95-0487)
 - Nuisance Wildlife Permit (N5525)
 - Federal Depredation Permit (MB673726-0)
 - Nuisance Alligator Permit (AMP05S-2)
 - Public Health Pest Control license (8402)
 - Scientific Collectors Permit (FNC-07-00)
 - US Fish and Wildlife Falconry Permit
 - Chemical Immobilization of Animals Certification
- Conduct wildlife hazard assessments and prepare Ecological Assessments as required by the FAA. Maintain compliance to in order to obtain all necessary permits and licenses.
- Develop, interpret, plan, enforce, revise and implement Wildlife Hazard Management Plan.
- Implement the airport's mosquito control program.
- Handle pest control issues beyond the scope of the pest control contract coordinator. Respond to calls regarding pests not addressed by the Authority's pest control contract, and determine whether the Wildlife staff can/should handle the problem, or if the contracted service should be called. Make arrangements with the contracted services as appropriate, and confirm proper payment.
- Develop and maintain department budget.
- Analyze reports and statistics to determine where wildlife problems exist, and develop/recommend plan of action to correct. Coordinate MCO aircraft/wildlife strike data with the national wildlife strike database.
- Inspect and purchase firearms for wildlife and airfield personnel. Purchase, test and research validity and appropriateness of pyrotechnics and other wildlife supplies.
- Provide assistance to Airport Operations with perimeter inspections, escort, emergency escort, etc. as needed.

- 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 wildlife/aviation information for press releases. Make presentations to the community and other interested parties.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a Biological Science or related field and six (6) years experience in wildlife management, or an equivalent combination of related education training and experience. Training in firearms, concealed weapon, hunter safety and associated dispersal equipment required. Must have wildlife and/or animal control, handling or transport experience and Mosquito or Arthropod control experience. Experience in the development and revision of wildlife control programs required. Knowledge of wildlife habitat management specific to the state of Florida, FAR Part 139 and CFR 1540 and 1542 preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Familiarity with the technical terms for various phases of aircraft flight; the identity of aircraft; the major components of aircraft.
- Ability to accurately identify a variety of birds, mammals, fish, and reptile species.
- Strong familiarity with aircraft ground and flight operations, and appropriate terminology
- Strong familiarity with Federal Aviation Regulation Part 139 and CFR Part 1540 and 1542 and the Advisory Circular 150 series
- Strong familiarity with wildlife control procedures in an active air operations area
- Ability to operate in an active air operations area.
- Must have knowledge of animal trapping techniques and procedures such as erecting guillotine traps and capable of assisting with depredation or live trapping and safely releasing a variety animals.
- Familiar with wildlife control permitting and the agencies associated with those permits
- Must be familiar with wildlife categorized as Threatened, Endangered, and Species of Special Concern.
- Familiar with Florida Administrative Codes (FAC) pertaining to Wildlife at airports, particularly 68A-12.009 ©, 7 (a)(b)(c), and 68A-27.0021, 68A-27.003, 68A.004, 68A.005.
- Must be capable of completing a firearms safety class. Knowledge of equipment used in wildlife hazards management (shotgun, pistol, gas cannons, etc.).
- Strong familiarity with voice terminology and the use of radio communications equipment.
- Intermediate computer and Microsoft Office skills.
- Must be capable of completing the automated Wildlife/Bird Report, and other automated reports as required.
- Excellent verbal and written communication skills
- Demonstrated supervisory skills.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida, Department of Agriculture and Consumer Services Public Health Pest Control license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4)

Manager, Wildlife Program

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.

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


 17 Jan 19
 Immediate Supervisor Date


 JAN 23, 2019
 Department Director Date


 1/23/19
 Human Resources - Compensation Date



Material Control Storekeeper I

Department: Purchasing

Date: October 10, 2018

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

Pay Level: B3

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)


- None

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

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

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:

 10.15.18

 Immediate Supervisor Date

 10/10/18

 Department Manager Date

 10/10/18

 Department Assistant Director Date

 10/18/18

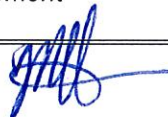
 Chief Financial Officer Date

 10-31-18

 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Technician



Shift Premium: N/A

Rotating Shift: N/A

Material Control Storekeeper I

Department: Purchasing

Date: October 10, 2018

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor

Date

Chief Financial Officer

Date

Human Resources - Compensation

Date



Material Management Specialist

Department: Purchasing

Date: October 10, 2018

Title of Immediate Supervisor: Assistant Manager, Material Control

Pay Level: L14

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

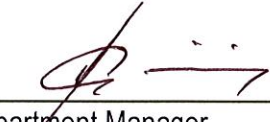

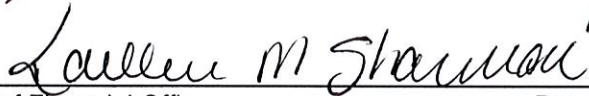

- None

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Material Management Specialist

Department: Purchasing

Date: October 10, 2018

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

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

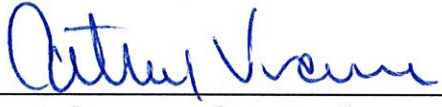
SUPERVISOR COMMENTS:


 Department Manager

10.23.18
 Date


 Chief Financial Officer

10/25/18
 Date


 Human Resources - Compensation

10/29/18
 Date

Mechanical Contracts Coordinator

Department: Maintenance

Date: March 4, 2019

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L21

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

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

- Monitor and evaluate assigned contracts with emphasis on the levels, standards, and frequencies of service, productivity, quality control and personnel utilization.
- Review mechanical diagrams, mechanical plans, construction drawings and specifications for Maintenance and GOAA requirements.
- Provide advanced scheduling, project coordination and support for related interdepartmental projects.
- Assist Manager in inspections of new construction, and tenant upgrade projects.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level set forth in the contract documents.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and act as liaison with other GOAA departments.
- Assist Manager in evaluating the plans for future replacements, upgrades, etc.
- Monitor contractors' staffing levels, responsiveness, and productivity; report deficiencies to Manager as needed.
- Attend construction coordination meetings as required, serving as technical expert.
- Confirm enforcement of contract specifications.
- Provide assistance in developing scope, bidding, and awarding of assigned contracts. Validate project costs, repair estimates, and work requests outside of contract scope.
- Verify contractor pay requests for accuracy and compliance with contract terms. Approve contractor payment requests/invoices.
- Input and track appropriate data and generate related reports.
- Verify Oracle requisitions for materials and parts are initiated and processed in a timely manner.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in related field and three (3) years related experience with the maintenance and repair of facility mechanical systems, or an equivalent combination of education, training and experience. Preferred experience includes one (1) year experience with mechanical contracts, familiarity with mechanical contracts at an airport, and mechanical & building inspection experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of the function and utilization of mechanical systems/equipment and/or evaluating the condition of mechanical and motorized equipment

- Intermediate computer-use skills, with emphasis on use of database, spreadsheet, and word processing programs.
- Thorough working knowledge of mechanical and plumbing codes
- Knowledge of applicable OSHA regulations & applicable mechanical standards, essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools, and lock out tag out procedures
- Must be able to read, understand, and enforce contract specifications and mechanical drawings on performance based contracts
- Must have knowledge and stay current with all mechanical and plumbing codes and advanced mechanical maintenance practices
- Demonstrated attention to detail
- Self-motivated and able to work without direct supervision
- Must stay current on all GOAA emergency response procedures and ensuring proper response as required.
- Must be capable of scheduling & controlling Mechanical Utility Outages
- Excellent oral and written communication skills
- Good interpersonal skills with the ability to function effectively in a diverse work place
- Basic knowledge of project scheduling, efficient time management, and contract monitoring
- Must be willing and able to work nonstandard and various shifts including; early mornings, late evenings, nights, weekends and holidays to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Class A air-conditioning, Class B air-conditioning or Mechanical contractor license issued by State of Florida

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

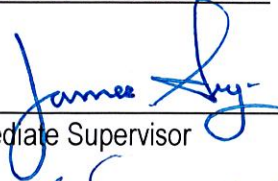
- None

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

- Work independently under moderate supervision and general direction
- Exercise of sound independent judgment for technical issues and in recognizing conditions which contribute to material or equipment damage, or which could result in physical harm or injury to self or others.
- Determine when a task has been completed properly, and which task among those designated will be undertaken next.
- Routine technical decisions/analysis

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


APPROVAL SIGNATURES:

 4-15-19

Immediate Supervisor Date

 4/15/19

Department Assistant Director Date

 4-5-19

Department Director Date

 4-19-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Technician

Shift Premium: Yes

Rotating Shift: N/A



Mechanical Contracts Coordinator

Department: Mechanical

Date: March 4, 2019

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

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

SUPERVISOR COMMENTS:

[Empty space for supervisor comments]

James [Signature] 4-15-19
Immediate Supervisor Date

[Signature] 4-5-19
Department Director Date

Cathy [Signature] 4/18/19
Human Resources - Compensation Date

Microsoft Exchange Administrator

Department: Information Technology

Date: November 12, 2018

Title of Immediate Supervisor: Assistant Manager, Unified Communications

Pay Level: L29

POSITION SUMMARY: Monitor the day-to-day operations of Microsoft Exchange servers including handling user support tickets, server maintenance, data migrations, backups, and deployments of Microsoft Exchange.

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

- Analyze current resources and trends to enable planning for long-term performance and server expansion.
- Interact with users who submit email related support tickets; may interact with software vendors from time to time for troubleshooting within the system.
- Lead upgrades, account management, and changes to the system, including communication with users.
- Report on implementations, migrations, upgrades, and other activities that affect the software environment.
- Monitor server logs and overall performance, troubleshooting and resolving problems.
- Write up and enforce change management and compliance processes for Exchange server
- Perform migrations including Mailboxes, Public Folders, User Profiles
- Verify the Exchange Organization is meeting the defined Service Level Agreements (SLA)
- Follow defined engineering processes to confirm that all messaging projects meet all requirements and are delivered in a timely manner
- Work with the IT Security team to implement changes to limit risks and vulnerabilities.
- Provide Tier 3 level support to the operational staff
- Provide mentorship to the Tier 2 desktop team
- Provide guidance as a subject matter expert for Messaging and Collaborations Services.
- Maintain and recommend the product Road Maps and the related Project Plans for the program and future projects
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and five (5) years experience of high level administration with Microsoft Exchange 2007 through 2016 in a large Exchange Organization, or an equivalent combination of education, experience and training. Experience with Active Directory in support of Exchange Organizations required. Microsoft Certified System Engineer (MCSE) in Messaging desired. Experience with Microsoft Office Communicator & Skype for Business (formerly Lync) preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Solid experience supporting Mobility Solutions (ActiveSync / Airwatch)
- Advanced knowledge of Microsoft operating platforms (Windows Server 2003/2008/2012/2016).
- Advanced knowledge of Microsoft Office applications (including Visio & Project).
- Understanding of VMWare infrastructure and how to maneuver within the console.
- Proficient with TCP/IP and related applications such as DNS and TELNET.
- Excellent research skills
- Technical documentation skills
- Commitment to excellent customer service

- Good organizational skills; ability to deal with multiple tasks and finish tasks in a timely manner.
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving problems.
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with company personnel, customers and outside vendors.
- Able to identify business process improvement opportunities and escalate for evaluation, if applicable.
- Must consistently demonstrate a professional image and positive attitude.
- Desire and aptitude to learn emerging technologies
- Excellent verbal and written skills, including the ability to communicate effectively and work with others in a team environment.
- Excellent analytical skills and the ability to troubleshoot and resolve hardware and software problems
- Ability to make decisions and manage your time effectively to a delivery plan/schedule
- Ability to work independently, but also be part of a team

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

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

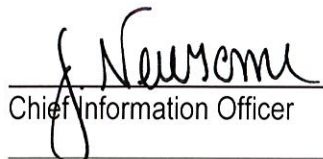
- Independent judgment for complex technical issues is required on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data
- Work independently with limited supervision or direction, substantial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

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

APPROVAL SIGNATURES:

 _____
 Immediate Supervisor Date 11/12/18

 _____
 Department Manager Date 11-15-18

 _____
 Chief Information Officer Date

 _____
 Sr. Director, HR & Risk Management Date 11-19-18

FLSA: Exempt
 EEO Category: Professionals

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



Microsoft Exchange Administrator

Department: Information Technology

Date: November 12, 2018

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


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



 Immediate Supervisor


 11/12/18

 Date



 Chief Information Officer

 Date



 Human Resources - Compensation

 11/16/18

 Date

JOB DESCRIPTION

Job Title: Network Administrator

Date: December 5, 2017

Department: Information Systems

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Assistant Manager, Networks

POSITION SUMMARY: Perform research, configure, install, test and document components for converged data, wireless, video and voice networks. Maintain and monitor the security and integrity of the network. Coordinate the installation, relocation, maintenance and repair of various computer equipment. Monitor the network management console for error conditions. Maintain system and cable plant connection schemes.

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

- Maintain code level, configuration and perform problem resolution for the Authority network switches, routers, and wireless equipment.
- Monitor network for illegal or unauthorized software installation
- Coordinate and resolve system usage conflicts between critical applications and/or peak hour conditions; perform LAN tuning and optimization
- Establish the timely distribution of critical and sensitive reports
- Oversee and document the orderly installation of cables by contractors or Authority personnel
- Coordinate the installation, relocation, maintenance, and repair of personal computers, network servers, network interface hardware, routers, bridges, hubs, modems, peripheral equipment, printers, plotters, removable storage, scanners, remote network components, and other related equipment
- Administer network monitoring software or any other network application requiring special licensing and security
- Review emerging technologies and standards; develop prototype demonstrations of promising, cost-effective and efficient new applications
- Establish the cataloging of installed equipment, software, repairs, maintenance, and upgrades. Prepare analytical reports and make refurbishment recommendations based upon this historical inventory
- Maintain a current knowledge of developments in both hardware and software so that upgrades and installations are performed as efficiently as possible
- Monitor the network management console for error conditions. Perform all functions related to the configuration and maintenance of the network management software.
- Assist in maintaining IP addressing, system and cable plant connection schemes. Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust own work schedule to include working late evenings and/or weekends when the need arises
- Collaborate with management in the preparation of the Information Technology budget
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Computer Science or related field and four (4) years experience required in the administration of medium corporate networks (1000 – 5000 connected devices), or an equivalent combination of education, training and experience. Experience with current Authority network components, enterprise WiFi networks and structured cabling is required. Experience with Authority's currently used network management software is desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- CCNA, CCNP, CCIE preferred

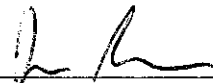
SUPERVISORY RESPONSIBILITIES:

- None

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

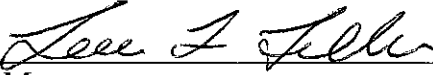
- Work very independently with little supervision or direction – substantial latitude in initiative and judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.

APPROVAL SIGNATURES:



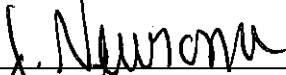
Immediate Supervisor

12/6/17
Date



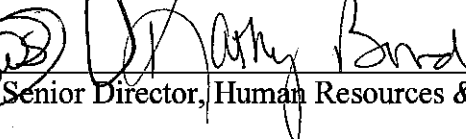
Manager

12/5/17
Date



Chief Information Officer

12/6/17
Date



Senior Director, Human Resources & Risk Management

12-11-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Network Administrator
 Department: Information Technology

Date: November 1, 2017
 Section: 521

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

Frequency

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

Importance

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

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

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

Frequency

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


Importance

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


Constant
Very Frequent
Frequent
Occasional
Rare

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

Supervisor Comments:



 Immediate Supervisor 12/6/17
Date



 Chief Information Officer 12/6/17
Date

 Human Resources - Compensation 1

OEA Airport Electrician

Department: General Aviation

Date: December 7, 2018

Title of Immediate Supervisor: Manager, OEA General Aviation and Supervisor, Airfield Electrical Pay Level: B9

POSITION SUMMARY: Install, repair, and maintain electrical systems and equipment on the airport property, including runways, taxiways, aprons, high mast lighting, security gates, and GOAA buildings and structures.

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

- Install, operate, repair & maintain electrical equipment, including electrical services, switch gear, emergency generators & associated transfer equipment, lighting & lighting contactors, photo controls, lighting control relay panels, electrical/electronic security gates, security cameras, motor controls, airfield lighting, lighting vaults with constant current regulators, control equipment & transformers.
- Read wiring diagrams, electrical plans & specifications.
- Conduct routine inspections of premises.
- Determine appropriate materials and/or parts required for repairs.
- Responsible for staying current with all electrical codes & advanced technology maintenance practices.
- Inspect & perform regular cleaning & prescribed maintenance tasks on associated equipment.
- Responsible for staying current on all GOAA emergency response procedures and FAA Advisory Circulars, maintaining proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, & equipment information correctly and promptly to confirm accurate maintenance and repair records are kept.
- Operate small hand and power tools.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience troubleshooting and repairing motor controls, high voltage electrical systems in excess of 600 volts, lighting, power systems & associated electrical equipment; or an equivalent combination of education, training, & experience. Airfield lighting experience preferred.

Internal candidates must have at least two (2) years experience with GOAA in both airfield and building electrical systems plus ACE certification in Airfield lighting.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of airfield lighting systems
- Thorough working knowledge of electrical codes
- Knowledge of applicable OSHA regulations, FAA airfield lighting regulations & guidelines, NFPA 70E standard, and the rules, regulations & guidelines regarding the safe utilization & operation of hand and power tools
- Basic knowledge of essential safety equipment & protective devices, knowledgeable about safety standards
- Must be able to read & understand wiring diagrams, electrical drawings & specifications
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower.

- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Journeyman Electrician competency card recognized by the State of Florida required for external candidates at time of hire
- ACE certification required for internal candidates at time of promotion/transfer; must be obtained within one year of hire for external candidates

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

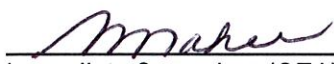
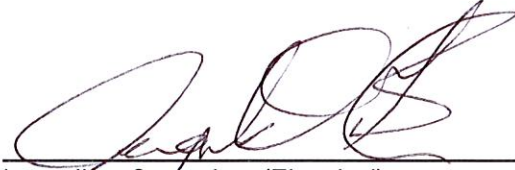



- None


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

- Determine proper tools and equipment to be used for the assigned task and how they are to be used on a job.
- Exercise of sound independent judgement in recognizing conditions which contribute to material or equipment damage, or which could result in physical harm or injury to self or others.
- Constant exercise of sound independent judgement to ensure safety when working on equipment.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

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

APPROVAL SIGNATURES:

 _____ Immediate Supervisor (OEA)	1/2/2019 _____ Date	 _____ Immediate Supervisor (Electrical)	_____ Date
 _____ Department Director	1/2/19 _____ Date	 _____ Department Senior Director	01-23-2019 _____ Date
 _____ Sr. Director, HR & Risk Management	1-20-19 _____ Date		

FLSA: Non-Exempt		Shift Premium: Yes
EEO Category: Skilled Craft Workers		Rotating Shift: N/A

OEA Airport Electrician

Department: General Aviation

Date: December 7, 2018

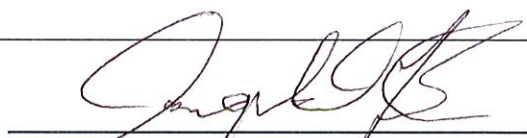
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

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

SUPERVISOR COMMENTS:

 11/21/2019
 Immediate Supervisor (OEA) Date

 1/2/19
 Department Director Date


 Immediate Supervisor (Electrical) Date

 1/24/18
 Human Resources - Compensation Date

OEA Building Maintenance Repair

Department: OEA General Aviation

Date: December 7, 2018

Title of Immediate Supervisor: Manager, OEA General Aviation

Pay Level: B4

POSITION SUMMARY: Perform general maintenance and repair of buildings and property at Orlando Executive Airport (OEA), including plumbing, carpentry, painting, general building maintenance, landscaping and painting task.

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

- Responsible for all planned preventative maintenance to interior and exterior airport buildings and other facilities, including but not limited to proactive and reactive repairs.
- Responsible for plumbing, carpentry, painting, general building maintenance, landscaping, and repair of various buildings and other facilities as required.
- Responsible for airfield pavement repair, signage installation, and pavement markings.
- Assist the OEA Airport Electrician and Equipment Operators in the overall maintenance of the airport property.
- Conduct routine inspections of premises.
- Determine appropriate materials and/or parts required for repairs.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Complete maintenance work orders as assigned, confirm all time, materials, and equipment information are recorded correctly and promptly for accurate maintenance and repair records.
- Inspect and perform regular cleaning and prescribed maintenance tasks on associated equipment.
- Operate small hand and power tools.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three (3) years experience including general landscaping, general carpentry, plumbing, roof repairs, and painting; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of essential safety equipment and protective devices, knowledgeable about safety standards
- Able to perform general carpentry, plumbing, roof repairs and painting
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operations of hand and power tools
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower.
- Ability to read and understand blueprints, wiring diagrams and repair manuals as necessary
- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

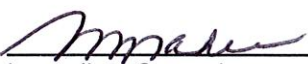
- None

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

- Under general supervision, performs a variety of work in the general maintenance and repair of buildings, facilities, and equipment
- Must be able to determine the extent of damage or maintenance/repair necessary to repair
- Determine proper tools, equipment and materials/parts to be used for assigned task
- Constant exercise of sound independent judgment in recognizing conditions which contribute to facility damage or which could result in physical harm or injury to self or others; maintain safety when working on assignments

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

APPROVAL SIGNATURES:


 Immediate Supervisor 11/2/2019
Date


 Department Director 1/2/19
Date


 Department Senior Director 01-23-2019
Date


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

FLSA: Non-Exempt

EEO Category: Service Maintenance

Shift Premium: N/A

Rotating Shift: N/A





OEA Building Maintenance Repair

Department: General Aviation

Date: December 7, 2018

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

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

[Signature] 1/2/2019
Immediate Supervisor Date

[Signature] 1/2/19
Department Director Date

[Signature] 1/2/19
Human Resources - Compensation Date

OEA Grounds Maintenance Lead

Department: OEA General Aviation

Date: December 18, 2018

Title of Immediate Supervisor: Manager, OEA General Aviation

Pay Level: B5

POSITION SUMMARY: Lead operator for all common Orlando Executive Airport (OEA) buildings and landscaped areas/maintenance projects. Operate grounds maintenance, industrial lift, and construction equipment. Maintain, construct, and renovate airport grounds and landscaped areas.

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

- Lead operator for grounds crew while engaged in airport/AOA maintenance activity
- Construct and renovate landscaped areas as required; maintain landscaped areas not covered under outside maintenance contracts.
- Advise manager, or designee, of equipment readiness, supply requirements and provide weekly fuel readings, month end fuel tallies, and Daily Work Activity Summaries.
- Assist manager, or designee, with prioritization of work. Coordinate daily work assignments of OEA grounds crew.
- Responsible for communication with the Control Tower to maintain safe operations on the AOA, whether by radio or alternative methods.
- Prior to beginning a group project, confirm all safety practices are in place and personnel are wearing issued PPE.
- Monitor the safe operation of standard construction equipment to perform small construction projects and repairs.
- Dispense fertilizers, herbicides, and pesticides for landscape maintenance.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required
- Operate and use small power tools and hand tools to perform all phases of horticultural and landscaping renovation and maintenance.
- Operate sweepers and scrubbers to remove foreign object debris, and grease from paved aircraft operating areas.
- Perform daily routine equipment inspections and operational tests to confirm equipment is capable of responding in an emergency. Perform regular cleaning and prescribed operator maintenance tasks on equipment. Coordinate equipment preventive maintenance and repairs with fleet contractor.
- Complete maintenance work orders as assigned, record all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience in the operation of construction and industrial lift equipment in a construction or maintenance project environment, or an equivalent combination of education, training, and experience. Must be classified as Equipment Operator III at the time of the posting.

EQUIPMENT OPERATED:

- All mowers, bucket and high reach trucks, front-end loader, rubber tire backhoe, tractors, scrubbers, sweepers, small dozers, spray equipment and rigs.
- All other equipment operated by the Equipment Operator II.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations, and guidelines regarding the safe operation of construction and lift equipment.

- Sound working knowledge of safe rigging and operational limitations of construction and lift equipment.
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower.
- Ability to apply aquatic and horticultural chemicals safely, in compliance with all rules, regulations, and laws.
- Proficiency in construction and maintenance of landscaped areas.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Commercial driver's license, Class "B" with tanker endorsement and air brake designation

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

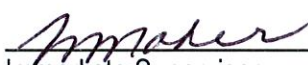
- None

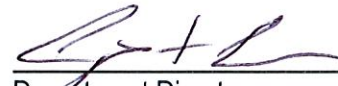
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Exercise sound independent judgment to operate construction and lift equipment safely and within the operational limitations of the equipment, to apply agricultural chemicals safely, and confirm appropriate safety measures are in place at all times
- Determine what equipment is appropriate for the assigned task and how it is to be used on a job
- Determine when a task has been completed properly, and which task among those assigned by the manager will be undertaken next.

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

APPROVAL SIGNATURES:

 1/2/2019
 Immediate Supervisor Date

 1/2/19
 Department Director Date

 01-23-2019
 Department Senior Director Date

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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Skilled Craft Worker

Rotating Shift: N/A



OEA Grounds Maintenance Lead

Department: OEA

Date: December 18, 2018

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs				X		3
	20 – 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping			X				3
Pushing, Pulling and/or Digging				X			3
Reaching over head					X		3
Kneeling, Crawling					X		3
Climbing (ladders, stairs, hills)					X		3
Typing/CRT (attention to detail)						X	2
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing				X			3
Writing					X		3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes						X	3
Chemicals					X		3
Insects				X			3
Heights, Confined Areas					X		3
Excessive Noise			X				3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicle – Dump trucks/Flat bed/Water Truck/Bucket truck			X				3
General Office Equipment (Computer, Copier, Fax, etc.)						X	2
All Mowers			X				3
Sweeper			X				3
Chainsaw					X		3
Front end loader						X	3
Small dozers/tractors				X			3
May operate all equipment used by the Equipment Operator II, which includes: trucks (water, flat bed, dump and pick up), bobcat, all-terrain mower, scrubber, spray equipment and rig, edgers, weedeaters, hedge trimmers, chainsaws, Mad Vac sweeper, small all-terrain vehicles, forklift.				X			3
SUPERVISOR COMMENTS:							

Maha
Immediate Supervisor 1/2/2019 Date

[Signature]
Department Director 1/2/19 Date

Cathy Weaver
Human Resources - Compensation 1/2/19 Date

Painter III

Department: Maintenance

Date: April 5, 2019

Title of Immediate Supervisor: Supervisor, Paint

Pay Level: B6

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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


APPROVAL SIGNATURES:



Immediate Supervisor

2/15/19

Date



Department Manager

4/15/19

Date



Department Assistant Director

4/5/19

Date



Department Director

4-5-19

Date



Sr. Director, HR & Risk Management

4-19-19

Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: Yes

Rotating Shift: N/A

Painter III

Department: Maintenance

Date: April 5, 2019

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	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

4/15/19

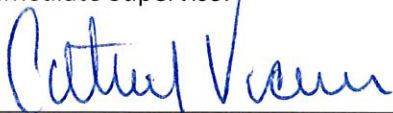
Date



Department Director

4-5-19

Date



Human Resources - Compensation

4/18/19

Date

Parking Customer Service Coordinator

Department: Parking Operations

Date: February 21, 2022

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

Pay Level: L16

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

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

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

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years experience in customer service with a focus on customer 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:

Immediate Supervisor / Assistant Director Date

Department Director Date

Sr. Director, HR & Risk Management Date

FLSA: Non – Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

Parking Customer Service Coordinator

Department: Parking Operations

Date: February 21, 2022

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

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

Immediate Supervisor/Assistant Director Date

Department Director

Date

Human Resources - Compensation

Date

Parking Operations Specialist

Department: Parking Operations

Date: February 17, 2020

Title of Immediate Supervisor: Manager, Parking Operations

Pay Level: L15

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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



Parking Operations Specialist

Department: Parking Operations

Date: February 17, 2020

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

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

Julai Ray
Immediate Supervisor
Date: 7/20/20

MC [Signature]
Department Director
Date: Jul 20, 2020

Cathy [Signature]
Human Resources - Compensation
Date: 7/20/20

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:

 10/8/18

Immediate Supervisor Date

 OCT 8, 2018

Department Director Date

 10-08-2018

Department Senior Director Date

 10-18-18

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A



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.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs				X		3
	20 – 50 lbs					X	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 10/9/18
 Date


 Department Senior Director 10-08
 Date


 Human Resources - Compensation 10/12/18
 Date

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:



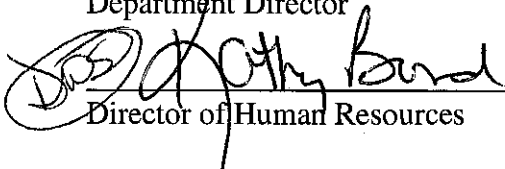
Immediate Supervisor

9/12/14
Date



Department Director

09-12-2014
Date



Director of Human Resources

9-24-14
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Parking Systems Auditor
 Department 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.

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	1
Walking					X	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

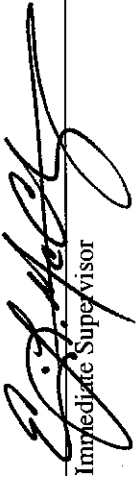
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

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

9-12-2014
 Date

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; collect 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:

Elise Alfonso 1-11-19
Department Manager Date

Maui Dennis 1/11/19
Department Assistant Director Date

Sam Stuenkel 1/11/19
Department Director Date

Lauren M. Shauer 1/14/19
Chief Financial Officer Date

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

FLSA: Exempt
EEO Category: Professionals

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

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.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking						X	2
Sitting			X				3
Lifting:	0 - 20 lbs				X		2
	20 - 50 lbs					X	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 Lheureux 1/11/19
 Department Director Date

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

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

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

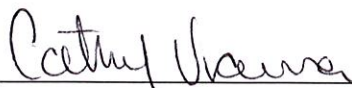
Date



8-23-19

Department Director

Date



8/27/19

Human Resources - Compensation

Date

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)

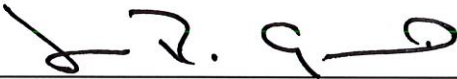
- None

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

Shift Premium: N/A

EEO Category: Skilled Craft Worker

Rotating Shift: N/A

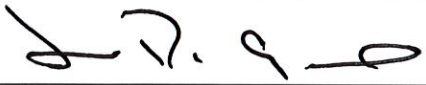
Plumber III

Department: Maintenance

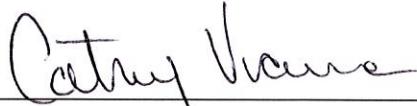
Date: August 14, 2019

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

Production Technician

Department: Public Affairs

Date: August 5, 2019

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 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 Authority Board meetings and Sunshine meetings; operate various types of equipment such as multi-camera recording and audio/video mixing boards.
- Provide technical assistance for events by determining necessary equipment; ensuring internal equipment is set up properly and coordinating the preparation for a variety of GOAA 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 tapes, 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 GOAA's intranet system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in electronics or related field and three (3) 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 GOAA employees and represent GOAA at community events

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

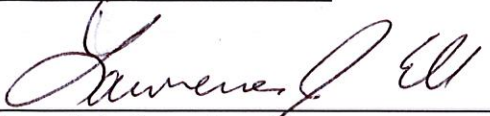
- None

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 GOAA 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:

 8/5/19

Immediate Supervisor Date

 5 AUG. 19

Department Assistant Director Date



Department Senior Director Date

 8-9-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Technicians

Rotating Shift: N/A



Production Technician

Department: Public Affairs

Date: August 5, 2019

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

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

[Signature]

Immediate Supervisor

8/5/19

Date

[Signature]

Department Senior Director

Date

[Signature]

Human Resources - Compensation

8/7/19

Date

Program Manager, Aviation Noise Abatement

Department: Operations Administration

Date: September 19, 2021

Title of Immediate Supervisor: Director, Airport Operations

Pay Level: L26

POSITION SUMMARY: Responsible for the Greater Orlando Aviation Authority (GOAA) Noise Abatement Program, to minimize negative environmental noise impacts resulting from airport operations. Monitor and evaluate the progress of program initiatives. Perform community outreach and noise assistance visits to local residents, maintain records and prepare reports. Develop and deliver presentations regarding noise abatement programs for Orlando International Airport and Orlando Executive 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:*

- Manage the GOAA Noise Abatement Program, monitor and evaluate the progress of program initiatives.
- Manage the GOAA Airport Noise and Operations Monitoring System (ANOMS); retrieve and correlate data through the use of customized computer software programs and utilities including routine operation, backing up and archiving data; analyze complex noise abatement issues and technical data.
- Monitor aircraft noise, flight operations and other pertinent aviation factors and procedures. Maintain records and logs of noise events.
- Respond to and address airport/airplane noise complaints from the community.
- Evaluate/recommend changes concerning air traffic control and flight operations procedures.
- Prepare reports; record, investigate and respond to noise complaints and requests for information.
- Attend public meetings to assist with and/or make presentations concerning noise and other airport related issues.
- Troubleshoot, as necessary, and maintain remote noise monitoring sites and flight tracking equipment.
- Coordinate community outreach and noise assistance visits to local residents as necessary.
- Evaluate needs and recommend improvements to ground guidance systems in aeronautical areas including: runway and taxiway lighting, pavement markings and guidance signs, radio communications, etc.
- Evaluate/recommend visual and electronic navigational systems and components to ensure optimum reliability and safety of aeronautical operations.
- Evaluate proposed land use development and construction off-airport for potential impact to aircraft operations and local residents and for compatibility with safety and efficiency of aircraft operations; recommend appropriate actions.
- Provide technical and administrative support on noise abatement issues.
- Formulate and present GOAA's position with respect to airport zoning as it relates to airspace and noise compatibility planning.
- Assist with planning, operational readiness and strategic projects that impact Airport Operations
- Assist with Airport Operations' (Airfield, Landside, Airline, etc.) emergency and support duties as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Aviation Planning, Environmental Science, Business or Public Administration or related field, and five (5) years' experience related to airport operations, air traffic procedures, airport program management, or noise abatement; or an equivalent combination of education, training and experience. Experience conducting presentations and/or workshops required. Experience working with airfield/airspace/environmental noise abatement related projects preferred. Air Traffic Control (ATC) experience, pilot license, flight instructor experience, or similar a plus.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough understanding of air traffic control procedures, as well as airport operations and procedures commonly used at both general aviation and air carrier airports
- Knowledge of Federal Aviation Administration noise abatement program
- Must have the demonstrated ability to make accurate, immediate decision in emergency situations to ensure efficient utilization of personnel
- Working knowledge of Federal Aviation Regulations Parts 139, 77, CFR Parts 1540 and 1542, and Advisory Circular Series 150
- Excellent written and oral communications and public-speaking skills. Bilingual English/Spanish desirable
- Strong attention to detail, presentation skills and the ability to multitask
- Intermediate computer skills and proficient in Microsoft Office programs
- Ability to use a two-way radio
- Demonstrated ability to be diplomatic and interact with local residents in stressful/confrontation situations

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 limited supervision and general direction, exercising a high level of independent judgement and discretion
- Able to exercise sound judgement in complex and technical issues, high level of initiative is expected to analyze and make related presentations
- Use judgment on when to open/close runways, taxiways, and aprons
- Evaluate safety aspects of airfield and outlying facilities

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

APPROVAL SIGNATURES:



Immediate Supervisor/ Director

NOV 1, 2021

Date



Chief of Operations

10-03-2021

Date



Sr. Director, HR & Risk Management

11-19-2021

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Program Manager, Aviation Noise Abatement

Department: Operations Administration

Date: September 19, 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	3
51+ lbs.					X	1
Bending/Stooping					X	3
Pushing, Pulling and/or Digging					X	3
Reaching over head					X	3
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			2
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	3
Noxious Fumes					X	3
Chemicals					X	3
Insects					X	3
Heights, Confined Areas					X	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
2 Way Radio				X		3
Noise Monitoring Equipment				X		3
SUPERVISOR COMMENTS:						

M. Maguffe
Immediate Supervisor/Director

NOV 1, 2021
Date

[Signature]
Chief of Operations

11-03-2021
Date

Cathy Vance
Human Resources – Compensation

11/15/2021
Date

JOB DESCRIPTION

Job Title: Project/Construction Coordinator

Date: August 20, 2012

Department: Airport Operations - Landside

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Assistant Director, Airport Operations

POSITION SUMMARY: Provides project management and program coordination for projects that require direct input from Airport Operations. Seeks solutions and resolutions to issues that arise in the planning, design and construction phases that involve the Airport Operations. Develops and/or coordinates with the Project Managers conceptual designs, scope, planning, technical reviews, budgeting, scheduling and monitoring of all development phases of projects or programs. Reviews documents, specifications, outage notifications, and change orders, and provides notifications and communicates construction activity with all GOAA departments and airport tenants, as required. Performs at the direction of the Director or Assistant Director, in a professional and proficient manner. Be available after hours and weekends as required.

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.*

- Division liaison with Construction, Planning, Engineering, Maintenance, Consultants, Contractors, Construction Committee and DRC. Provides input to these departments and committees to ensure that Airport Operations concerns are being addressed.
- Provide project coordination and oversight.
- Coordinate projects from conceptual drawings to completion. Inspect, review and assist in the project development.
- Review documents, specifications, outage notifications, and change orders, then provide notifications and communicate construction activity with all GOAA departments and airport tenants, as required.
- Monitor to ensure project is completed as required for areas that directly impact Airport Operations.
- Ensure effective communications between Operations, the Aviation Authority, consultants, contractors, contractors' suppliers, and legal representatives working on assigned projects.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor Degree or an equivalent in-depth specialized training program directly related to the type of work being performed 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, ABILITIES:

- Ability to read and understand construction project documents and drawings
- Computer skills – word/database management (Excel, Word, Outlook)
- Able to operate basic office equipment
- Able to use two-way radio
- Effective oral and written communication skills
- Provide exemplary customer service (skills, training, support)
- Able to work after hours and weekends as required

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 independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Provides solutions for problems encountered on various projects
- Evaluates project performance and compliance with program objectives

APPROVAL SIGNATURES:



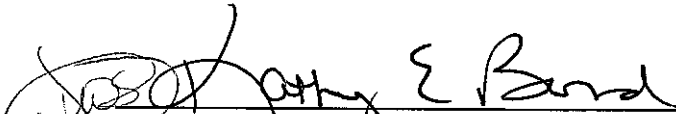
Immediate Supervisor

8/23/12
Date



Department Director

08-23-2012
Date



Director of Human Resources

8/30/12
Date

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title: Project/Construction Coordinator

Date: August 20, 2012

Department: Airport Operations - Landside

Section: 417

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

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

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

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

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

Frequency

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

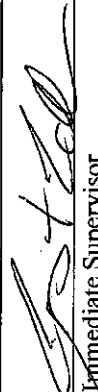
Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:



Immediate Supervisor

8/23/12

Date



Department Director

08-23-2012

Date

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

5/24/2022

Date



Department Assistant Director

24/May 2022


Date



Department Senior Director

5/24/22

Date



Sr. Director, HR & Risk Management

6-7-2022

Date

FLSA: Non-Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



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							
Other							
SUPERVISOR COMMENTS:							

Chris D. Bayler

5/24/2022

Immediate Supervisor

Date

[Signature]

Department Senior Director

5/24/22

Date

Cathy Vroman

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

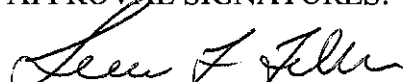
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

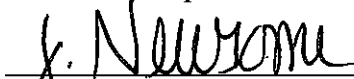
- Coordinate and manage contractors at job sites and assist users with connectivity problems
- Determine methods of resolving discrepancies in cabling installations and design
- Provide comments on construction project drawings
- Advise project managers and contractors on cabling routes for inside and 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:



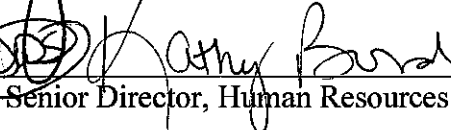
Immediate Supervisor

12/5/17
Date



Chief Information Officer

12.5.17
Date



Senior Director, Human Resources and Risk Management

12-11-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Project Manager – Structured Cabling
Information Technology

Date
Section

November 1, 2017
521

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes				X		1
Chemicals				X		1
Insects				X		1
Heights, Confined Areas			X			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:

[Signature]
Chief Information Officer

12/7/17
Date

12.7.17
Date

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

12/7/17
Date



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)*

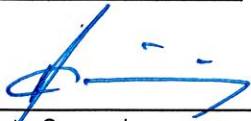
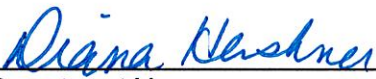
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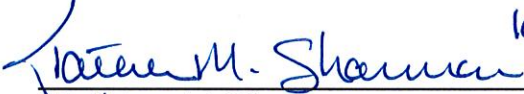
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- 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
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 _____ Sr. Director, HR & Risk Management	10-31-18 Date
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<p>FLSA: Non-Exempt</p> <p>EEO Category: Administrative Support</p>		<p>Shift Premium: N/A</p> <p>Rotating Shift: N/A</p>
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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

10.19.18

 Date



 Chief Financial Officer

 Date



 Human Resources - Compensation

10/22/18

 Date

Purchasing Administrative Specialist

Department: Purchasing

Date: October 5, 2018

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L14

POSITION SUMMARY: Provide a variety of administrative support to the Purchasing Division. Expedite purchase orders, enter new vendors and item numbers into the computerized inventory system and maintain filing and storage of all procurement related files. Maintain procurement documentation on an ongoing basis. Provide documentation for Public Records requests. Serve as backup for travel services and payroll.

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: prepare correspondence, schedule appointments, set-up meetings, open/distribute mail, scan, maintain purchasing logs, maintain visitor log, answer telephones, etc.
- Create Purchase order labels and maintain Purchase order files and general purchasing department files.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, working in conjunction with the Authority's designated records management personnel.
- Enter new vendors into computerized inventory system. Apply specific search criteria and methodology to establish if item is already in the system, and create new item numbers for new items.
- Post purchasing bids and quotes requests into the Authority's website. Review vendor applications for completeness and required documentation. Close out purchasing solicitations on the Authority's website.
- Serve as Purchasing department receptionist, greeting visitors and coordinating vendor and lobbyist sign-in.
- Assist as assigned with meetings, pre-bids and bid openings and take meeting minutes as necessary.
- As requested by management prepare and provide responsive records for Public Records requests.
- Responsible for the procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation.
- Responsible for the use and reconciliation of a procurement card
- Monitor department budget, confirm correct allocation of funds, prepare related reports
- Order and monitor office materials and supplies.
- Advise and assist customers in using the purchasing system to obtain goods and services, discuss and resolve delivery problems with Material Control and payment problems with Finance.
- Serve as backup for travel services and payroll
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and three (3) years administrative experience, or an equivalent combination of education, training and experience. Experience maintaining a database or with a computerized financial system required. Purchasing/procurement or public agency education and higher education preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of MS Office (Word, Excel, PowerPoint, and Outlook).
- Experience with Oracle Financial Software is desirable.
- An understanding of purchasing process workflow is desirable.
- Excellent oral and written communication skills.
- Demonstrated ability to prioritize and manage work schedule in a fast paced, multifaceted work environment.
- Accuracy and organizational skills are essential.

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 with limited independence and under general direction
- Make day-to-day decisions based on established guidelines, policy and procedure
- 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:

Diana Keshner *10/8/18*
 Immediate Supervisor Date

Denise K Schreder *10/8/18*
 Department Assistant Director Date

Sachin M. Sharma *10/8/18*
 Chief Financial Officer Date

Danny Bond *10-16-18*
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

(Signature)



Purchasing Administrative Specialist

Department: Purchasing

Date: October 5, 2018

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

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:

Diana Kushner 10/8/18
Immediate Supervisor Date

Lawrence M. Shaw 10/19/18
Chief Financial Officer Date

Anthony Vanni 10/19/18
Human Resources - Compensation Date



Purchasing Agent

Department: Purchasing

Date: February 16, 2018

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 either a Hotel Facility project or a capital renovation project. 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:

Bachelor degree in 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. 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)*

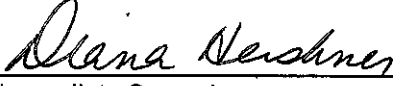

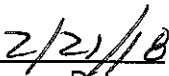
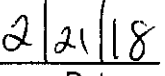
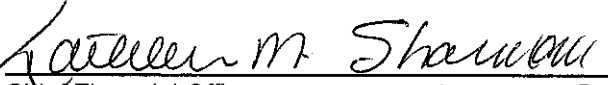
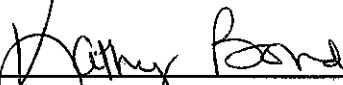


- None

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:

	
_____ Immediate Supervisor	_____ Assistant Director
	
Date	Date
	
_____ Chief Financial Officer	_____ Director, HR & Risk Management
	
Date	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professional

Rotating Shift: N/A



Purchasing Agent

Department: Purchasing

Date: February 16, 2018

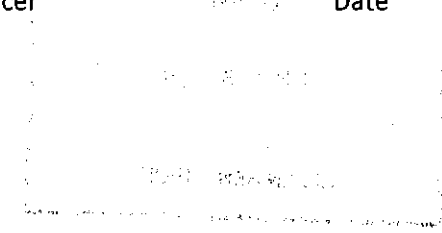
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

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

Alicia Hernandez 2/21/18
Immediate Supervisor Date

Lauren M. Shur 2/28/18
Chief Financial Officer Date

Cathy Vianne 2/28/18
Human Resources - Compensation Date



Purchasing Contracts Administrator

Department: Purchasing

Date: December 17, 2018

Title of Immediate Supervisor: Supervisor, Purchasing Contracts

Pay Level: L23

POSITION SUMMARY: Monitor contract files, expiration dates, bond, insurance and other compliance documents to confirm the Authority's contractual rights are protected. Prepare statistical reports, perform research and provide tracking documents. Enter and maintain contract/agreement requirements in the Contract Management System; establish suspense dates for contract expiration, insurance, bonds and other pertinent information; create contract purchase agreements (CPA) and blanket purchase agreements in the Oracle financial system for fund tracking purpose.

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:*

- Enter and maintain contract requirements and documentation and establish suspense dates for contract expiration, insurance certificates, performance and payment guarantees/bonds and other documents in the Contract Management System.
- Create contract purchase agreements (CPA) and blanket purchase agreements in the Oracle financial system for fund tracking purpose.
- Assist with notifying Senior Purchasing Agents and customers far enough in advance of contract expiration dates to maintain timely routine renewals or re-bid of needed services.
- Monitor and verify the accuracy of contract data in the Contract Management System. Perform financial audits on contracts when required to verify the accuracy of data and funds available between various databases. Provide historical data to customers, Senior Purchasing Agents and others as required for past and current contracts.
- Assist with preparation of analysis regarding procurement statistics, MWBE/LDB participation and direct awards, and other purchasing activity. Assist in the preparation of the annual Purchasing Activity Report.
- Set up contracts/agreements in the Contract Management System, maintain and update with revisions as needed.
- Assist with developing and testing a contract compliance system.
- Enter and update information in the contract compliance system.
- Review and monitor the accuracy of insurance data in the 3rd party insurance database. Upload/close out contracts and insurance data as needed. Prepare related reports.
- Set up contract headers and blanket purchase agreements for new contracts, maintain and update with revisions or changes as needed. Review departmental records regarding inspections, license requirements and other documents to verify compliance with contract terms and conditions.
- Attend and conduct meetings with vendors and customers as needed.
- Assist with updating the Purchasing Department SharePoint webpage and the Purchasing Department information on the Aviation Authority internet website.
- Maintain active contract files, and verify expired contracts are closed and available for review as needed; purge physical files and process for storage.
- Assist with maintaining contract compliance reporting.
- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Serve as back-up for posting Bid/Quote notifications and addendum information from WebProcure
- 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 two (2) years of progressively responsible work experience in procurement and contract administration, or an equivalent combination of education, training and experience. Experience must include contract administration. Procurement experience in the public sector is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major purchases of commodities, equipment, and services.
- Working knowledge and experience in maintaining contract files and enforcing contract provisions.
- Working knowledge of Oracle Financial System and contract management system desired.
- Working knowledge of contract language, enforcement of contract requirements, and resolution of contract disputes.
- Demonstrated ability to work independently.
- Excellent verbal and written communication skills
- Intermediate PC skills and Microsoft Office

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current certification as a Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (CPPO), or 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)*

- 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:

Donna L. Grant 1/3/2019
 Department Manager Date

Denise K. Schmidt 1/3/19
 Department Assistant Director Date

Karen M. Shannon 1/2/19
 Chief Financial Officer Date

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

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Purchasing Contracts Administrator

Department: Purchasing


Date: December 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.

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


 Department Manager 1/3/2019
 Date


 Chief Financial Officer 1/7/19
 Date


 Human Resources - Compensation
 Date

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:

 4-29-19

Immediate Supervisor Date

 4/29/19

Department Director Date

 5-13-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

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.

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

[Signature] 4/29/19
 Department Director Date

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

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)*



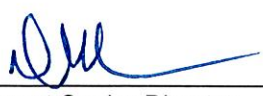
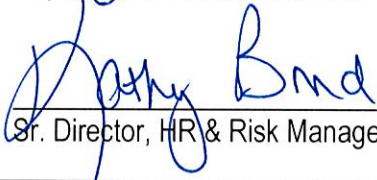
- None

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

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A


Records Coordinator

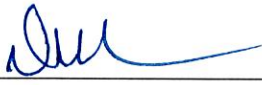
Department: Engineering & Construction

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
Other							
SUPERVISOR COMMENTS:							
Field project site visits. Meetings on and off GOAA properties.							


 Immediate Supervisor _____ Date 5/23/22


 Department Senior Director _____ Date 5/24/22


 Human Resources - Compensation _____ Date 5/24/2022

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

LICENSES/CERTIFICATIONS REQUIRED:

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

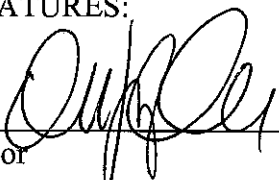
SUPERVISORY RESPONSIBILITIES:

- None

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

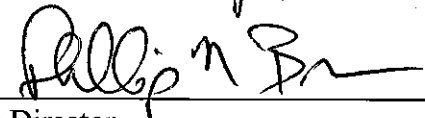
- Works independently under moderate supervision, exercising considerable judgment and discretion
- Provides recommendations related to records and archives, in compliance with GOAA policies and Florida Statutes.
- Questions may need to be referred to the Director, Board Services, general counsel, or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

APPROVAL SIGNATURES:



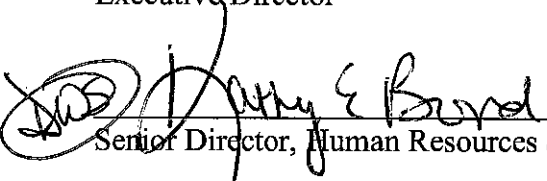
Immediate Supervisor

8/22/17
Date



Executive Director

8-23-17
Date



Senior Director, Human Resources & Risk Management

8/25/17
Date

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.

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Constant
 More than 80% (6 1/2 hours or more per 8 hour day)</p> <p>Very Frequent
 51-80% (4 1/2-6 hours per 8 hour day)</p> <p>Frequent
 21-50% (2 1/2-4 hours per 8 hour day)</p> <p>Occasional
 6-20% (1-2 hours per 8 hour day)</p> <p>Rare
 0-5% (Less than 1 hour per 8 hour day)</p> | <p style="text-align: center;"><u>Frequency</u></p> <p style="text-align: center;"><u>Importance</u></p> <p>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</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting		X				3
Lifting A. ___ 0 - 20 lbs. B. ___ 21-50 lbs. C. ___ 50+ lbs.					X	3
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

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

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals (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:

[Signature]

Immediate Supervisor

8/23/17

Date

[Signature]

Executive Director

8-23-17

Date

JOB DESCRIPTION

Job Title: Research Analyst

Date: January 2, 2018

Department: Marketing & Air Service Development (ASD)

Grade/Level: Non-Exempt; L21

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

POSITION SUMMARY: Responsible for aviation industry research and analysis and development of industry trends, forecasts, presentations, reports and briefings in support of the Aviation Authority's domestic and international marketing, air service development (ASD) and business development (BD) efforts. Assist with the maintenance and development of the Orlando International Airport (MCO) public web site.

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.*

- Tabulate and analyze data from internal and external databases/tools including U.S. DOT, FMI and flight schedule databases, and other economic, demographic and aviation industry databases/tools including the Beontra B-Route Development tool
- Maintain internal databases incorporating data from internal and external sources to support both ASD and BD efforts
- Research new and/or additional databases/tools to support MCO marketing, ASD and BD goals
- Develop multi-media presentations and written reports of research results, findings, and recommendations
- Maintain and organize all research data files and reports
- Propose route strategies based on trends and findings to support MCO's ASD efforts
- Create and post web content to GOAA's public web site
- Assist with improvements to the design, navigation and functionality of the web site
- Serve as back-up for web site related matters as required
- Assist with the design, development and administration of surveys, including GOAA's Passenger Terminal Survey, and development of management reports of key findings from survey data
- Support department staff as necessary in Marketing, Business Development and Air Service Development areas
- Handle all secondary research requests from various business units within GOAA
- Stay current on all news relevant to MCO Marketing & ASD
- May require travel to attend conferences and events
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS

- Bachelor degree in Business Administration, Marketing, Airport Management or related field and three (3) 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, SKILL, ABILITIES:

- Knowledge of and experience with Microsoft Excel and PowerPoint
- Knowledge of web development tools such as WordPress, Dreamweaver and PhotoShop
- Ability to extract news and information from credible online sources and commercial databases
- 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 within a short timeline
- Ability to communicate effectively, both orally and in writing

LICENSES/CERTIFICATIONS REQUIRED:

- None


SUPERVISORY RESPONSIBILITIES: *(indicate number supervised):*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(include examples of situations where this position might exercise independent judgement and make decision)*

- Works independently under moderate supervision
- Prepares appropriate and accurate economic, demography 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

APPROVAL SIGNATURES:



Immediate Supervisor

1/8/17

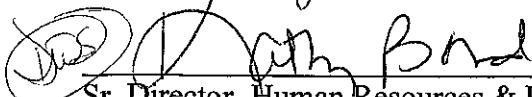
Date



Senior Director

1/8/17

Date



Sr. Director, Human Resources & Risk Management

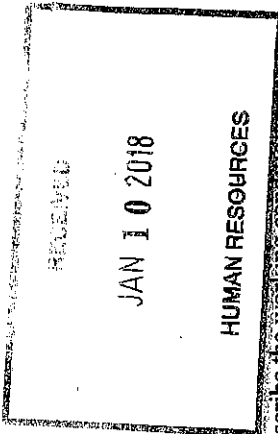
1-16-18

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Research Analyst/Web Content Assistant
Department Marketing & Air Service Development

Date January 2, 2018
Section 311



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

Frequency

- 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		1
	B. ___ 21- 50 lbs.				X	1
	C. ___ 50+ lbs.				X	1
Bending/Stooping				X		1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing	X					3
Writing		X				3
Other						

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

Frequency

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

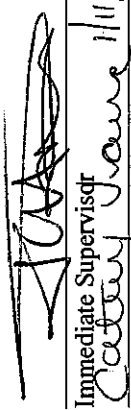
Importance

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

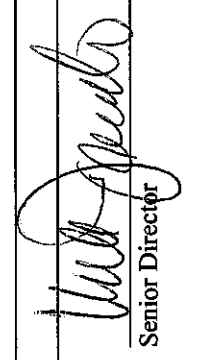
Constant
Very Frequent
Frequent
Occasional
Rare

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

Supervisor Comments:


 Immediate Supervisor
 Cathy Vance 11/18 (HR Compensation)

1/8/17
 Date


 Senior Director

Date

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 Chunga 12.7.18
Immediate Supervisor Date

[Signature] 12/7/2018
Department Assistant Manager Date

[Signature] 12/7/18
Department Manager Date

[Signature] 12/7/2018
Department Assistant Director Date

[Signature] DEC 7, 2018
Department Director Date

[Signature] 12-07-2018
Department Senior Director Date

[Signature] 12-17-18
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt [Signature]
EEO Category: Technicians

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

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.

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

Laura Erlinge 12/7/18
 Immediate Supervisor Date

M. Gifford Dec 7, 2018
 Department Director Date

Cathy Vance 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

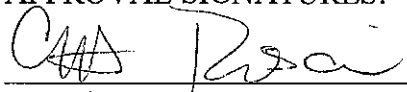
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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

[Handwritten Signature]

Assistant Director

10/29/14

Date

[Handwritten Signature]

Department Director

10/28/14

Date

[Handwritten Signature]

Director of Human Resources

11-7-14

Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Revenue 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.

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

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

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

Importance

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

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

Supervisor Comments:

Chafetz 10/30/14

Immediate Supervisor

Chafetz

Department Director

10/30/14

Date

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:

Vanderford 8/17/18
Immediate Supervisor Date

N/A
Manager Date

Maui Deming 8/17/18
Assistant Director Date

Pam Atkinson 8/17/18
Department Director Date

Lauren M. Shannon 8/17/18
Chief Financial Officer Date

Jenny Bond 8/23/18
Sr. Director, Human Resources & Risk Mgmt Date

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A


Revenue Control Specialist

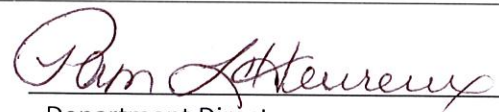
Department: Finance

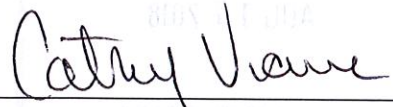
Date: August 15, 2018

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:							


 Immediate Supervisor 8/17/18
Date


 Department Director 8/17/18
Date


 Human Resources - Compensation 8/14/18
Date

Risk and Safety Coordinator

Department: Risk Management

Date: March 29, 2022

Title of Immediate Supervisor: Manager, Risk and Safety Management

Pay Level: L16

POSITION SUMMARY: Assist in fulfilling Risk Management department duties and responsibilities. Have basic knowledge of insurance terms and incident reporting. 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:*

NOTE: Risk and Safety Coordinators are responsible for the day to day administration and support of Risk Management activities in the following functional areas as assigned. 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.

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.
- Responsible for maintaining reports and graphs, as needed by department and management as it relates to insurance, claims, business continuity, and safety programs. This includes 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 and claims, budgeting, regulatory compliance, etc.
- Process and respond to calls into Risk Management hotline while maintaining current directory and processes for assisting or redirecting for maximum customer service; collect contact information, pull incident reports (ASOC, ARFF, OPD), forward or elevate calls to appropriate staff or departments.
- Update shared, secured, and web-based (SharePoint) files and documents to support the department and the organization's staff who will be accessing such files.
- Coordinate meeting room set up and tear down, such as reserving conference rooms, prepare and test audio/visual for presentation, set-up video conferencing, remit reminders to attendees, and record attendance for certification purposes.
- Support department's response to public records requests thru a comprehensive understanding of department workflow processes and record keeping and compile documentation for review prior to release.

CLAIMS MANAGEMENT: Assist management in the administrative efforts of monitoring claims handled by insurers, third party administrator, and others, as assigned.

- Access the system of incident reports (ASOCs), update incident tracking spreadsheet for claims and recovery purposes, monitor and present concerns or issues to management's attention.
- Assist in maintaining claims files and records. Set up claim file in accordance with department standards, electronically file and record any mail and other correspondence into appropriate claims files, etc.
- Assist with recovering 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.

- Responsible for collecting and maintaining reports and graphs, as needed by per above.

INSURANCE TRACKING MANAGEMENT: Assist management in the administrative efforts of monitoring insurance compliance based on vendors', contractors' and service providers' contractual obligations.

- Ability to review certificates of insurance in comparison to insurance requirements to determine compliance or deficiencies and advise departments accordingly (i.e. Access Control) in relation to their own workflow.
- Coordinate with third party vendor responsible for tracking insurance compliance for all contracts, periodic audit of third party, and pulling reports for management as noted above.
- Ability to communicate with department business unit rep., the contractor, and its insurance representative (where appropriate) any compliance issues for quick resolution and elevate to Manager or Director accordingly.

INSURANCE: Assist management in the administrative activities of the insurance process.

- 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.

SAFETY PROGRAM: Assist the Manager, Safety Program with the administrative activities of the Safety Program

- Data entry and maintenance of various safety databases, which track employee safety trainings, hazmat inventory, logging hot-work permitting records, etc.
- Monitor employee driver license compliance, coordinate with HR and other GOAA departments in accordance with policy requirements as needed.
- Assist Manager in their efforts to coordinate the supply of safety equipment to staff on a periodic basis, by scheduling with supplier, staff, and possible distribution of supplies upon receipt.
- Assist in the inventory of chemicals stored across both airports, updating Material Safety Data Sheets (MSDS) sheets as noted by Manager.
- Attend Safety Working Group, Green Team meetings, safety inspections and other meetings, events or exercises on behalf of Risk and Safety to update Manager on topics of discussion.

BUSINESS CONTINUITY PROGRAM: 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 Manager or Director.
- 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.
- Coordinate with consultant for exercises and trainings to confirm scheduling, space, attendance, and presentations are prepared in advance and recorded for certification and documentation purposes.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and two (2) 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
- Basic knowledge of insurance terms and incident reporting
- 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 position might exercise independent 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

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APPROVAL SIGNATURES:

 3/30/22
 Immediate Supervisor Date

 03/30/2022
 Department Director Date

 3-30-2022
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Risk and Safety Coordinator

Department: Risk Management

Date: March 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		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
GOAA/Personal Vehicle				X		2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:




3/30/22
 Immediate Supervisor Date


03/30/2022
 Department Director Date


3/30/2022
 Human Resources - Compensation Date



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.

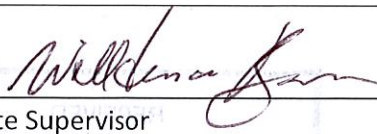
Security Compliance Specialist


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:							


 Immediate Supervisor _____ Date 7/12/19


 Department Director _____ Date 7-11-19


 Human Resources - Compensation _____ Date 7/15/19



Security Technician

Department: Security

Date: September 6, 2018

Title of Immediate Supervisor: Supervisor, Security Operations

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 with routine 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 from the Security Operations Center.
- 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.
- Assist with routine patrols and assessing security area effectiveness and regulatory compliance when assigned.
- Assist in the enforcement of the Airport Security Program (ASP) in accordance with 49 CFR Part 1542.
- Issue Security Violations as appropriate for violations of the ASP or other regulatory requirements; log and track violations for historical and trending analysis; coordinate with authorized personnel for issuing Trespass Warnings if applicable.
- Prepare reports, logs, and other documentation in support of the ASP and section policies
- Responsible for remaining current on all GOAA emergency response procedures and executing proper response as required.
- 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:

- 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)*

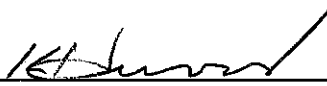
- None

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

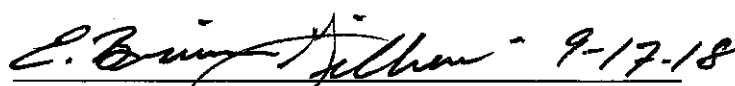
- Works independently and under general supervision
- Must be able to make immediate decisions following established guidelines/procedures

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APPROVAL SIGNATURES:



Department Manager 9/10/18
Date



Department Director 9-17-18
Date



Sr. Director, HR & Risk Management 9-21-18
Date

FLSA: Non-Exempt

EEO Category: Service Maintenance

Shift Premium: N/A

Rotating Shift: Yes

Security Technician

Department: Security

Date: September 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.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
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Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting: 0 - 20 lbs					X		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							
<u>Working Conditions</u>		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
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Pull Trailer						X	3
Security systems (CCTV, alarms, etc.)		X					3
Communications Equipment (radio, cell phone)		X					3
SUPERVISOR COMMENTS:							

K. Howard 9/10/18
 Immediate Supervisor Date

E. Brian Johnson 9-17-18
 Department Director Date

Cathy Vroman 9/18/18
 Human Resources - Compensation Date