

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

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

APPROVAL SIGNATURES:



Immediate Supervisor
5-29-19
Date



Department Director
5-29-19
Date



Department Assistant Director
5-29-19
Date



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

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: Yes

Rotating Shift: N/A



Maintenance Dispatcher

Department: Maintenance

Date: May 29, 2019

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

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

SUPERVISOR COMMENTS:

Empty box for supervisor comments.

James [Signature]
Immediate Supervisor

5/29/19
Date

[Signature]
Department Director

5-29-19
Date

Cathy [Signature]
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

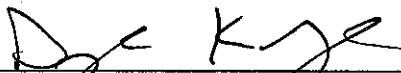
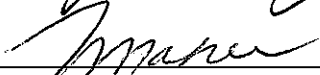


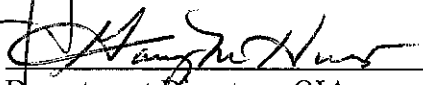
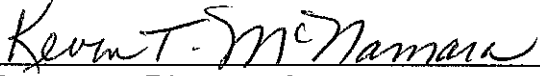
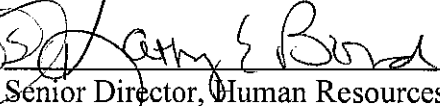
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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

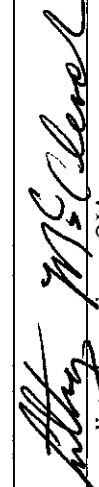
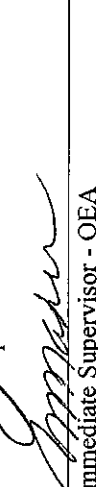
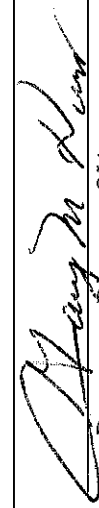

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
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- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather			X			3
Noxious Fumes				X		1
Chemicals					X	2
Insects				X		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

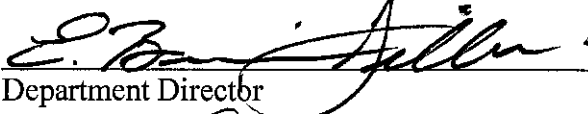
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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.)*

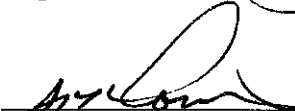
- Broad latitude regarding quantity and quality of work; costs; methods; hiring/termination action; performance appraisals; and other actions associated with employees.
- Must independently assess and maintain confidentiality requirements.
- Works very independently with little supervision or direction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

APPROVAL SIGNATURES:



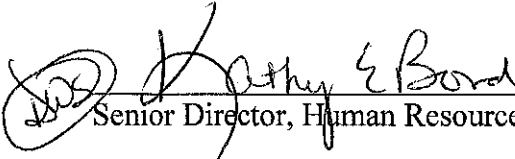
Department Director

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 Date June 14, 2017
 Department Security - Access Control Section 462

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

Frequency

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

Importance

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

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

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

Frequency

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

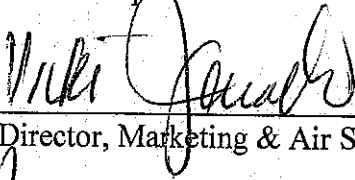
- Work with high degree of independence with little supervision or independence – substantial latitude in initiative, judgement, and authority
- Evaluate, analyze, design and initiate appropriate actions
- Judgement required in identifying opportunities and creating/executing marketing strategies
- Analyze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

APPROVAL SIGNATURES:



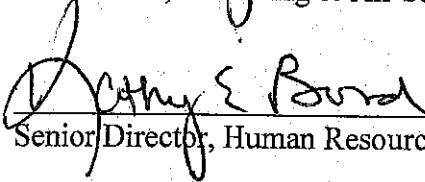
Immediate Supervisor

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)

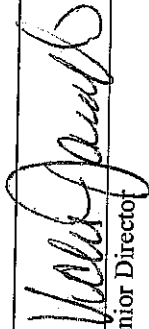
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

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:



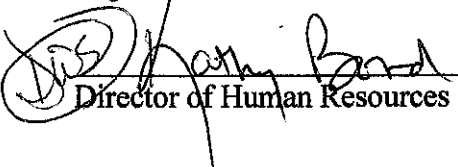
Immediate Supervisor

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

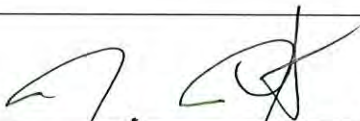
Manager, Airport Operations – Airfield

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 - Airline

Department: Airline Division

Date: October 15, 2019

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

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


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

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

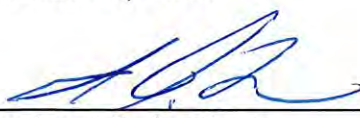
- Operational decisions and input into policies that effect the day to day operations of the airport
- Works independently with minimal supervision or direction
- High level of initiative, judgment, authority and problem-solving ability
- Supervise and direct the work of a major functional area, including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

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


APPROVAL SIGNATURES:



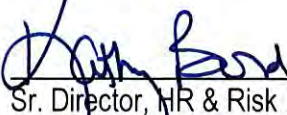
Immediate Supervisor
10/17/2019
Date



Department Senior Director
11-04-2019
Date



Department Director
OCT 17, 2019
Date



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

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Manager, Airport Operations - Airline

Department: Airline Division

Date: October 15, 2019

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

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

[Signature]
Immediate Supervisor 10/17/2019
Date

[Signature]
Department Director OCT 17, 2019
Date

[Signature]
Human Resources - Compensation 11/5/19
Date

Manager, Airport Operations – BHS/GSE

Department: BHS/GSE Division

Date: February 21, 2020

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

Pay Level: L29

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

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

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

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 Kraus 3/9/20
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Manager, Automation Software

Date: July 11, 2014

Department: Information Technology

Grade/Level: Exempt; L33

Title of Immediate Supervisor: Director, Information Technology

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

RESPONSIBILITIES:

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

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

RESPONSIBILITIES (continued):

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Management responsibility for approximately eleven (11) employees

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

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

APPROVAL SIGNATURES:



Immediate Supervisor/Department Director

8.26.14
Date



Senior Director

09-15-14
Date



Director of Human Resources

9-24-14
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Manager, Automation Software
 Department: Information Technology

Date: July 11, 2014
 Section 521

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

Frequency

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

Importance

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

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

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

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

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

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

Supervisor Comments:

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

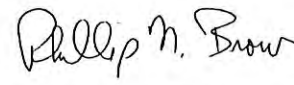
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- 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:


 Immediate Supervisor/Director 5/6/2021
 Date

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

 Chief Executive Officer Date


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

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Physical Requirements and Working Conditions

Manager, Aviation Planning and Development

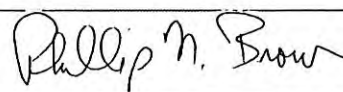
Department: Planning, Engineering, & Construction

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 5/6/2021
 Date


 Chief Executive Officer Date

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


 Human Resources - Compensation 5/14/2021
 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)*

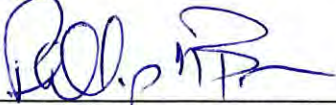
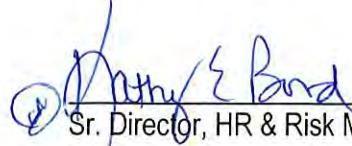
- Directly supervises a staff of approximately one (1) employee

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.

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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

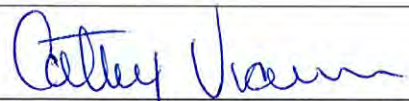
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<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

Manager, Budget & Accounts Payable

Department: Finance

Date: August 22, 2018

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L29

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

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

- Coordinate all aspects of the preparation of the Authority's annual budget including but not limited to: establishment of the budget calendar that includes dates for O&M budgets, Revenue budgets, Capital budgets, Employment Requisitions, Hyatt budget, OEA budget, and variance analysis.
- Coordinate with various departments on the timely submission of these documents and the preparation of the budget and related documentation
- Oversee the accounts payable process and adhere to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Maintain the annual rates and charges model to determine rates based on the submission of the above documents
- Perform financial modeling and forecasting of rates and charges based on various scenarios as requested
- Monitor reports generated by the Accounts Payable department for reconciliation, journal entry recording, monitoring and reporting purposes. Oversee reconciliation of Accounts Payable to the General Ledger.
- Review and interpret monthly budget to actual results and coordinate preparation of the monthly financial reporting package that compares budget to actual and forecast
- Perform variance analysis between estimates and actuals for the current year and proposed budget for the next year, and document variance explanations provided by the departments. Work with Accounts Receivable, Properties or Concessions on any issues that may arise during the variance analysis (i.e. tenants not billed or billed incorrectly)
- Validate funds available and ensure they are encumbered prior to CPC, CCM and PSC awards.
- Prepare other detailed schedules to assist upper level management in effective decision-making
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Back-up for Assistant Manager, OMB (Revenue, Rates, Charges)
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of spreadsheet software
- Leadership skills
- Strong research and analytic skills
- Knowledge with computerized accounting systems
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors and the general public

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

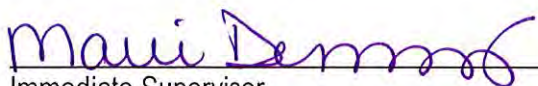
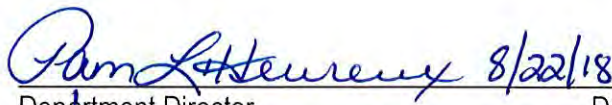


- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately four (4)

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

- Work very independently with little supervision or direction; substantial latitude in initiative, judgment
- Responsibility for continuous projects and must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Must be able to determine when additional follow up or analysis is needed
- Must be able to communicate and interpret effectively with people of diverse educational backgrounds

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

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	8/22/18 _____ Date	 _____ Department Director	8/22/18 _____ Date
 _____ Chief Financial Officer	8/28/18 _____ Date	 _____ Sr. Director, HR & Risk Management	9-4-18 _____ Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Manager, Budget & Accounts Payable

Department: Finance

Date: August 22, 2018

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

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

SUPERVISOR COMMENTS:

Marie Demms 8/22/18
Immediate Supervisor Date

Ram Atteneux 8/22/18
Department Director Date

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

JOB DESCRIPTION

Job Title: Manager, Building Services

Date: November 30, 2016

Department: Maintenance

Grade/Level: Exempt; L29

Title of Immediate Supervisor: Assistant Director, Maintenance Contracts

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

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

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

RESPONSIBILITIES (Continued):

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license.

SUPERVISORY REQUIREMENTS: *(Indicate number supervised)*

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

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

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

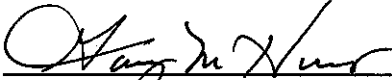
APPROVAL SIGNATURES:



Immediate Supervisor/Assistant Director

11/30/16

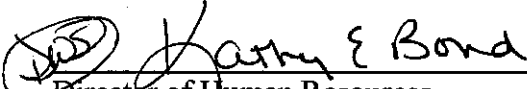
Date



Department Director

11-30-16

Date



Director of Human Resources

12-2-16

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Manager, Building Services
Maintenance

Date
Section

November 30, 2016
631

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

Frequency

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

Importance

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

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

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APPROVAL SIGNATURES:



Immediate Supervisor 3/11/18
Date



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



Chief Operating Officer 3-10-18
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:							

3/1/18
Immediate Supervisor Date

3-6-18
Department Director, COO Date

3/6/18
Human Resources - Compensation Date



Manager, Commercial Development

Department: Commercial Properties

Date: February 16, 2018

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

Pay Level: L29

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

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

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

DUTIES AND RESPONSIBILITIES (continued):

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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


APPROVAL SIGNATURES:



Immediate Supervisor 2/16/18
Date



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



Chief Operating Officer 3-6-18
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Manager, Commercial Development

Department: Commercial Properties

Date: February 16, 2018

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

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

Immediate Supervisor 2/16/18 Date

Chief Operating Officer 2-21-18 Date

Human Resources - Compensation 3/6/18 Date

Manager, Commercial Development – (Real Estate)

Department: Commercial Properties

Date: October 20, 2021

Title of Immediate Supervisor: Director, Planning and Development

Pay Level: L29

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

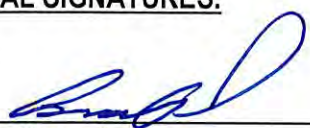
- Directly supervises a staff of approximately one (1) employee

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

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

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

APPROVAL SIGNATURES:



10/26/2021

Immediate Supervisor

Date



Chief Executive Officer

Date

10-27-2021



11-1-2021

Sr. Director, HR & Risk Management

Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A


Manager, Commercial Development (Real Estate)

Department: Commercial Properties

Date: October 20, 2021

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

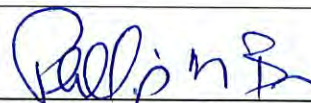
<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours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



 Immediate Supervisor

 10/26/2021

 Date



 Chief Executive Officer

 10-27-2021

 Date



 Human Resources - Compensation

 10/29/2021

 Date

JOB DESCRIPTION

Job Title Manager, Concessions

Date: January 13, 2011

Department: Concessions

Grade: Exempt, L31

Title of Immediate Supervisor: Deputy Executive Director

POSITION SUMMARY:

Manages a world-class concessions program for the traveling public, ensuring a convenient and comfortable experience for passengers at Orlando International Airport. Responsible for generating maximum revenues from airport tenants and users consistent with the Authority's concession policy. Oversees day-to-day operations of the concessions program.

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.

- Evaluate new opportunities for concessions and services. Examine space and need (retail, food, etc.) and develop Request for Proposal (RFP) documents. Coordinate evaluation of proposals by finance, small business, legal, etc. Develop review for the Concession Procurement Committee (CPC), including minimum acceptable fees. Prepare draft Board agenda items for CPC recommendation. Review plans for expiring leases, develop contract amendments in conjunction with legal counsel as required. Ensure effective policies in place for RFP process. Assist in negotiations for theme store contract renewals.
- Supervise a staff of professional employees who manage the day-to-day operations of the concessions program and ensure tenant and concessionaire compliance to their respective agreements and the Authority's policies and procedures. Propose and implement strategies to address tenant non-compliance and other operational challenges.
- Establish procedures for monitoring and follow-up of tenant payment performance, contract bond/letter of credit, insurance requirements. Oversee the maintenance, monitoring and reporting of revenue and performance statistics for tenants. Maintain financial data related to tenant performance and coordinate with the Finance Department regarding concessionaire billing and payment issues.
- Coordinate tenant and concessionaire construction projects with other departments and outside consultants. Work with planners and architects to prepare space and coordinate tenant work in finishing space.
- Prepares items for presentation by an executive to the Aviation Authority Board.
- Ensure maintenance of contract documents, lease records and permits for all tenants in compliance with Authority policies

RESPONSIBILITIES (continued):

- Prepare annual O & M, revenue and capital budgets for the department.
- Performs other related duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelors Degree in Accounting, Business Administration, Finance, Retail Management or a related field, and seven (7) years related experience with increasing responsibility in middle/senior management positions at airport, airline, or other aviation-related business, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

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

LICENSES REQUIRED:

- Must possess a valid Florida driver's license.

CERTIFICATIONS:

- None

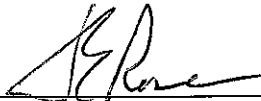
SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- Supervises approximately two (2) employees.

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

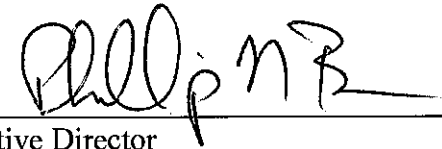
- High degree of independence, minimal supervision.
- Extensive latitude in initiative, judgment and authority
- Negotiate, draft and interpret contracts and requests for proposal.

APPROVAL SIGNATURES:



Immediate Supervisor

1/14/11
Date



Executive Director

5/9/11
Date



Director of Human Resources

4-19-11
Date

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title Manager, Concessions
 Department Concessions

Date January 13, 2011
 Section 221

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting			X			3
Lifting A. ___ 0 - 20 lbs.				X		1
B. ___ 21-40 lbs				X		1
C. ___ 50+ lbs.					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						

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

Frequency


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

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Use of GOAA Vehicle				X		2

Supervisor Comments:


 Immediate Supervisor

1/14/11
 Date


 Executive Director

3/6/11
 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

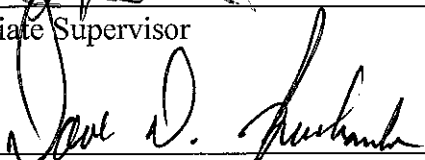
APPROVAL SIGNATURES:



 Immediate Supervisor

09.28.2017

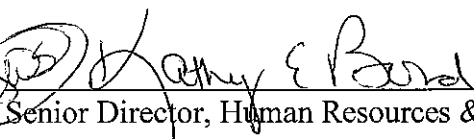
 Date



 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						

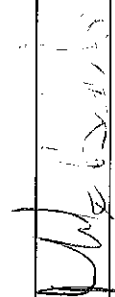
In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

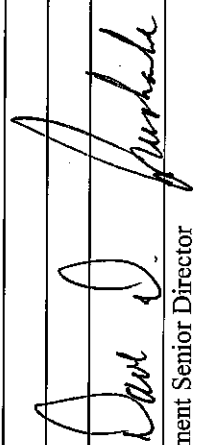
- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Constant**
Very Frequent
Frequent
Occasional
Rare

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise				X		2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
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:



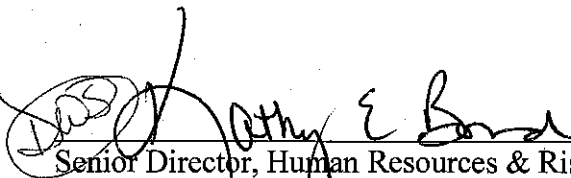
Immediate Supervisor/Deputy Executive Director

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 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:							


 Immediate Supervisor Date 12/13/18


 Chief Executive Officer Date 12-3-18


 Human Resources - Compensation Date 12/13/18

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.)*

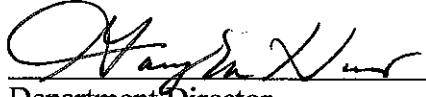
- Work very independently with little supervision or direction
- Substantial latitude in initiative, judgment and authority

APPROVAL SIGNATURES:



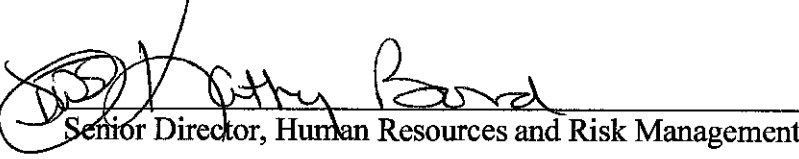
Immediate Supervisor

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						

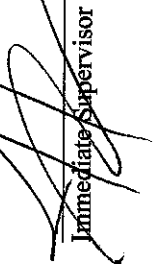
In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- 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

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

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

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

APPROVAL SIGNATURES:

 5-10-19

Immediate Supervisor Date

 6-10-2019

Chief Operating Officer Date

 6-13-19

Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Manager, Emergency Communications

Department: Security

Date: June 10, 2019

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

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

SUPERVISOR COMMENTS:

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

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

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

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

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)*

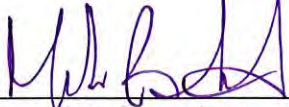
- Manage and direct the work of multiple consultants and staff extension personnel

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

12-20-18

FLSA: Exempt

Shift Premium: N/A

EEO Category: Official and Administrators

Rotating Shift: N/A

Manager, Engineering

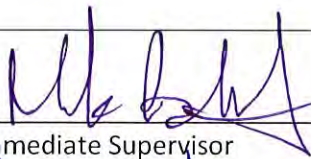
Department: Planning, Engineering, & Construction

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.

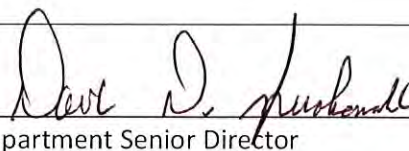
Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour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

12/20/18

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.)

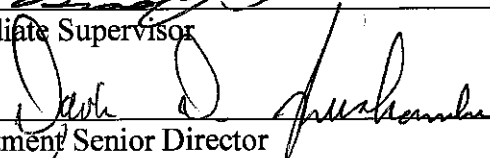
- Works very independently with little supervision
- High level of initiative and judgment
- Manages and directs the work of several environmental projects, major work areas or functions of the organization, consultants and contractors; usually involving two or more functional areas, or phases of work 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**
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 - Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 - Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 - Occasional - 6-20% (1-2 hours per 8 hour day)
 - Rare - 0-5% (Less than 1 hour per 8 hour day)

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

	Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting	A. __ 0 - 20 lbs.					X	2
	B. __ 21- 50 lbs.					X	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

JOB DESCRIPTION

JOB TITLE: Manager, Facility Assets

DATE: June 23, 2014

DEPARTMENT: Maintenance

GRADE/LEVEL: Exempt; L29

TITLE OF IMMEDIATE SUPERVISOR: Director, Maintenance

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

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

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

RESPONSIBILITIES (continued):

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES / CERTIFICATIONS REQUIRED:

- A valid Florida driver's license

SUPERVISORY RESPONSIBILITIES:

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

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


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

APPROVAL SIGNATURES:



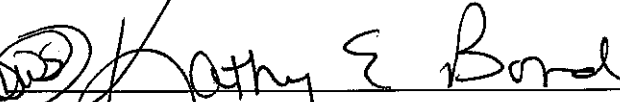
Immediate Supervisor/Department Director

23 June 14
Date



Deputy Executive Director

24 June 14
Date



Director of Human Resources

7-23-14
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Manager, Facility Assets
 Department Maintenance

Date June 23, 2014
 Section 631

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

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

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:



Immediate Supervisor

6/23/14

Date



Deputy Executive Director

6/24/14

Date

Manager, Finance (Financial Reporting)

Department: Finance

Date: May 18, 2021

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L29

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

<u>Elise Alfonso</u>	<u>5.25.21</u>	<u>Maui Demmy</u>	<u>6/14/21</u>
Immediate Supervisor	Date	Department Director	Date

<u>Karen M. Skau</u>	<u>5/25/21</u>	<u>Anthony Bond</u>	
Chief Financial Officer	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Manager, Finance (Financial Reporting)

Department: Finance

Date: May 18, 2021

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

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	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							
Other							
SUPERVISOR COMMENTS:							


 _____ 5.25.21
 Immediate Supervisor Date


 _____ 6.14.21
 Department Director Date


 _____ 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

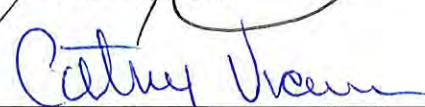
Date: August 5, 2020

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

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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

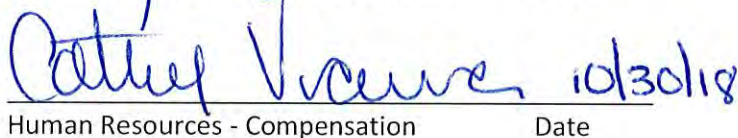
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Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other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

SUPERVISOR COMMENTS:


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


 11-8-18
 Chief Executive Officer Date


 10/30/18
 Human Resources - Compensation Date

Manager, Human Resources (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)*


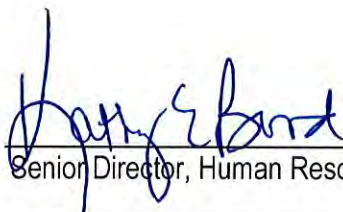
- Directly supervises a staff of approximately one (1).

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

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

APPROVAL SIGNATURES:

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

EEO Category: Professionals

Shift Premium: N/A

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)*

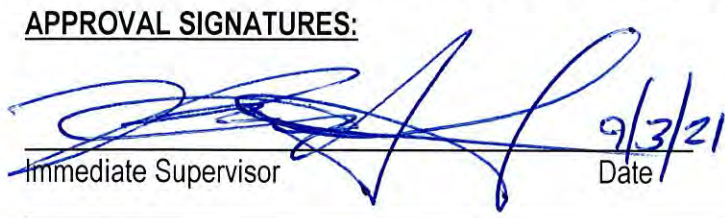

- Directly supervises a staff of approximately three (3).

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

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A




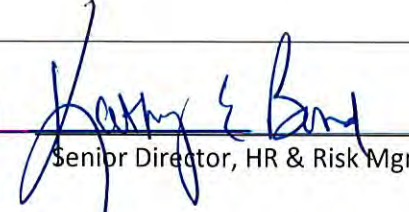
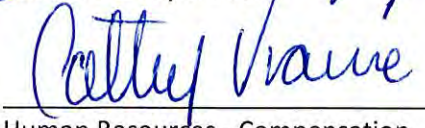
Manager, Human Resources (Recruitment-Employee Relations)

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						
SUPERVISOR COMMENTS:						


 Immediate Supervisor 9/3/2021 Date  Senior Director, HR & Risk Mgmt 9-3-2021 Date

 Human Resources - Compensation 9/3/2021 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:

 11-14-19

Immediate Supervisor/Senior Director Date

 11-14-19

Chief Executive Officer 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.

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:

Anthony Bond 11-14-19
 Immediate Supervisor/Senior Director Date

Robert M. B. 11-19-19
 Chief Executive Officer Date

Cathy Visser 11/14/19
 Human Resources - Compensation Date

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)*

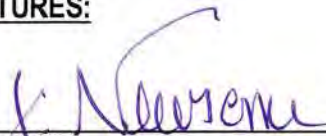
- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately twelve (12), as well as indirect oversight of contracted staff

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

 9-26-2019

Chief Operating Officer Date

 10-3-19

Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Officials and Administrator

Shift Premium: N/A

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							

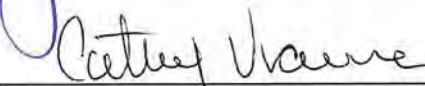
SUPERVISOR COMMENTS:


 Immediate Supervisor/CIO

Date


9-26-2019
 Chief Operating Officer

Date


 Human Resources - Compensation

Date

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

- Project management skills
- Basic negotiation skills
- Proven track record on managing enterprise projects successfully, exhibiting good judgment
- Excellent organization skills; demonstrated ability to prioritize and effectively handle multiple projects
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Ability to analyze systems and data
- Must maintain professionalism and diplomacy at all times while interacting with Information Technology teams, contracted staff, and customers
- Ability to read and interpret contracts and agreements
- Strong leadership skills

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

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


- High degree of independence, minimal supervision - extensive latitude in initiative, judgment and authority
- Participate in decisions and development of procedures that affect IT systems. High level of technical problem-solving skills
- Judgment required to assess, analyze, research, and summarize technical data and processes, and develop/recommend direction, solutions.

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

APPROVAL SIGNATURES:



 Immediate Supervisor/CIO Date


 _____ 9-27-2019
 Chief Operating Officer Date


 _____ 10-3-19
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Information Technology Projects

Department: Information Technology


Date: September 11, 2019

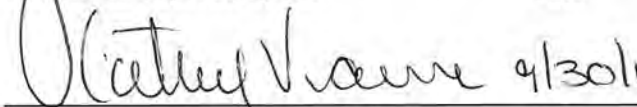
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

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

SUPERVISOR COMMENTS:


 Immediate Supervisor/CIO _____ Date _____


 Chief Operating Officer _____ Date 9-27-2019


 Human Resources - Compensation _____ Date 9/30/19

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

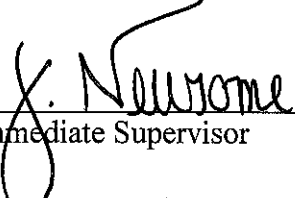
SUPERVISORY RESPONSIBILITIES:

- Supervises approximately two (2) employees

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

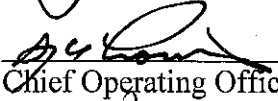
- Works very independently with little supervision or direction – substantial latitude in initiative and judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.

APPROVAL SIGNATURES:



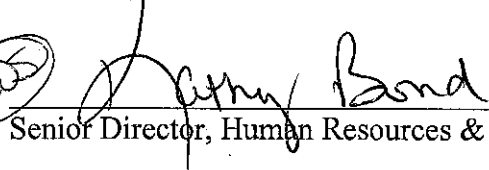
Immediate Supervisor

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
Department

Manager, Information Technology Security
Information Technology

Date
Section

May 25, 2017
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

- 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/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:


 Department Director 6-3-21
 Date


 Chief of Operations 06-07-2021
 Date


 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: 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						

(6-3-21)
Department Director Date

06-07-2021
Chief of Operations Date

Human Resources - Compensation 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
- Mange 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:

Steve J. Pave 8/14/18
Immediate Supervisor Date

[Signature] 8/14/18
Department Director Date

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

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A


Manager, Maintenance Budgets & Contracts

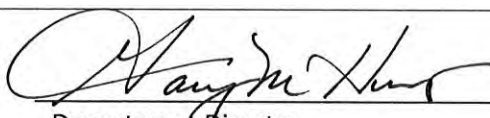
Department: Maintenance

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.

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


 _____ 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.

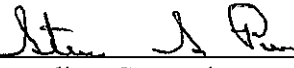
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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:



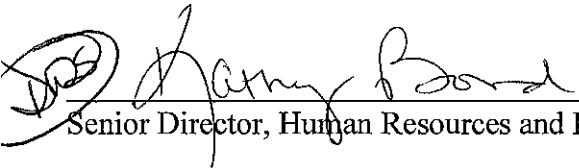
Immediate Supervisor

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

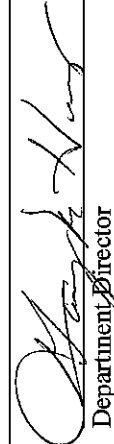
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	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:


 Immediate Supervisor

 10/2/17

 Date


 Department Director

 Date

 9-28-17

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

Shift Premium: N/A

EEO Category: Officials and Administrators

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							
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor/Director

 12/6/20
Date


 Department Senior Director

 12-14-2020
Date


 Human Resources - Compensation

 12/18/20
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)*




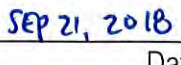
- Directly supervises a staff of approximately thirteen (13); oversees approximately 250 contracted personnel




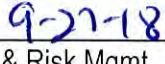
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- 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

Shift Premium: N/A

EEO Category: Officials and Administrators

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:							



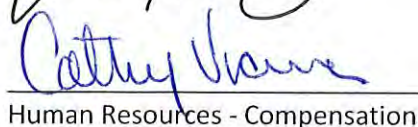
Immediate Supervisor

 9/21/18
Date



Department Senior Director

 09-21-2018
Date



Human Resources - Compensation

 9/24/18
Date

JOB DESCRIPTION

Job Title: Manager, Project Controls

Date: December 4, 2015

Department: Planning and Engineering

Grade/Level: Exempt; L31

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

POSITION SUMMARY: Manages project information from start-up through close-out phases on all construction contracts, various studies, environmental items, continuing consultant selection and other work items. Administers GOAA's Integrated Project Information Web-based Application (iPro) system. Manages and maintains the Engineering & Construction master program schedule. Management oversight for various Sunshine Committee processes including compliance with GOAA policies and procedures. Works closely with consultants, contractors, external agencies and Aviation Authority staff.

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.*

- Administration of GOAA's Integrated Project Information Web-based Application (iPro) system. Responsible for ensuring data integrity; maintaining user roles, user permissions, and look-up datasets; developing custom queries and data analysis; user support and troubleshooting; and, coordinating with GOAA Information Technology department and developer.
- Management responsibility for the process to prepare agendas/minutes, ensuring compliance with the GOAA policies and procedures as well as Florida State statutes for assigned Sunshine Committees.
- Prepares Board agenda items for all items requiring Board approval resulting from actions taken by various Sunshine and other committees. Oversees preparation of the Construction Report for the Board agenda, and ensures that board presentation items meet all established requirements.
- Ensures start-up packages are prepared and executed in a timely manner so that project accounts and funding are in place prior to related approvals and billings. Provides training and oversight of the consultant's preparation of Engineering and Construction's monthly project cost report updates. Performs interim project cost updates and project cost/funding analysis as requested. Performs project account analysis to determine if project accounts can be closed, and if the available balances are to remain in the program.
- Analyzes project schedules, updates as necessary, and prepares/publishes the monthly Master Program schedule for all Engineering and Construction projects. Prepares project milestone schedules. Manages the set-up, recording, and publication of project meetings.
- Designated as alternate communication contact with the City of Orlando regarding the Authority's project information.
- Reviews contractor change orders for accuracy and contract language, and ensures prompt issuance to contractors. Issues change order Notices to Proceed on as requested basis and ensures proper approvals are in place prior to issuance.

RESPONSIBILITIES (continued):

- Manages the processing of invoices for project-specific pay applications, direct pays, and service receipts and associated reporting. Responsible for publishing and ensuring the data integrity of quarterly and annual reports for professional services and construction contracts for amounts paid/awarded.
- Management responsibility for the project close-out process
- Ensures monthly publication of Construction Opportunities on the GOAA website, and other monthly project reports.
- Prepares annual reports
- Interprets contract documents to ensure compliance, verify that agency requirements are met, and to interpret requests
- Performs other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Engineering, Construction Management, Accounting, Information Technology or closely related field, and six (6) years of work experience related to project management, data management, and cost accounting, or an equivalent combination of education, training and experience. Work experience preferably in an airport or other public sector environment.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of construction, design, legal and scientific terms is desirable
- Strong computer skills; proficient in the use of computers including word processing and spreadsheets, scheduling software, graphics software, scanning software, and communication devices.
- Advanced knowledge of Microsoft Office Products (including Outlook, Word, Excel, Visio, and Sharepoint), and Adobe Acrobat.
- Knowledge of Primavera Project Planning preferred.
- 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 effective policies and procedures.
- Able to analyze and improve/automate business processes.
- Demonstrated attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

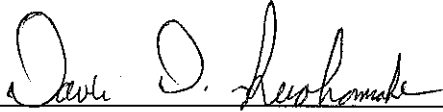
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Management/supervisory responsibility for approximately four (4) employees

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

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

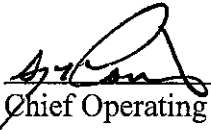
APPROVAL SIGNATURES:



Immediate Supervisor

12/9/15

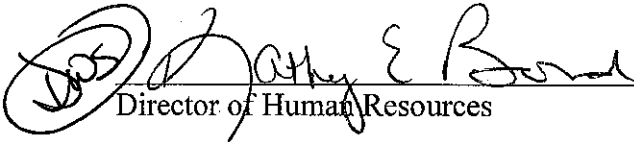
Date



Chief Operating Officer

12-18-15

Date



Director of Human Resources

1-4-16

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Manager, Project Controls
 Department Planning and Engineering

Date December 4, 2015
 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	1
Walking				X		2
Sitting		X				2
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			2
Detailed Inspection/Reading/Editing			X			3
Writing			X			2
Other						

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

Frequency

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

Importance

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

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

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

David D. Furukawa
Immediate Supervisor

12/19/18
Date

[Signature]
Chief Operating Officer

12-21-18
Date

Manager, Public Affairs (Media)

Department: Public Affairs

Date: March 4, 2019

Title of Immediate Supervisor: Senior Director, Public Affairs

Pay Level: L29

POSITION SUMMARY: Write news releases, speeches, and publications. General public relations and media relations functions as assigned. Establish and maintain cooperative relationships with representatives of community. Oversight responsibility for public and passenger information. Assist in developing position statements and emergency response activities

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

- Serve as media spokesperson as assigned, respond to media and public inquiries regarding day-to-day operations of Orlando International and Orlando Executive Airports.
- Work with Assistant Director for emergency response activities. Serve as back-up for "on-call" first responder for media relations when designated by Senior Director or Assistant Director. Manage the NIMS required documentation process for the emergency event.
- Assist in establishing and operating the Joint Information Center (JIC). Maintain lines of communication with Mobile Command post for JIC updates. Serve as Public Affairs liaison for the JIC and the Friends and Family Assistance Center.
- Manage press kits, publications and surveys.
- Assist with developing messages, talking points, and maintaining the Authority's emergency media response program. Provide informational and positioning statements for the Authority during emergency situations, incidents and other events as needed.
- Assist in developing and distributing collateral materials and creating educational, marketing/promotional presentations for airport promotions.
- Participate in creating concepts for audio/visual presentations.
- Assist in developing media, public and community outreach program.
- Manage and assist with organizing special events and benchmark occasions for the Authority
- Assist in coordinating film, photography, and commercial audio/visual location requests. Shoot photos and videos for use in Authority publications and social media, ensuring adherence to applicable laws, releases, etc.
- Collaborate in developing, creating graphics, and publishing the Authority's official newsletter, and other external and internal information materials; write content as needed.
- Develop, create, and write message points for special events and presentations for board and executive staff.
- Provide input, oversight, proofing for copy and news features.
- Participant in Internal Communications Team.
- Serve as a back-up Department Business Continuity Resource Coordinator.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Journalism, Public Relations, or a related field and six (6) years public relations experience including community relations, print/on air media, social media 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:

- Skilled in public speaking
- Strong analytical skills
- Advanced writing skills for conveying information to different audiences
- Skill in the use of graphics software desirable
- Skilled in media interactions with discretion, including emergency situations
- Knowledge of social media sites, including but not limited to Facebook, Twitter, Instagram
- Strong verbal and written communication skills

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May supervise a staff of approximately three (3) employees

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

- Works very independently with little supervision or direction, substantial latitude in initiative, judgment, and authority.
- Position requires the highest degree of accuracy and judgment when serving as Authority's liaison and official representative to the public and community, and providing media responses.

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

APPROVAL SIGNATURES:

 3/27/19

Immediate Supervisor/Senior Director Date

 3-28-19

Chief Executive Officer Date

 4-5-19

Sr. Director, HR & Risk Management Date



FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Public Affairs (Media)

Department: Public Affairs

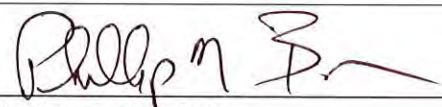
Date: March 4, 2019

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

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

SUPERVISOR COMMENTS:


 3/29/19
 Immediate Supervisor/Senior Director Date


 3-28-19
 Chief Executive Officer Date


 4/3/19
 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.

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:

 27 Mar. 19

Immediate Supervisor Date

 _____
Department Senior Director Date

 4-5-19

Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



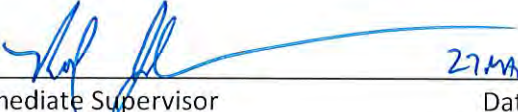
Manager, Public Affairs (Production)

Department: Public Affairs

Date: March 4, 2019

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

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


Immediate Supervisor Date 27 MAR 19


Department Senior Director Date


Human Resources - Compensation Date 4/3/19

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.

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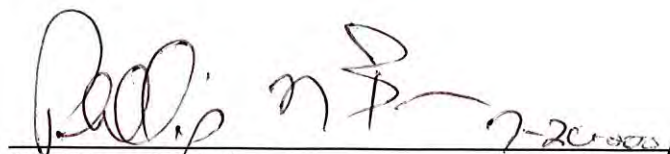
APPROVAL SIGNATURES:



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



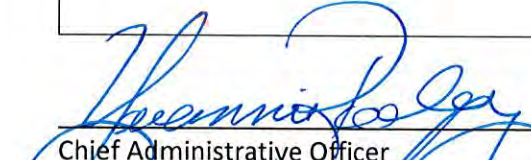
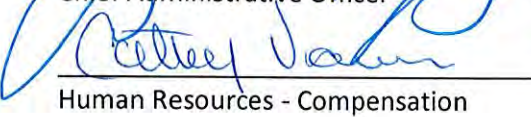
Manager, Records Administration

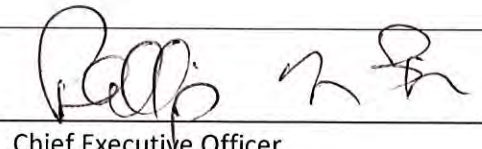
Department: Executive Administration

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, Risk and Safety Management

Department: Manager, Risk and Safety Management

Date: September 10, 2019

Title of Immediate Supervisor: Director, Risk Management

Pay Level: L30

POSITION SUMMARY: Manage risk and loss prevention programs in various forms that include, but are not limited to, liability, property, workers compensation, insurance claims management, business continuity, claims litigation and indoor air quality. Responsible for all lines claims management, damage recovery, and insurance compliance (airlines, tenants, contractors). Develop and oversee the workplace safety programs to prevent injury and property loss and promote workplace safety. Assist the Director with insurance renewals and manage the Business Continuity Plan (BCP).

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 management of claims for property loss, liability, auto, workers compensation and all other insurance related claims to the Greater Orlando Aviation Authority (GOAA). Analyze claim drivers and take positive corrective action, communicating and interacting effectively with all levels of management to minimize future risks. Manage Third Party Administrator (TPA) and other adjusters, insurers and other related risk vendors, including regulatory findings, compliance issues and risk reviews. Perform on-site claim reviews with TPA and Insurance Adjusters.
- Represent the Authority in insurance claims litigation. In response to summons, work with attorneys from both sides, file necessary paperwork, assist attorneys, insurers, and adjusters in establishing our defense position, participate in depositions and mediation, etc. Recommend appropriate course of action to prepare/resolve claims in a cost effective manner.
- Confer with departments regarding insurance review process for compliance with contract terms. Verify airline, tenant, and contractor insurance coverage is in compliance with the Authority's requirements.
- Develop specifications for claim adjusting contracts and selection of TPA and insurance brokers.
- Participate in risk assessment, identification and mitigation practices to minimize liability and exposure. Use risk assessment for overall reduction of GOAA's exposure, including contractors, airlines, business analysis, etc.
- Manage self-insured Worker's Compensation program. Coordinate with Human Resources and oversee all worker's compensation claim activity and serve as subject-matter-expert. Provide overall guidance to both the TPAs and internal claims activities.
- Facilitate administration of the BCP and Policy. Plan recovery training exercises, review department plans to make sure those plans are in compliance with Authority's policy and airport BCP trends; serve as Authority Authorized Representative (AAR) for BCP consultant agreement; promote integration of BCP and Emergency Management Accreditation Program (EMAP).
- Member of Automated Ground Transportation Systems Safety Program Plan (SSPP) Contract Management Office (CMO) and Working Group. Oversee risk management objectives in relation to safety regulations as they apply to the SSPP. Assist in monitoring safety regulations compliance, review assessments and operations reports.
- Oversee data collection and preparation of applications for insurance renewals and new coverage. Assist Director and work with consultants, brokers, underwriters, and others to obtain the required multi-lines of insurance coverage needed by GOAA.
- Manage the recovery process on third party damage claims upon GOAA to achieve the best outcome.
- Monitor and address indoor air quality issues, and work with applicable resources to facilitate remediation.
- Member of emergency response team; monitor and respond to incidents related to potential claims or losses and safety. Respond to airport incidents related to life safety and potential claims or losses as required.
- Work with construction safety consultant(s) to minimize injuries, liabilities and risk to property is minimized during construction.

- Oversee Authority's workplace and facility safety management practices to promote effective safety awareness, safety related training, and development of other workplace safety programs and the Job Hazard Analysis (JHA).
- Oversee safety inspections and take actions as required, including but not limited to, stop work immediately as a result of a hazardous situation, follow-up and resolution of concerns, etc.
- Participate in the GOAA Safety Working Group and all other safety working groups relevant to the safety of the Authority workforce, tenants or public to minimize injury and property damage and reduce claims to positively impact the safety culture.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; monitor compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in business or a related field and six (6) years experience in risk management, loss prevention, claims litigation, claims management, claims adjusting and multi-lines insurance policy procurement in an environment with significant loss exposure; or an equivalent combination of education, training and experience. Supervisory experience required. Experience in evaluating and implementing alternative insurance strategies in a multi-lines environment preferred. Insurance claims and safety experience preferred. Business continuity experience desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of Microsoft Windows, Word, Excel and Office
- Knowledge of claims management for liability, property and builders risk losses, worker's compensation and other coverages including claims litigation and mediation
- Knowledge of recoveries from third parties and tracking mechanisms
- Ability to communicate effectively with Authority's corporate and defense attorneys and plaintiff attorneys, and develop responses to all legal production
- Knowledge of damage recovery; and mitigation skills necessary
- Multi-lines insurance experience
- Demonstrated ability to research, develop and implement loss prevention and recovery programs and drills
- Demonstrated knowledge of claims, loss prevention, operations, business analysis, project management, implementation and training
- Financial and insurance-related analytical skills with attention to detail
- Excellent verbal and written communications skills at all levels to achieve risk management and organizational goals
- Capable of creating new processes, streamlining existing processes and combining processes to improve operational efficiencies
- 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
- ARM, ARM-P, or CRM-P required upon hire or within two (2) years of hire
- OSHA Designations 500 & 501, ASP/CSP, CHST
- CPCU, and/or All Lines Adjustors licenses desired
- A combination of other Risk and Safety professional or insurance designations desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Must be able to work independently with little supervision or direction
- Specialties: leadership, public speaking, loss prevention, claims, auditing, mediation
- Sound judgment and decision making ability are required so that risk issues are prevented; and/or resolved effectively for the Authority in a timely manner
- Analyze, research, and recommend actions with significant financial implications

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APPROVAL SIGNATURES:

 9/10/19

Immediate Supervisor/Director Date

 9-11-19

Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Manager, Risk and Safety Management

Department: Risk Management

Date: September 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.

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

Deborah Silvers 9/10/19
 Immediate Supervisor/Director Date

Anthony Bond 9-11-19
 Sr. Director, HR & Risk Management Date

Cathy Vassar 9/11/19
 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

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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

[Signature] 5-14-18
 Chief Operating Officer Date

Cathy Vance 8/20/18
 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)*

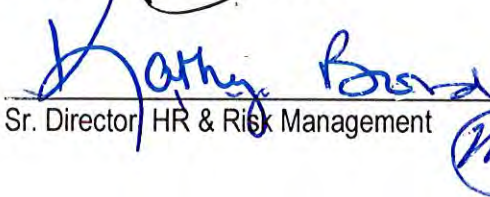

- Work very independently with little supervision or direction – substantial latitude in initiative, judgment, and authority
- May establish general operating procedures, quality and quantity of work performed in area of responsibility
- Supervise and direct the work of a major functional area, including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

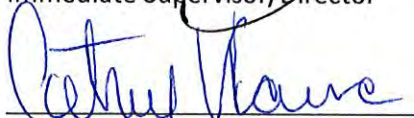
Date: September 17, 2018

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

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

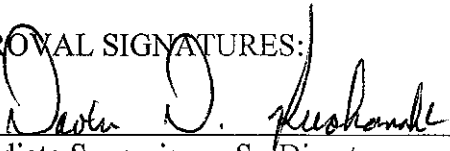
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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

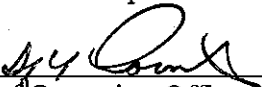
APPROVAL SIGNATURES:



 Immediate Supervisor - Sr. Director

12/14/16

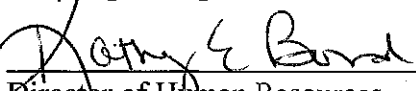
 Date



 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)
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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		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

12/14/16
Date

[Signature]
Chief Operating Officer

12-14-16
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)*



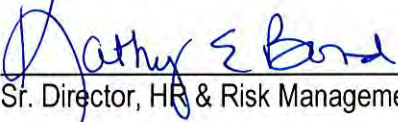
Directly supervises a staff of approximately three (3) employees: indirectly supervises a staff of approximately six (6), as well as indirect oversight of contracted staff

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.

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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)*

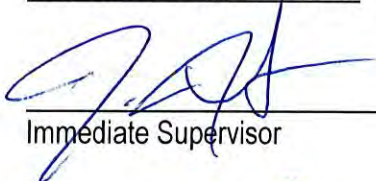

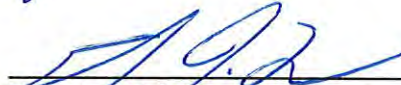

- Directly supervises a staff of approximately four (4)

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

- Plan and carry out effective bird dispersal and animal control with minimal impact to aircraft operations with little or no supervision
- Perform duties within environmental and regulatory constraints. Constant awareness of changing laws, etc. required.
- Work independently with little supervision or direction – high level of initiative, judgment, discretion and authority with respect to safety, time management, animal disposition and interaction with the public.

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

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	17 Jan 19 _____ Date	 _____ Department Director	JAN 23, 2019 _____ Date
 _____ Department Senior Director	01-24-2019 _____ Date	 _____ Sr. Director HR & Risk Management	1-28-19 _____ Date

FLSA: Exempt

EEO Category: Officials & Administrators

Shift Premium: N/A

Rotating Shift: N/A



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.

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


 _____ 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.

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

SUPERVISOR COMMENTS:

Immediate Supervisor

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)*


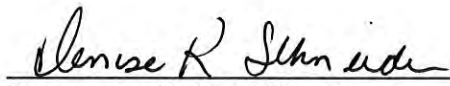
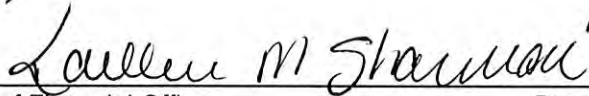

- None

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:

 _____ Department Manager	10.23.18 _____ Date	 _____ Denise R. Schneider Department Assistant Director	10/23/18 _____ Date
 _____ Lauren M. Shannon Chief Financial Officer	10/25/18 _____ Date	 _____ Jethy Bond Sr. Director, HR & Risk Management	10/31/18 _____ Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Material Management Specialist

Department: Purchasing

Date: October 10, 2018

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

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

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)*

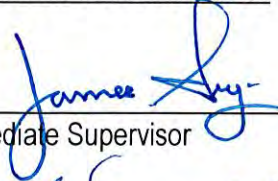
- None

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)*

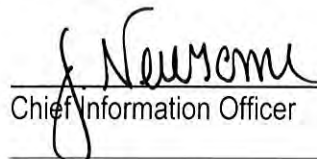
- Independent judgment for complex technical issues is required on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data
- Work independently with limited supervision or direction, substantial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

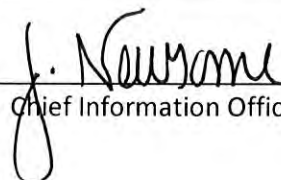
Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour 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							
Other							
SUPERVISOR COMMENTS:							



Immediate Supervisor

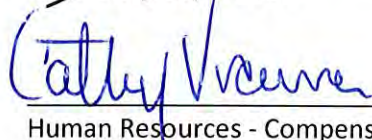
11/12/18

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

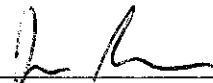
SUPERVISORY RESPONSIBILITIES:

- None

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

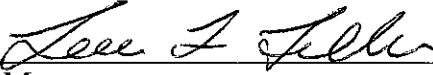
- Work very independently with little supervision or direction – substantial latitude in initiative and judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.

APPROVAL SIGNATURES:



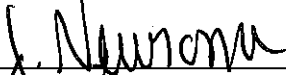
Immediate Supervisor

12/6/17
Date



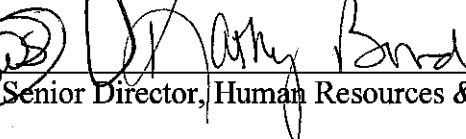
Manager

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

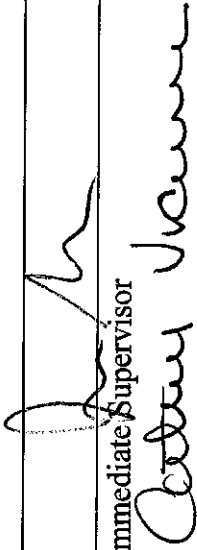
Constant
Very Frequent
Frequent
Occasional
Rare

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 12/6/17
Date

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)*

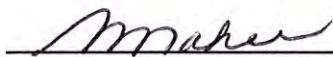
- None

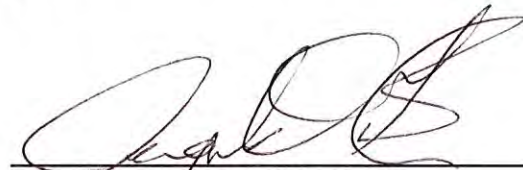
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- 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:


 _____ 1/2/2019
 Immediate Supervisor (OEA) Date



 Immediate Supervisor (Electrical) Date


 _____ 1/2/19
 Department Director Date


 _____ 01-23-2019
 Department Senior Director Date


 _____ 1-20-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Skilled Craft Workers

Rotating Shift: N/A

OEA Airport Electrician

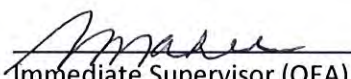
Department: General Aviation

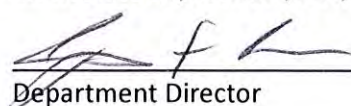
Date: December 7, 2018

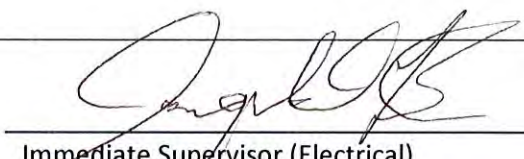
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

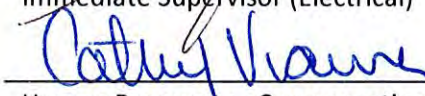
<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours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

SUPERVISOR COMMENTS:


 Immediate Supervisor (OEA) 11/21/2019
 Date


 Department Director 1/2/19
 Date


 Immediate Supervisor (Electrical) Date


 Human Resources - Compensation 1/24/18
 Date

OEA Building Maintenance Repair

Department: OEA General Aviation

Date: December 7, 2018

Title of Immediate Supervisor: Manager, OEA General Aviation

Pay Level: B4

POSITION SUMMARY: Perform general maintenance and repair of buildings and property at Orlando Executive Airport (OEA), including plumbing, carpentry, painting, general building maintenance, landscaping and painting task.

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

- Responsible for all planned preventative maintenance to interior and exterior airport buildings and other facilities, including but not limited to proactive and reactive repairs.
- Responsible for plumbing, carpentry, painting, general building maintenance, landscaping, and repair of various buildings and other facilities as required.
- Responsible for airfield pavement repair, signage installation, and pavement markings.
- Assist the OEA Airport Electrician and Equipment Operators in the overall maintenance of the airport property.
- Conduct routine inspections of premises.
- Determine appropriate materials and/or parts required for repairs.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Complete maintenance work orders as assigned, confirm all time, materials, and equipment information are recorded correctly and promptly for accurate maintenance and repair records.
- Inspect and perform regular cleaning and prescribed maintenance tasks on associated equipment.
- Operate small hand and power tools.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three (3) years experience including general landscaping, general carpentry, plumbing, roof repairs, and painting; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of essential safety equipment and protective devices, knowledgeable about safety standards
- Able to perform general carpentry, plumbing, roof repairs and painting
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operations of hand and power tools
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower.
- Ability to read and understand blueprints, wiring diagrams and repair manuals as necessary
- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

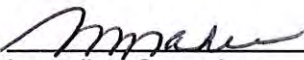
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgment 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.

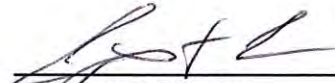
APPROVAL SIGNATURES:



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:

[Signature]

Immediate Supervisor 1/2/2019
Date

[Signature]

Department Director 1/2/19
Date

[Signature]

Department Senior Director 01-23-2019
Date

[Signature]

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

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker

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

[Handwritten initials]



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 11/2/2019
Date

[Signature]
Department Director 1/2/19
Date

Cathy V...
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:						

Neil Scott

Immediate Supervisor

4/15/19

Date

Anthony Harris

Department Director

4-5-19

Date

Catherine Vroman

Human Resources - Compensation

4/18/19

Date

Parking Operations Specialist

Department: Parking Operations

Date: February 17, 2020

Title of Immediate Supervisor: Manager, Parking Operations

Pay Level: L15

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

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

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

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

APPROVAL SIGNATURES:


 Immediate Supervisor Date 7/20/20


 Department Assistant Director Date 7/15/20


 Department Director Date JUL 20, 2020


 Department Senior Director Date 07-20-2020


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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service-Maintenance

Rotating Shift: N/A



Parking Operations Specialist

Department: Parking Operations

Date: February 17, 2020

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

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

[Signature] _____ Date 7/20/20

[Signature] _____ Date JUL 20 2020

[Signature] _____ Date 7/20/20

Human Resources - Compensation _____ Date

Parking Revenue Analyst

Department: Parking Operations

Date: October 3, 2018

Title of Immediate Supervisor: Manager, Parking Operations

Pay Level: L17

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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



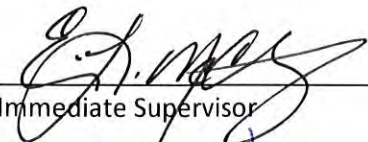
Parking Revenue Analyst

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:



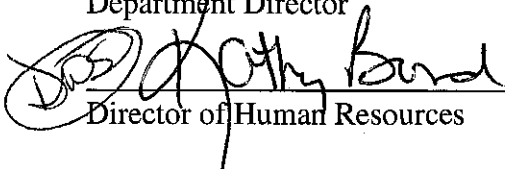
Immediate Supervisor

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

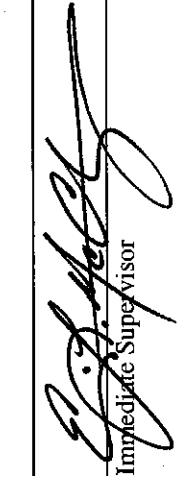
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

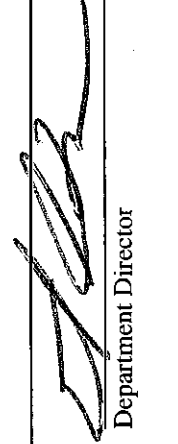
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

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

Plumber II

Department: Maintenance

Date: August 14, 2019

Title of Immediate Supervisor: Supervisor, Plumbing

Pay Level: B8

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

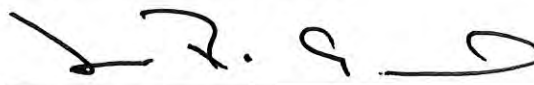
- None

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


- Determine when shut down of facility or system is required and coordinate with Supervisor and affected agencies
- Determine proper tools and equipment to be used for the assigned task and how they are to be used on a job
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next
- Exercise of sound independent judgment in recognizing conditions which contribute to material or equipment damage, or which could result in physical harm or injury to self or others

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


APPROVAL SIGNATURES:


8/23/19


 Immediate Supervisor Date


8/27/19


 Department Manager Date


8-23-19

 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 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

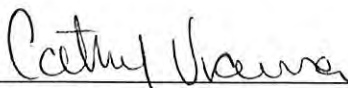
Date



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)*

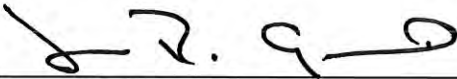
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might 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

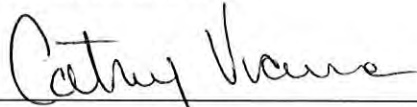
Date: August 14, 2019

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)*

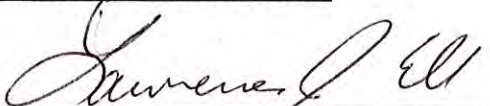
- None

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:

Empty box for supervisor comments.

[Signature]

Immediate Supervisor

8/5/19

Date

[Signature]

Department Senior Director

Date

[Signature]

Human Resources - Compensation

8/7/19

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:



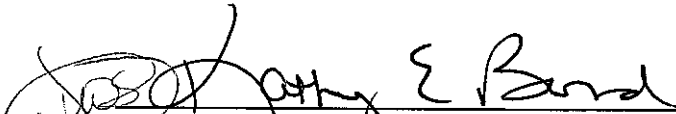
Immediate Supervisor

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. B. 21-50 lbs. C. 50+ lbs.		X				3
				X		3
					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)

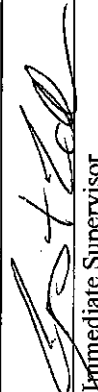
Importance

- 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

JOB DESCRIPTION

Job Title: Project Controls Specialist

Date: May 4, 2017

Department: Planning and Engineering

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Project Controls

POSITION SUMMARY: Processes pay applications and invoices, confirming compliance with contract documents, Aviation Authority policy, Florida State Statutes Prompt Payment Act, and federal and state grant requirements. Processes various engineering/construction documents such as start-up packages, requests for proposal, invitations to bid, bids, change orders, and closeout documents. Manages the construction and engineering Box.com site. Works closely with consultants, contractors, external agencies and Aviation Authority staff. Has a role in a variety of public and project-related meetings. Performs project administrative functions 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.*

- 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 the Aviation Authority'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 Aviation Authority's financial systems requirements and policies. Prepare year-end accruals for assigned accounts.
- Confirm the Project Manager has prepared, or independently prepare when necessary, start-up packages in a timely manner so that project accounts and funding are in place prior to related approvals and billings. Assign project number; review accuracy of project type, procurement method, etc.; initiate startup workflow in SharePoint for appropriate approvals; and forward to Finance. Train/assist new Project Managers in the process.
- Coordinate the Project Close-Out process. Review close-out manuals, checking for compliance to contract specifications and Aviation Authority policy. Identify and follow up on incomplete items. Prepare close-out letters for presentation to the Construction Committee, as applicable, 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.

RESPONSIBILITIES (continued):

- Administer SharePoint folders for related Sunshine meetings and project administration/project management folders. Create subfolders, shared folder queries as needed, and authorize users.
- Expedite change orders and field change orders and coordinate the signature process. May include drafting change orders for approval, ensuring contract, Aviation Authority policy and regulatory compliance. Confirm that field change orders are converted to approved change orders prior to close-out.
- Submit legal classified advertisements to the appropriate media and the Aviation Authority website in a timely manner. Prepare required notification letters and coordinate with Project Managers so that deadlines are met. May draft advertisements for expiring contracts. Complete final review of advertisement prior to submitting, and confirm published document is accurate. Determine appropriate dates to advertise based on Board schedule.
- Manage office equipment lease agreements, including maintenance agreements, for leased equipment.
- For assigned bid openings, prepare agenda, sign-in sheets and tabulation sheets. Record and publish minutes, finalize tabulation sheet. Electronically distribute related documents for review as appropriate, in an expedited manner.
- 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 Aviation Authority Legislative Acts, Policies and Procedures, as related to the sunshine committees.
- May 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 ensuring responses are posted timely; processing and distributing Letters of Interest (LOIs) and Statements of Qualification (SOQs) ensuring compliance with Florida State Statutes regarding public records exemption on financial records; performing reference checks for LOIs/SOQs, preparing related reports, and verbally presenting findings to the PSC at the meetings; drafting and distributing all related letters to proposers; following up with firms on outstanding documentation and ensuring appropriate review/approval of said documentation; and, posting all related updates to Aviation Authority's website.
- Monitor the Federal Debarred Vendors List for regulatory compliance regarding debarment, suspension, ineligibility, etc.
- Participate as assigned in department BCP, conversion to SharePoint, establishing procedures for new department/Aviation Authority initiatives, etc.
- Performs other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

A Bachelor degree and three (3) years experience related to project administration and invoicing, or an equivalent combination of related education, training, and experience. Experience with a construction firm, consulting firm, law firm, or public agency, in a role ensuring compliance is preferred. Experience with Sunshine meetings is preferred. Construction Management at Risk (CM@R)/GMP experience is preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Excellent interpersonal skills.
- Must have excellent organizational skills.
- Must be able to multi-task while meeting critical deadlines.
- Demonstrate a high degree of accuracy and attention to detail.
- Able to work independently.
- Advanced knowledge of MS Excel, MS Word, and MS PowerPoint required, knowledge in MS Access, Adobe Acrobat, MS Project, SharePoint, and cloud-based storage preferred.
- Proficient in the use of computers, including web-based database software, word processing and spreadsheets, scanning software, graphics software, scheduling software, and communication devices.
- Understanding of construction specifications, contract terms, terminology, and basic accounting principles.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver 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 exercise independent judgment and make decisions)*

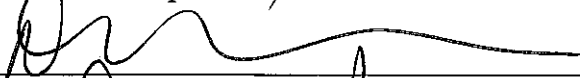
- Works independently under minimal supervision, exercising considerable judgment and discretion.
- Uses judgment in making pay decisions where applications/invoices do not fit into established procedures, and in releasing contingency funds.
- May identify/establish new procedures.

APPROVAL SIGNATURES:




Immediate Supervisor

5/17/2017
Date



Department Manager

17 May 2017
Date



Department Senior Director

5/18/17
Date



Senior Director, Human Resources & Risk Management

6-2-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Project Controls Specialist
 Department Planning & Engineering

Date May 4, 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	1
A. 0 - 20 lbs.						N/A
B. 21-50 lbs.						N/A
C. 50+ lbs.						N/A
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging						N/A
Reaching over Head					X	1
Kneeling, Crawling						N/A
Climbing (ladders, stairs, hills)						N/A
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						N/A
Noxious Fumes						N/A
Chemicals						N/A
Insects						N/A
Heights, Confined Areas						N/A
Excessive Noise						N/A
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:

Cherish Bayler
 Immediate Supervisor

Dave D. Stuchman
 Department Senior Director

5/17/2017
 Date

5/31/17
 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

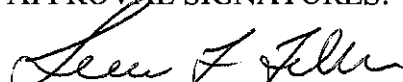
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

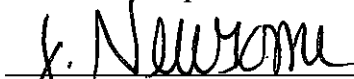
- Coordinate and manage contractors at job sites and assist users with connectivity problems
- Determine methods of resolving discrepancies in cabling installations and design
- Provide comments on construction project drawings
- Advise project managers and contractors on cabling routes for inside and 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						2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head		X				2
Kneeling, Crawling			X			2
Climbing (ladders, stairs, hills)		X				2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing		X				3
Other						

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

- Frequency**
- 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
GOAA Vehicles			X			2
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

Paul J. Felber
 Immediate Supervisor

12/7/17
 Date

Cathy Weaver
 Human Resources - Compensation

12/7/17
 Date

J. Neumann
 Chief Information Officer

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)*



- None


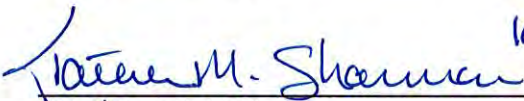
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

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


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

APPROVAL SIGNATURES:

	<u>10.10.18</u>		<u>10/10/18</u>
Immediate Supervisor	Date	Department Manager	Date

	<u>10/10/18</u>		<u>10/18/18</u>
Department Assistant Director	Date	Chief Financial Officer	Date

	<u>10-31-18</u>
Sr. Director, HR & Risk Management	Date

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

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 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 Bendner *10/8/18*
 Immediate Supervisor Date

Denise K. Schreder *10/8/18*
 Department Assistant Director Date

Lachlan 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





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 Vaur 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)*

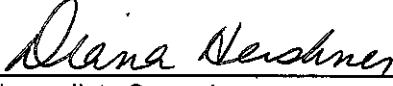
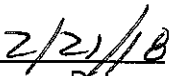
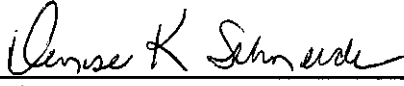
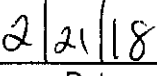
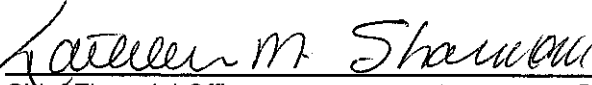
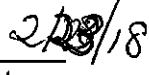
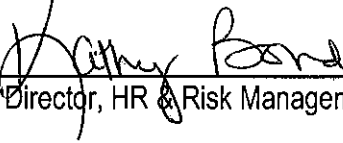
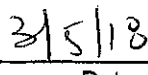
- None

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	 _____ Date	 _____ Assistant Director	 _____ Date
 _____ Chief Financial Officer	 _____ Date	 _____ Director, HR & Risk Management	 _____ 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:

Bruce 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

Johnny 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 Landenas 5/9/19
 Immediate Supervisor Date

[Signature] 4/29/19
 Department Director Date

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

JOB DESCRIPTION

Job Title: Records Management Specialist

Date: July 27, 2017

Department: Board Services

Grade/Level: Non-Exempt; L19

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Director, Board Services

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILL, ABILITIES:

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

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
Very Frequent
Frequent
Occasional
Rare</p> | <p>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)</p> |
| <p>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</p> | |

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

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

Frequency

- 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:

[Handwritten Signature]

Immediate Supervisor

8/23/17

Date

[Handwritten 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

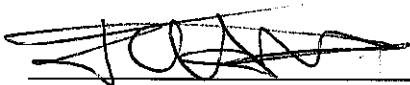
SUPERVISORY RESPONSIBILITIES: *(indicate number supervised):*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(include examples of situations where this position might exercise independent judgement and make decision)*

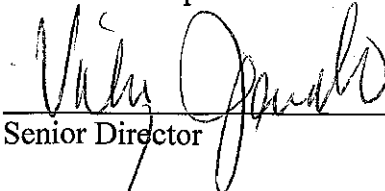
- Works independently under moderate supervision
- Prepares appropriate and accurate economic, demography and airline industry analyses and marketing presentations
- Analyses, presentations and recommendations may have substantial effect on overall Authority financial results, project costs, economic 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:



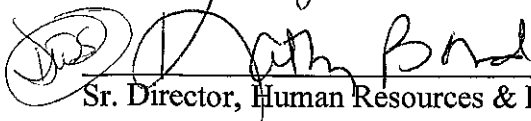
Immediate Supervisor

1/8/17
Date



Senior Director

1/8/17
Date



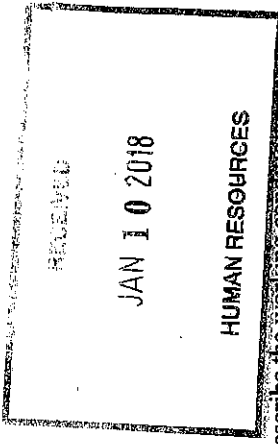
Sr. Director, Human Resources & Risk Management

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				X		1
A. ___ 0 - 20 lbs.					X	1
B. ___ 21- 50 lbs.					X	1
C. ___ 50+ lbs.					X	1
Bending/Stooping				X		1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing	X					3
Writing		X				3
Other						

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

Frequency

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

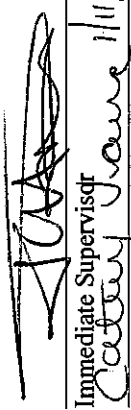
Importance

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

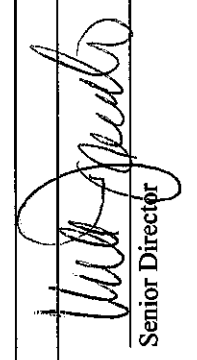
Constant
Very Frequent
Frequent
Occasional
Rare

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 E King 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

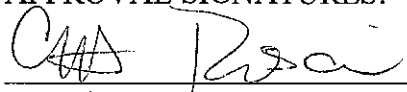
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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>
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	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

- 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:

Chafetz 10/30/14

Immediate Supervisor

Chafetz
Department Director

Date

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

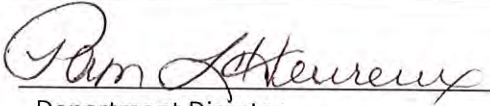
Department: Finance

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: September 16, 2019

Title of Immediate Supervisor: Manager, Risk and Safety Management

Pay Level: L16

POSITION SUMMARY: Process, investigate, track and coordinate the recovery for third-party claims. Assist in fulfilling Risk Management department duties and responsibilities. Review insurance documents to identify basic requirement deficiencies and assists in resolution. Maintain a variety of complex logs and records, including those in the insurance tracking system. Draft correspondence, and may provide a variety of other administrative assistance as required. Effectively communicate with adjuster and 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:*

- Create electronic and physical folders for property damage claims to include Orlando Police Department (OPD) report, Airport Safety & Operations Compliance System (ASOCS) report and any other relevant correspondences. Maintain a complete list of all ASOCS reports readily available for the department.
- Process property damage claims below the Authority's self-insured threshold pertaining to the Authority's insurance policies. Review for damage recovery criteria. Obtain estimates as assigned. Note patterns and trends and bring to the attention of the Manager. Maintain database containing damage to Greater Orlando Aviation Authority (GOAA) property. Monitor, analyze, maintain, and provide basic trend analysis from ASOCS reports.
- Routine input and use of the information regarding the insurance tracking service. Contact GOAA departments to resolve routine, basic insurance requirement deficiencies; work with the Specialist to resolve insurance requirement issues.
- Review Certificates of Insurance/Renewals to note basic deficiencies. Record, file and distribute, update old with new, and request documents from brokers/contractors as required. Purge per policy.
- Coordinate the recovery of third party claims with various insurance adjusters; prepare data for management presentation to responsible parties. Track third-party claims and coordinate the pursuit, collection and tracking of balances owed for damages to GOAA property. Prepare and send letters and follow-up notices to responsible parties. Research and compile external and interdepartmental financial data; prepare financial data for Finance invoicing. Log and track all active files and recovered funds.
- Process calls received on Risk Management Customer Service hot line; collect relevant information/documents and forward to appropriate staff for handling.
- Correlate legal notices with existing liability claim folder and provide to appropriate staff.
- Create electronic and physical folders for new liability claims.
- Act as primary recipient of Public Records requests for the Risk Management Department. Correlate existing claims and/or reports for internal discussion. Respond as directed.
- Compose and transmit internal and external letters, memos and emails.
- Assist in the filing, maintenance, storage and destruction of department records (including contracts, policies, publications, etc.) per applicable policies and regulations, and working in conjunction with GOAA's designated records management personnel.
- Assist with spreadsheets for risk management; verify, reconcile and update GOAA property, auto and equipment inventory list for insurance purposes.
- Schedule, record, and maintain records for a variety of meetings as needed.
- Maintain Training Manager database and BLR safety training rosters as assigned including creating and maintaining rosters for training, updating for new employees, retirements, job changes, or other changes that effect the duties of that employee, etc.
- Schedule training and other department events. Coordinate and assist with department activates (safety day, etc.) as needed.

- Coordinate with Finance for the recovery of property damages from contractors, tenants and third-parties.
- Serve as an active member of the Business Continuity Plan (BCP), record and prepare BCP meeting summaries.
- Review Access Control vehicle decal requests for access to Air Operations Area (AOA). Verify and sign off that insurance coverage meets AOA requirements, and work to resolve deficiencies.
- Update Material Safety Data Sheet (MSDS) and maintain inventory of all chemicals at OIA & OEA.
- Participate as member of Green Team and assist with Green Team events from a safety perspective.
- Member of T.E.A.M.S Safety Working Group assisting in functions as required.
- Retrieve monthly Third Party Administrator (TPA) reports, store electronically and provide select reports to Finance department for reconciliation of the TPA check register.
- 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
 - Ability to maintain professionalism, diplomacy and confidentiality at all times in dealing with Authority personnel 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 skills required
- Ability to interact effectively with employees, various departments and other individuals

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- OSHA minimum of 10 hours or equivalency or other safety certifications (ie: COSS) 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

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.

Risk and Safety Coordinator

Department: Risk Management

Date: September 16, 2019

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

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


 _____ 9/25/19
 Immediate Supervisor Date


 _____ 9/26/19
 Department Director Date


 _____ 9/26/19
 Human Resources - Compensation Date

Risk Management Specialist

Department: Risk Management

Date: September 16, 2019

Title of Immediate Supervisor: Manager, Risk and Safety Management

Pay Level: L23

POSITION SUMMARY: Provide professional level management, budgeting, coordination, analysis and/or support of assigned risk management and safety activities. Assist in fulfilling Risk Management department duties and responsibilities. Effectively communicate within all levels of the Authority, as well as with consultants, insurance brokers, claims adjusters, vendors, tenants, contractors, customers and passengers of Orlando International Airport (OIA) and Orlando Executive Airport (OEA) regarding GOAA property damage, accidents to the public, safety issues, insurance procurement and verification, and workers' compensation related 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:*

- Coordinate/facilitate the insurance renewal process, requests from brokers, insurance applications. Collect insurance renewal data for all personal property owned by GOAA. Compile financial claims, Workers' Compensation and other data for the application process. Complete all insurance applications and packages as directed for the approval. Request and distribute necessary documents related to policy renewals (i.e. Auto ID Cards, Workers Compensation posters).
- Coordinate/facilitate essential functions involving the Third Party Administrator (TPA). Forward weekly report of new claims opened and monthly report of Medical Bill Reduction and Fees for review. Verify the TPA has completed the SI 17 and SI 19 of behalf of the Aviation Authority. Coordinate the completion of the annual SI 5 with the assistance of Finance and provide to the state. Facilitate correspondence between TPA and Finance for distribution of 1099s.
- Submit annual Self Insurer Profile to the state.
- Prepare detailed spreadsheets of renewals for all lines of insurance related expenses and as backup for wire transfers; interface with Finance and insurance brokers to expedite payment. Review for accuracy/compliance and processes pay applications and invoices from brokers, consultants and insurers.
- Coordinate with Director of Board Services for the renewal of Bonds for Board Members.
- Collect insurance policies and binders. Coordinate with insurance brokers and insurance consultants to resolve issues, obtain corrections, and verify all requested coverage terms/details are included in the policy.
- AAR for assigned insurance certificate tracking and consulting contract(s); act as liaison to resolve insurance deficiencies between insurance tracking company and departments. Oversight of implementation and/or review processes of this contract with the Manager. Maintain the Risk Type Reference Guide and provide any updates to the insurance tracking company.
- Assist with updating and maintaining Authority owned buildings and property spreadsheets for submittal to insurance brokers.
- Prepare Risk Management's Insurance Budget and assist in preparing detailed allocation of layered insurance expenses. Reconcile expenses among a variety of categories as necessary, managing complex linked spreadsheets. Monitor check register for Workers' Compensation budget purposes
- Support the Manager with claims resolution as required. Assist with research for litigated claims. Participate in gathering information for response to subpoenas, interrogatories, requests for production of documents, State and other reports as required. Participate in on-site claim reviews as assigned.
- Assist with responses to Public Records Requests; respond to inquiries via Public Records Portal.
- Respond to inquiries from passengers; document calls regarding incidents. Create electronic and physical folders to include the incident report and any other correspondence for future reference. . Oversee processing of information obtained from the Risk Management Customer Service hot line.

- Provide oversight and quality assurance for databases containing employee work related injuries and illnesses, customer accidents, incidents and damage to GOAA property. Liaison with outside entities and internal departments in gathering reports or records of events. Report discrepancies to immediate supervisor and takes action to clear up discrepancies. Analyze and provide basic trend analysis of claims.
- Coordinate with Finance and Workers' Compensation TPA to gather statistical information necessary for actuarial report; send data & follow up on inquiries. Coordinate review by Finance and the Manager to verify accuracy for the finalization of the Actuarial Report.
- Assist with reviews of Access Control vehicle decal requests for access to Air Operations Area (AOA). Verify insurance coverage meets AOA requirements, resolve deficiencies.
- Assist with the tracking of excess property damage claims and the pursuit, collection and tracking of balances owed for damage to GOAA property.
- Coordinate the RFP process for Risk Management department service contracts.
- Serve as an active member of the Business Continuity Plan (BCP). Support the BCP by scheduling meetings, managing SharePoint access and departmental permissions, and tracking departmental plan updates. Serve as back-up for recording meeting summary.
- Serve as back-up department Payroll Clerk.
- Serve as back-up department Record Coordinator; assist with maintenance, storage, and destruction of department records, per applicable policies and regulations, working in conjunction with the Authority's designated records management personnel.
- Serve as back-up for Oracle procurement process, prepare requisitions for purchase orders, process invoices and pay requests, run reports, submit accruals and request closure of purchase orders at fiscal year-end. May order supplies and equipment.
- Responsible for the use and reconciliation of a procurement card.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Risk Management, Business Administration or closely related field and three (3) years experience in an area related to Risk Management or Insurance, or an equivalent combination of closely related training, education and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent oral and written communication skills
- General knowledge and understanding of risk management practices and procedures, insurance specifications, contract terms and basic accounting principles
- Skilled in departmental budget processes
- Ability to maintain professionalism, diplomacy and confidentiality at all times while interacting with the public and Aviation Authority management and employees, tenants, vendors contractors, airlines, etc.
- Advanced computer skills and in-depth knowledge and experience with Microsoft Office (Excel primarily) programs required
- Attention to detail and high degree of accuracy
- Advanced organizational skills required
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Risk and Safety professional or Insurance designations desired

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)


- None

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- May 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 Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor

9/25/19

Date



Department Director

9/26/19

Date



Sr. Director, HR & Risk Management

9-26-19

Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Risk Management Specialist


Department: Risk Management

Date: September 16, 2019

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

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


 Immediate Supervisor 9/25/19
Date


 Department Director 9/26/19
Date


 Human Resources - Compensation 9/26/19
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:							

Michelle Jan 7/12/19
Immediate Supervisor Date

C. Brian Fells 7-11-19
Department Director Date

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



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)*

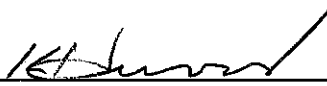
- None

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

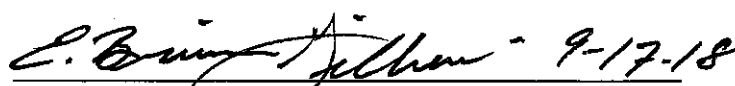
- Works independently and under general supervision
- Must be able to make immediate decisions following established guidelines/procedures

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

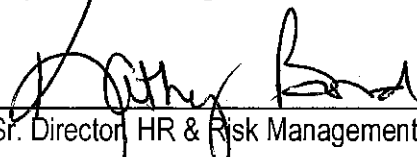
APPROVAL SIGNATURES:



Department Manager 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.

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		3
Noxious Fumes						X	2
Chemicals						X	2
Insects					X		2
Heights, Confined Areas						X	2
Excessive Noise					X	X	
Must be able to work nights, weekends and holidays							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Pull Trailer						X	3
Security systems (CCTV, alarms, etc.)		X					3
Communications Equipment (radio, cell phone)		X					3
SUPERVISOR COMMENTS:							

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



Senior Administrative Assistant

Department: ARFF

Date: March 17, 2021

Title of Immediate Supervisor: Fire Chief

Pay Level: L16

POSITION SUMMARY: Provide complex administrative and project support for the Aircraft Fire Rescue (ARFF), assisting all department personnel at the direction of the Fire Chief. Assist with a variety of research, documentation, and report development/maintenance. Maintain assigned records; assist staff at all levels with a broad range of activities, special events and projects.

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

- Provide administrative support, including but not limited to; answering multiple department telephone extensions, developing and maintaining both physical and electronic filing systems, scheduling and coordinating meetings and calendars, processing/distributing mail, and serving as escort when needed.
- Serve as Recording Secretary for the assigned staff meetings including the coordination of meetings; prepare agenda; draft and disseminate associated correspondence; record and transcribe minutes.
- Assist in researching various information for department and operational purpose as needed.
- Maintain ARFF employee and agency files in the manner required by local, state and federal regulatory agencies.
- Confirm data and prepare complex ARFF payroll documentation for bi-weekly submittal; maintain supporting documents and reports.
- Liaison with ARFF personnel, GOAA HR, and CentraCare to schedule and update annual firefighter physicals, and return to work physicals. Track and file all related documentation per NFPA 1582.
- Monitor the department budget, verify correct allocation of funds, prepare related reports, and research items as necessary. May assist with projections and other research as needed to prepare the new budget.
- Authorized procurement card user, reconcile monthly activity.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation within established timeframes.
- Draft and assist department personnel in preparing correspondence, reports, budgets, and presentations using computer graphics, word processing and data base programs.
- Assist with coordination of department special events, tours and other special projects.
- Working In conjunction with the Authority's designated records management personnel, responsible for the maintenance, storage, and destruction of department records per applicable policies and regulations.
- Serve as the liaison between the Authority and vendors for the procurement of ARFF firefighting equipment, personal protective equipment (EMS & Firefighting), station equipment and uniforms. Maintain an appropriate ARFF uniform supply.
- Maintain office supplies, office equipment and other purchased items; distribute as needed. Verify equipment is in good operating order, submit and track work orders and coordinate with vendor when repairs are required.
- Establish and maintain effective tracking system for critical department functions such as testing and maintenance of ARFF equipment and personnel physicals.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit travel expense reports.
- Coordinate the annual renewal of all ARFF personnel AOA decals and GOAA badges.
- Provide Notary services as needed
- Perform other duties as assigned.



Senior Administrative Assistant

Department: ARFF

Date: March 17, 2021

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

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

This position requires employee to drive their personal vehicle into AOA area to access work location and is required to maintain a current AOA decal.

[Signature] 4/2/21
Immediate Supervisor Date

[Signature] 04-02-2021
Chief of Operations Date

[Signature] 4/2/2021
Human Resources - Compensation Date

Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L16

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Maui Demms 7/2/19
Immediate Supervisor Date

Pam LeHeureux 7/2/19
Department Director Date

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

[Signature] 7-8-19
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A



Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

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

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

Maui Damm 7/2/19
Immediate Supervisor Date

Pam Letourneau 7/2/19
Department Director Date

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



Senior Administrative Assistant

Department: Board Services

Date: March 1, 2018

Title of Immediate: Director, Board Services

Pay Level: L16

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

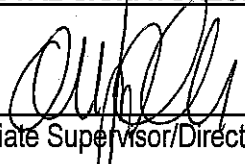
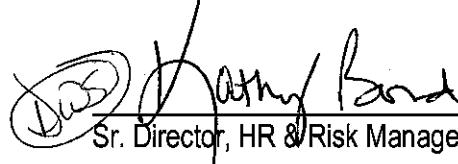

- None

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A



Senior Administrative Assistant

Department: Board Services

Date: March 1, 2018

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

<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:

[Signature] 3/2/18
Immediate Supervisor Date

[Signature] 3/5/18
Chief Executive Officer Date

[Signature] 3/7/18
Human Resources - Compensation Date

Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

Title of Immediate: Director, Finance

Pay Level: L16

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Pam L. Henney 7/2/19
 Immediate Supervisor/Director Date

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

[Signature] 7-8-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

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

<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							
Other							
SUPERVISOR COMMENTS:							

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

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

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

Senior Administrative Assistant

Department: Planning, Engineering and Construction

Date: December 12, 2019

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

Pay Level: L16

POSITION SUMMARY: Provide general administrative and project support for the Planning, Engineering, Construction and Environmental departments. Assist staff at all levels with a broad range of activities, special events and projects.

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

- Provide general administrative assistance for the Senior Director, Planning, Engineering, Construction and department staff. Assistance may include but is not limited to: schedule and maintain calendars, prepare appropriate materials for scheduled meetings, compose correspondence, answer multiple telephone lines, open/distribute mail.
- Develop, maintain and monitor basic to complex logs, records, spreadsheets, reports and project records as needed.
- Coordinate and prepare pre- travel schedules and arrangements; document, reconcile, prepare and submit post-travel expense reports in a timely manner and in accordance with travel policy and procedure.
- Serve as liaison for legal counsel, contractors, consultants, Owner Authorized Representatives (OARs), etc., and department Directors or department staff as assigned.
- Responsible for the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation.
- Process project invoices and permit applications/documents for signature.
- Authorized procurement card user; reconcile monthly activity.
- Establish and maintain filing systems as needed.
- Distribute work and provide guidance to department administrative staff as assigned.
- Provide a variety of project assistance to executive and management staff. 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.
- Assist with the research for and preparation of briefings, reports and presentations.
- Serve as department Payroll Clerk.
- Assist as assigned with department budget and contract invoices.
- Take and transcribe meeting minutes for assigned or special project meetings.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and two (2) years' experience in an executive administrative support capacity for multiple executives or an equivalent combination of education, training and experience. Experience in an engineering design firm, construction company, government agency, legal firm or airport authority preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent people skills required to interact with Authority staff, executives, consultants, etc.
- Proficient computer skills, with knowledge and skill in Microsoft Windows, Word, Excel and PowerPoint; experience with Oracle Financial System, iPro and Box preferred

- Typing 50 CWPM, transcription skills using a recorder or speed writing skills
- Advanced organizational skills, attention to detail and administrative skills
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Demonstrated ability to work with confidential information and executive level matters
- Excellent oral and written communications skills in English

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 general direction.
- Make independent decisions within established guidelines.
- Position provides assistance by answering questions and helping others.

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

APPROVAL SIGNATURES:



 Immediate Supervisor/Senior Director Date 1/28/20



 Chief Operating Officer Date 1-23-2020



 Sr. Director, HR & Risk Management Date 1-28-2020

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Senior Administrative Assistant

Department: Planning, Engineering, Construction

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		2
Walking				X		2
Sitting		X				2
Lifting: 0 - 20 lbs					X	2
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	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:

Empty box for supervisor comments.

[Signature]

1/21/20

Immediate Supervisor/Senior Director

Date

[Signature]

1-23-2020

Chief Operating Officer

Date

[Signature]

1/24/20

Human Resources - Compensation

Date

JOB DESCRIPTION

Job Title: Senior Administrative Assistant

Date: January 26, 2018

Department: Marketing & Air Service Development (ASD)

Grade/Level: Non-Exempt; L16

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

Rotating Shifts: No

Shift Premium: No

POSITION SUMMARY: Provides administrative, budget and project support for the Marketing department. Assists staff at all levels with a broad range of activities, special events and projects.

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

- Process all financial transactions for the department including, but not limited to, create and process purchase orders, requisitions, direct pays and procurement card purchases; prepare related reconciliations and reports including reconciliation of advertising placement and billing.
- Prepare and monitor department budget, confirm correct allocation of funds and prepare related reports and analyses; verify contract invoices are correct and accurate before submitting for approval.
- Provide administrative support including, but not limited to, answer multiple department telephone extensions, maintain both physical and electronic filing systems, prepare and maintain payroll documentation, operate office equipment including photocopiers and scanners, type and draft correspondence, schedule meetings, and process/distribute mail.
- For department related travel, research domestic and international travel and event plans, create travel request forms, process complex post-travel expense reports and submit to Finance/Travel Services. Provide travelers with a detailed travel itinerary that includes all dates, times, transportation arrangements, confirmation numbers, event reservation information and attendees, etc. Travel is frequently international, requiring conversion of monetary units, time zones, etc.
- Maintain department travel request spreadsheet to confirm actual spent is in-line with budgeted costs and total spent is on track for the year.
- May draft portions of professional service agreements and other proposals for management review.
- Update and maintain marketing contacts in current customer relationship management system.
- Maintain inventory of promotional items; research and make recommendations for the procurement of new promotional items.
- Assist with events, "Meet and Greets", meetings and preparation of briefings for airline representatives and others.
- Maintenance, storage, and destruction of department records, per applicable policies, regulations, and working in conjunction with designated Aviation Authority records management personnel.
- Assist with the research for and preparation of briefings and reports.
- Gather a variety of information for department as assigned.
- Perform other duties as required.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree and two (2) years administrative and budget experience supporting multiple professional and management level staff; or an equivalent combination of education, training and experience. Experience reconciling a department budget required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated strong organizational and time management skills
- Advanced level user of Microsoft office products - Word, Excel, PowerPoint
- Experience with Oracle (accounting), Hyperion (budgeting), Kronos (timekeeping) and Salesforce (customer relationship management system) preferred
- Ability to multi-task
- Accurate proofreader, attention to detail
- Understanding of aviation/airline industry desirable
- Ability to communicate clearly and effectively with all levels of customers both internally and externally
- Typing – CWPM 50 required

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

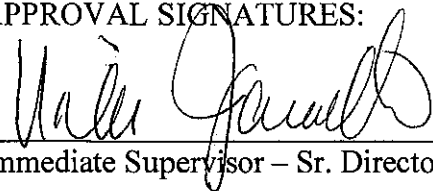
SUPERVISORY RESPONSIBILITIES: *(indicate number supervised)*

- None

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

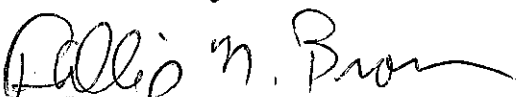
- Works under general supervision with considerable independence
- Makes independent decisions in accordance with established guidelines/procedures

APPROVAL SIGNATURES:



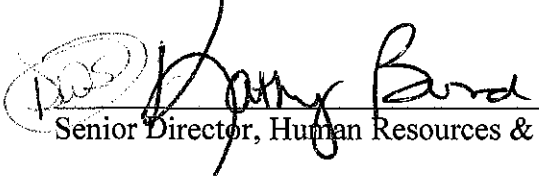
Immediate Supervisor – Sr. Director

1/29/18
Date



Chief Executive Officer

1-29-18
Date



Senior Director, Human Resources & Risk Management

2-2-18
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Senior Administrative Assistant
 Department: Marketing & Air Service Development

Date: January 26, 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					X	1
A. 0 - 20 lbs.					X	1
B. 21-50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						

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

Frequency

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

Importance

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

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
Company/Personal Vehicle				X		3

Supervisor Comments:

Victor Javaldo
 Immediate Supervisor
Victor Javaldo
 Human Resources (Compensation)

1/29/19
 Date
2/2/18
 Date

Greg M. P.
 Chief Executive Officer

1-29-18
 Date

Senior Administrative Assistant

Department: OEA General Aviation

Date: February 12, 2019

Title of Immediate Supervisor: Director, OEA General Aviation

Pay Level: L16

POSITION SUMMARY: Provide overall administrative support to the Director, General Aviation and Orlando Executive Airport's (OEA) general administrative and office management areas. Serve as OEA budget coordinator for the department and recording secretary for the OEA Advisory Committee (Sunshine Committee). Coordinate a broad range of activities, special events and projects.

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

- Perform administrative support including, but not limited to answer multiple department telephone extensions, maintain both physical and electronic filing systems, schedules and calendars, operate office equipment, type and draft correspondence, order subscriptions and publications, and process/distribute mail.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit expense reports.
- Serve as OEA's budget coordinator, requiring attendance at all related meetings. Assist in data gathering and after initial input, prepare/monitor budget for OEA divisions. Assist in proper allocation and utilization of OEA's funds.
- Assist in research and coordination of purchases, process purchases and payments with Procurement Cards and complete related transaction logs.
- Process invoices and generate reports utilizing the Oracle system. Process direct pays for payment of invoices, emergency purchase orders. Liaison with Accounts Receivable regarding delinquent OEA accounts. Monitor and order office supplies.
- Confirm payroll data and prepare documentation for bi-weekly submittal; maintain all supporting documentation.
- Prepare GOAA Board items and presentations. Perform recording duties for OEA Advisory Committee, prepare agendas and packages, transcribe and distribute minutes in accordance with Sunshine regulations.
- Gather data, compile and maintain monthly and annual statistics of OEA and other GA airports' air traffic operations, fuel flow statistics, and based aircraft; and distribute as appropriate.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel.
- Schedule and coordinate meetings and special events at OEA and conventions where OEA exhibits.
- Maintain records for OEA leases and space use agreements. Prepare and submit proposed lease agreements/changes and Facilities Use Agreements, including any insurance or additional compliance issues and request for payment. Enter related information via PropWorks Financial Applications Program.
- Monitor OEA office radio frequency and operate two-way radio to communicate with staff.
- OEA liaison with Information Technology department regarding computer/telephone equipment matters. Submit work orders, order supplies and equipment.
- Interact with tenants, vendors, staff, community leaders, and state and federal officials, providing general information as requested. Contact vendors for pest control, utilities, etc. as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 50 wpm; transcription 35 CWPM or other acceptable method
- Knowledge of Florida Sunshine meeting law preferred
- Proficient computer skills to include: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required, and experience with PropWorks, Oracle, Clarity, and Electronic Payroll programs preferred
- Demonstrated ability to responsibly handle sensitive information
- Excellent grammar skills
- Good oral and written communication skills and the ability to interact with various departments, vendors and other high profile individuals
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Basic arithmetic skills
- Must be capable of properly operating field communications equipment (two-way radio, etc.) and speaking clearly in English when operating such equipment

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Licensed as a State certified Notary Public at time of hire/promotion or must be obtained within 6 months

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

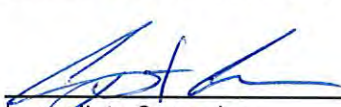

- None

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

- Administrative, secretarial and monetary decisions of a routine nature within the guidelines of policy and procedure
- Exercises considerable independence under general supervision
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Set work priorities and make office operations decisions

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

APPROVAL SIGNATURES:


2/12/19

2-15-2019

Immediate Supervisor Date
Department Senior Director Date


2-20-19

Sr. Director, HR & Risk Management Date



FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A


Senior Administrative Assistant

Department: OEA General Aviation

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		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							
Two-way radio			X				3

SUPERVISOR COMMENTS:

 Immediate Supervisor

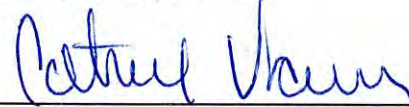
Date

2/12/19


 Department Senior Director

Date

02/15/2019


 Human Resources - Compensation

Date

2/19/19



Senior Administrative Assistant

Department: Planning

Date: January 4, 2021

Title of Immediate Supervisor: Director, Planning & Development

Pay Level: L16

POSITION SUMMARY: Provide a variety of complex administrative support for the Director and Department Managers for the Planning, Commercial Properties and Environmental departments as assigned. Maintain complex project documents; coordinate interdepartmental processing and approval processes for legal documents, contracts, etc.; draft, proofread and edit documents and reports.

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

- Provide general administrative assistance to the Director and department staff. Assistance may include but not limited to: scheduling and maintaining calendars, preparing appropriate materials for scheduled meetings, answering multiple telephone lines, open/distribution of mail.
- Designated by the Director as the single point of contact department coordinator for the processing and approval of internal communications, reports and presentations, contracts and agreements. Track document progress and update department staff as needed.
- Organize and maintain a variety of complex files, including business and litigation case files, contract files, project files, communication files, etc. for multiple ongoing programs and activities. Track and verify completeness of files, including final and draft documents, legal review of documents, communications, financial reports, payment and performance bonds, insurance certificates, licenses and permits as required.
- Coordinate with Department Managers and others to collect, edit and record Board and Committee agenda materials received for processing and approval of Executive Management.
- Coordinate with Board Services and Committee coordinators for the processing and approval of Board and Committee agenda materials including memos, exhibits, reports, and presentations.
- Attend meetings as requested to record minutes, task instructions, requested amendments, etc. Coordinate the schedule for deliverables and the submittal and approval process.
- Research, draft, proofread and edit a variety of documents, reports and correspondence. Gather documents and verify data for letters, briefings, presentations and reports.
- Develop, maintain and monitor basic to complex logs, records, spreadsheets, reports, and project records as needed.
- Prepare agendas, schedule meetings and conference calls and manage the Director's calendar.
- Authorized procurement card user, reconcile monthly activity.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, and purchase orders; complete, process and maintain all related documentation within established timeframes.
- Monitor the department budget, verify correct allocation of funds, prepare related reports, and research items as necessary. May assist with projections and other research as needed to prepare the new budget.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit travel expense reports.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel
- Serve as the department Payroll Coordinator.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or a related field and two (2) years experience in a high level administrative support environment, including maintaining electronic case, contract or project files, taking and transcribing meeting minutes and processing legal transactions or an equivalent combination of education, training, and experience. Experience with public sector administrative support preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing 50 CWPM
- Excellent organizational skills
- Demonstrated administrative skills and attention to detail
- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Able to work effectively in a busy office environment
- Able to read, write and interpret basic legal and financial information
- Ability to interact effectively with executives, professionals, employees, and other individuals
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Intermediate computer skills and proficient in Microsoft Office programs required, experience using Oracle Financials and an electronic timekeeping system a plus
- Demonstrated ability to work with confidential information and executive level matters.
- Demonstrated ability to work 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)*

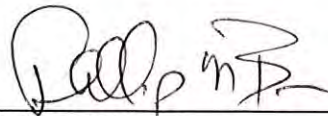
- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc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

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

APPROVAL SIGNATURES:



Immediate Supervisor/Director 1/12/21
Date



Chief Executive Officer 1-22-2021
Date



Sr. Director HR & Risk Management 1-26-21
Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Senior Administrative Assistant

Department: Planning

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

SUPERVISOR COMMENTS:

1/12/21
Immediate Supervisor/Director Date

1-22-2021
Chief Executive Officer Date

1/26/21
Human Resources - Compensation Date



Senior Administrative Assistant

Department: Public Affairs

Date: June 6, 2018

Title of Immediate Supervisor: Senior Director, Public Affairs

Pay Level: L16

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

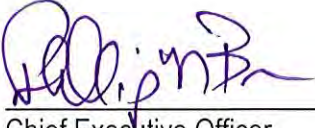
- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.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

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

APPROVAL SIGNATURES:



Immediate Supervisor/Sr. Director Date

 7-20-18

Chief Executive Officer Date

 7-19-18

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A



Senior Administrative Assistant

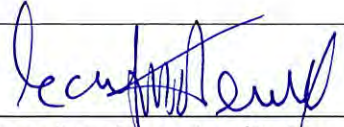
Department: Public Affairs

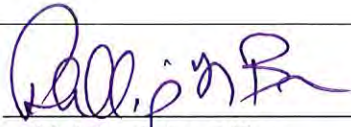
Date: June 6, 2018

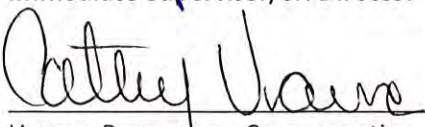
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

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

SUPERVISOR COMMENTS:

 8/6/18
 Immediate Supervisor/Sr. Director Date

 7-20-18
 Chief Executive Officer Date

 7/19/18
 Human Resources - Compensation Date

Senior Administrative Assistant

Department: Risk Management

Date: August 13, 2019

Title of Immediate Supervisor: Director, Risk Management

Pay Level: L16

POSITION SUMMARY: Provide complex administrative support to the Director, Risk Management, and the Risk Management Department. Prepare updates to Aviation Authority Policies and Procedures for approval by senior management and the Aviation Authority Board. Develop, maintain and monitor basic to complex logs, records, spreadsheets and reports.

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

- Maintain, revise and track GOAA policies and distribute for review. Coordinate review of all policies every two (2) years in accordance with Compose memoranda for review by senior management, Chief Executive Officer and Aviation Authority Board. Distribute approved policies to all employees, legal counsel, union representatives, etc. as required, within established time limits.
- Maintain current and revised policies on the Aviation Authority intranet; maintain historical policy files.
- Provide administrative support which may include but is not limited to: maintain calendars, compose/draft correspondence, answer multiple telephone lines, process travel requests and reconcile travel forms, coordinate travel schedules, organize, maintain, and manage files and filing systems, mail distribution, etc.
- Develop, maintain and monitor basic to complex logs, records, spreadsheets and reports as needed.
- Serve as department Payroll Coordinator reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Assist with annual department budget preparation; responsible for assigned department budget lines; monitor and reconcile assigned accounts; notify management of discrepancies/shortages.
- Serve as department Records Management Coordinator. Maintain records for storage, prepare files for offsite storage and related documentation, and prepare documentation for proper destruction in accordance with applicable policies and regulations; work in conjunction with Aviation Authority's designated records management personnel.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation within established timeframes; run financial system reports; submit accruals and request closure of purchase orders at fiscal year-end.
- Authorized procurement card user; reconcile monthly activity; order supplies and equipment.
- May reconcile and process for payment department legal invoices.
- Perform other duties as assigned, including special projects for senior management.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or related field and two (2) years experience in an advanced administrative capacity, or an equivalent combination of education, training and experience. Experience updating and maintaining agency wide documents preferred. Public records and public entity experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 60 wpm
- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Advanced organizational skills required

- Advanced Word and Excel skills and experience with Outlook required. SharePoint and Oracle experience preferred
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Demonstrated administrative skills and attention to detail
- Demonstrated ability to work with confidential information and executive level matters
- Ability to interact effectively with employees, various departments and other individuals

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

 8/13/19
 Immediate Supervisor/Director Date

 8-13-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Senior Administrative Assistant

Department: Risk Management

Date: August 13, 2019

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

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

Deborah Silves 8/13/19
 Immediate Supervisor/Director Date

Jimmy Bond 8/13/19
 Senior Director Date

Cathy Vance 8/13/19
 Human Resources - Compensation Date



Senior Administrative Assistant

Department: Security

Date: September 9, 2020

Title of Immediate Supervisor: Director, Security

Pay Level: L16

POSITION SUMMARY: Provide complex administrative and project support for the Security department, assisting all department personnel at the direction of the Director. Assist with a variety of research, documentation, and report development/maintenance. Maintain assigned records; assist staff at all levels with a broad range of activities, special events and projects.

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

- Provide administrative support, including: but not limited to answering multiple department telephone extensions, developing and maintaining both physical and electronic filing systems, scheduling and coordinating meetings and calendars, processing/distributing mail, and serving as escort when needed.
- Monitor the department budget, verify correct allocation of funds, prepare related reports, and research items as necessary. May assist with projections and other research as needed to prepare the new budget. Work closely with Manager, Security Contracts and the Purchasing Department in monitoring the budget for Security Area Monitor and Personnel Screening Services contracts.
- Coordinate travel schedules, make travel arrangements; reconcile, prepare and submit complex expense reports.
- Draft and assist department personnel in preparing correspondence, reports, and presentations using computer graphics, word processing and data base programs.
- Serve as department Payroll Coordinator reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation within established timeframes.
- Authorized procurement card user; reconcile monthly activity; order supplies and equipment.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel
- Oversee and update the daily and monthly Vendor list for Concessionaires and Vendors to have access under the terminal.
- Prepare hard copies and electronic copies of the Airport Security Program (ASP) manual.
- Oversee, coordinate and maintain the Terminal Access Permit Program, core parking assignments and Annex Parking Permit program.
- Coordinate with airline managers, OPD, TSA and GOAA on a monthly basis to prepare monthly PowerPoint presentation and record minutes for the Airport Management Council and Security Meeting.
- Coordinate and prepare the Consortium Meeting on a monthly basis and schedule a variety of other meetings as needed.
- Act as the airport focal point for gate passes for VIP's and Vendors by confirming access eligibility through TSA issued lists
- Work as a liaison with the TSA K-9 EDCT Coordinator to prepare the K-9 reimbursement program and the OPD to prepare the OPD reimbursement program each month. Coordinate with Finance as it relates to the reimbursement programs.
- Responsible for additional administrative duties, including but not limited to, notary services, HR newsletter reporter, coordination of Annex fire drills, lobbyist activities, CBP activities and vending machine activities.
- Assist the Director with the development and documentation of strategic security planning and initiatives.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma or GED and three (3) years experience in a high level administrative support environment handling similar duties, or an equivalent combination of education, training, and secretarial experience. Associate degree and experience with public sector administrative support preferred

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 50 cwpm
- Demonstrated administrative skills and attention to detail
- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Advanced organizational skills and interpersonal skills
- Handling of sensitive security documents
- Intermediate computer skills and proficient in Microsoft applications to include Word, Powerpoint, Access and Excel
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to interact effectively with employees, various departments and other individuals
- Demonstrated ability to work independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Notary Public required at time of hire or must be obtained within 12 months

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Has latitude to use independent judgment concerning normal daily routines, such as paying small invoices, ordering office supplies, scheduling meetings and other duties.
- Exercises considerable independence under general supervision.
- Makes routine decisions following established guidelines/procedures.
- Set work priorities and make office operations decisions

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

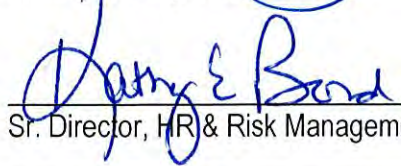
APPROVAL SIGNATURES:

 10/5/2020

Immediate Supervisor/Director Date

 10-06-2020

Department Senior Director Date

 12-9-2020

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Senior Administrative Assistant

Department: Security

Date: September 9, 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	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:						

E. B. [Signature] 10-5-2020
Immediate Supervisor/Director Date

[Signature] 10-06-2020
Department Senior Director Date

Cathy [Signature] 10/13/20
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Senior Administrative Assistant

Date: May 25, 2014

Department: Small Business Development

Grade/Level: Non-Exempt; L16

Title of Immediate Supervisor: Director, Small Business
Development

Rotating Shifts: No

Shift Premium: No

POSITION SUMMARY: Provides administrative support to the Director; plans and coordinates department events; maintains department certification database, provides initial contact for the certification process.

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

- Provide administrative support to the department Director, including but not limited to: schedule meetings, greet visitors, answer incoming telephone calls, draft correspondence and department memoranda, prepare travel and expense reconciliation, etc.
- Coordinate various events, including the annual 500 attendee "Doing Business With GOAA". As appropriate for each event, may: establish timelines and monitor progress for space reservation, invitations and RSVP's, advertising, badges, table signs and directional signage, room layout, competitions with trophies and awards, refreshments, volunteers, audio equipment, parking, clean up and take-down, post event thank you's and give-aways. Research, order, prepare and troubleshoot items (badges, give-aways, thank-you's, printing, graphics, etc.). Coordinate the permitting required for some events.
- Maintain agreement and certification records for all companies, establishing as appropriate in ECM, per state and federal regulations. Serve as department records retention coordinator.
- Maintain department DBE Manager database, including setting up new companies, preparing reports, and making changes as appropriate.
- Assist with the certification process. Receive and review new submittals via email or delivered in person; log into spreadsheet and system as appropriate based on type and new/renewal status; flag missing items/information for the Certification Specialist. Provide management with documentation of company certification by searching City and State websites.
- Run reports to track expiring documents, send notices at 60 and 45 days. Follow up extensive returned mail receipts to determine why they were not delivered.
- Assist during budget process and monitors O&M budget. Process departmental invoices for payments, prepare requisitions for equipment/services, prepare purchase requisitions on Oracle Systems.
- Prepare payroll and related reports for department employees, including but not limited to leave requests, short term disability, and long term disability.
- Serve as department representative for fixed assets and capital equipment inventory.
- Prepare and track policy and procedure updates.
- Serve as back-up for building receptionist.
- Complete special projects and perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in business or a related area and two (2) years of administrative support experience, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Excellent customer service skills, demonstrated ability to exercise courtesy and diplomacy
- Written and verbal communication abilities
- Advanced computer skills, proficient with Microsoft Word, Excel, Outlook and PowerPoint. Familiarity with Oracle desirable.
- Secretarial skills including 50 wpm typing and Dictaphone proficiency
- Able to work independently
- Excellent attention to detail
- Excellent organizational skills

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

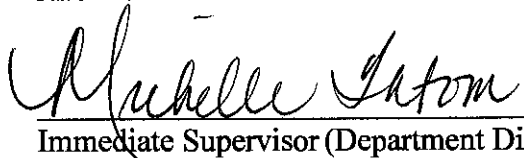
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

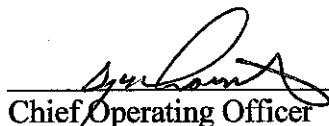
- Exercises considerable independence, under general supervision
- Makes independent decisions in accordance with established guidelines/procedures

APPROVAL SIGNATURES:



Immediate Supervisor (Department Director)

5/27/14
Date



Chief Operating Officer

5-29-14
Date



Director of Human Resources

6-2-14
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Senior Administrative Assistant
 Department Small Business Development

Date May 25, 2014
 Section: 008

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

	<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 A. __ 0 - 20 lbs. B. __ 21- 50 lbs. C. __ 50+ lbs.			X			2
				X		2
					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

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
- Occasional**
Rare
Importance

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
Drive GOAA pool vehicles				X		3
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

M. Michelle Johnson
 Immediate Supervisor (Department Director)

5/27/14
 Date

[Signature]
 Chief Operating Officer

Date

JOB DESCRIPTION

Job Title: Senior Analyst, Parking Revenue

Date: September 12, 2014

Department Parking Operations

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Parking and Transportation Contracts

POSITION SUMMARY: Ensures that controls external to the Parking Revenue Control System (PRCS) are in place and being enforced to capture all revenue. Analyzes the data provided by the Parking and Ground Transportation Systems Auditor, the Parking Revenue Analyst, the parking operator's daily and quarterly audits, and the secondary audits. Defines, recommends and implements procedures to address the control risks identified in the analysis of all parking data generated by the department and parking operator. Provides management reports of the department's revenue control performance, identified risks, and recommended remedies.

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.*

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Computer skills – proficient in Microsoft Word and Excel
- Thorough understanding of PRCS system reporting, determining which data fields should be used in various studies
- Knowledge/understanding of Parking Revenue Control Systems
- Strong analytical skills and attention to detail
- Effective communications skills, both verbal and written
- Demonstrated leadership 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.)*

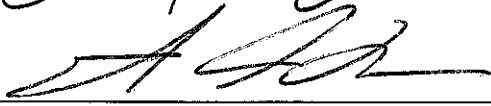
- Judgment used to analyze variety of data and assess risk/possibility of revenue loss; develop and recommend remedies
- Works independently under general supervision
- Makes independent decisions based on established policy

APPROVAL SIGNATURES:



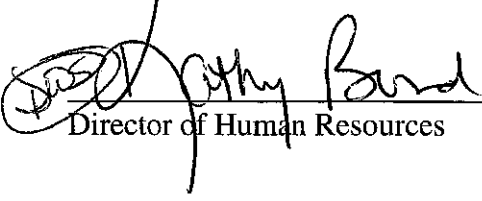
 Immediate Supervisor

9/12/14
 Date



 Department Director

09-12-2014
 Date



 Director of Human Resources

9-24-14
 Date

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title Senior Analyst, Parking Revenue
 Department Parking Operations

Date September 12, 2014
 Section 234

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

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting				X		3
A. ___ 0 - 20 lbs.					X	2
B. ___ 21- 50 lbs.					X	2
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)

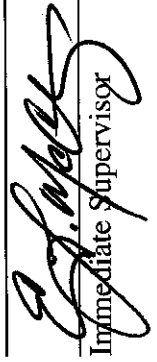
Importance

- 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	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicle					X	2
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:


 Immediate Supervisor

9/12/14
 Date


 Department Director

9-12-2014
 Date

Senior Applications Systems Analyst Programmer (EAM)

Department: Information Technology

Date: September 17, 2018

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L29

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

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

- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts and options and assessment of their associated costs and benefits.
- Define detailed function, interface and performance requirements for selected automation options consistent with applications standard methodology.
- Prepare specifications for acquisition or development of automation systems and components, and prepare test plans and procedures as appropriate.
- For acquired systems and components (e.g. reports) developed in-house, prepare design documentation and conduct design reviews, code or configure software, prepare test plans and procedures and perform or observe tests as appropriate.
- Develop and maintain effective relationships with Information Technology customers and Information Technology team members.
- Provide ongoing support for products and related custom objects/processes created. Prepare training documents, conduct training sessions and provide continuing support.
- Perform product, system or component administration duties.
- Develop and maintain expertise in the use of products that constitute our environment and assist in the productivity of their area of support.
- Provide shared administrative support for in-house Linux and/or Windows platforms.
- Understand and use formal development and maintenance methodologies, standards and procedures.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Technology, or related field and five (5) years of recent experience designing and implementing Maximo solutions, or an equivalent combination of education, training and experience. Work experience to include: (1) developing and supporting large corporate applications (2) programmer writing/supporting business applications and/or (3) systems analyst. Solid knowledge of J2EE web application architecture, development and underlying technologies; Experience in business reporting, analytics and business information systems; Experience with Oracle or SQL database principles including ability to write and analyze complex queries; Working knowledge of SOA are preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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


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

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

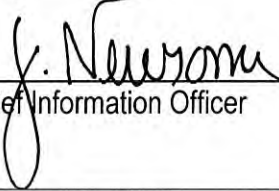
APPROVAL SIGNATURES:

 2/22/19

Immediate Supervisor Date

 2-22-2019

Department Manager Date

 2.22.19

Chief Information Officer Date

 2-25-19

Sr. Director, HR & Risk Management Date



FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Senior Applications Systems Analyst Programmer (EAM)

Department: Information Technology

Date: September 17, 2018

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

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

Yvonne Cleary 2/22/19
 Immediate Supervisor Date

J. Neumann 2.22.19
 Chief Information Officer Date

Cathy Vance 2/22/19
 Human Resources - Compensation Date



Senior Applications Systems Analyst Programmer (ECM)

Department: Information Technology

Date: August 23, 2018

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L29

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

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

- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts and options and assessment of their associated costs and benefits.
- Define detailed function, interface and performance requirements for selected automation options consistent with applications standard methodology.
- Prepare specifications for acquisition or development of automation systems and components, and prepare test plans and procedures as appropriate.
- For acquired systems and components (e.g. reports) developed in-house, prepare design documentation and conduct design reviews, code or configure software, prepare test plans and procedures and perform or observe tests as appropriate.
- Develop and maintain effective relationships with Information Technology customers and Information Technology team members.
- Provide ongoing support for products and related custom objects/processes created. Prepare training documents, conduct training sessions and provide continuing support.
- Perform product, system or component administration duties.
- Develop and maintain expertise in the use of products that constitute our environment and assist in the productivity of their area of support.
- Provide shared administrative support for in-house Linux and/or Windows platforms.
- Understand and use formal development and maintenance methodologies, standards and procedures.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Technology or a related field and five (5) years of recent experience designing and implementing Enterprise Content Management (specifically Microsoft SharePoint) solutions or an equivalent combination of education, training, and experience. Work experience to include: (1) developing and supporting large corporate applications (2) programmer writing/supporting business applications and/or (3) systems analyst. Solid knowledge of web application architecture, development and underlying technologies. Experience in business reporting, analytics and business information systems. Experience with Oracle or SQL database principles including ability to write and analyze complex queries. Requires experience in the administration of content repositories and records management.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Yvonne Clay 9/5/18
Immediate Supervisor Date

J. Newsome 9.6.18
Chief Information Officer Date

[Signature] 9-5-18
Department Manager Date

Kathy Bond 9-11-18
Sr. Director, HR & Risk Management Date

7/11/18

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Senior Applications Systems Analyst Programmer (ECM)

Department: Information Technology

Date: August 23, 2018

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

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

SUPERVISOR COMMENTS:

Yvonne Oley 9/5/18
 Immediate Supervisor Date

J. Newcome 9.6.18
 Chief Information Officer Date

Cathy Vancura 9/7/18
 Human Resources - Compensation Date

Senior Auditor

Department: Internal Audit

Date: February 19, 2021

Title of Immediate Supervisor: Assistant Director, Internal Audit

Pay Level: L28

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Certified Public Accountant (CPA) or current Certified Internal Auditor (CIA) required.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

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

APPROVAL SIGNATURES:

Wendy Marie 3/18/21
Immediate Supervisor Date

Liana Demand 3/24/21
Department Director Date

Mary E Bond 4-1-2021
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Senior Auditor

Department: Internal Audit

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

Wendy Magno 3/18/21
Immediate Supervisor Date

Marne Dumond 3/24/21
Department Director Date

Cathy Vance 3/30/21
Human Resources - Compensation Date

Senior Business Applications Analyst

Department: Business Applications

Date: November 8, 2019

Title of Immediate Supervisor: Manager, Business Applications

Pay Level: L29

POSITION SUMMARY: Serve as a business analyst on mission-critical, Authority-wide business applications. Assist departments throughout the Authority with business applications requirements gathering, implementation, 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:*

- Review and evaluate business processes and their relationship with business applications; identify and recommend opportunities to solve business problems and improve processes through new technology or alternative uses of existing technology.
- Provide analytical/technical support for the development of business/functional requirements for current and future business applications; use requirements gathering to assist with the preparation of specifications to be used to for the procurement and implementation of business applications.
- Assist in identifying gaps between the business requirements and software functionality and recommend workarounds (electronic or manual) or customizations to fill the gaps.
- Evaluate, monitor, coordinate, lead, and test implementations and upgrades of new and existing major business applications to ensure delivery within established scope, quality, time and cost parameters, including near term post production support.
- Document procedures for new functionality for use and maintenance by user departments. Maintain and update existing support documentation.
- Identify integration opportunities and coordinate integration between business applications.
- Assist departments with troubleshooting functional issues with business applications.
- Assist departments with testing software enhancements, patches and upgrades of business applications.
- Identify new or modified training needs, develop training materials, and develop and deliver formal and informal user training.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Sound judgment and creativity in solving highly complex technical problems

LICENSES/CERTIFICATIONS:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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


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


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

APPROVAL SIGNATURES:

 11-19-19
 Immediate Supervisor Date

 11-8-19
 Department Assistant Director Date

 11-13-2019
 Chief Operating Officer Date

 11-19-19
 Sr. Director, HR & Risk Mgmt Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Senior Business Applications Analyst

Department: Business Applications

Date: November 8, 2019

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

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

Ca Dwyer 11-19-19
Immediate Supervisor Date

[Signature] 11-13-2019
Chief Operating Officer Date

Cathy Mann
Human Resources - Compensation Date

Senior Commercial Properties Administrator – Airline Properties

Department: Commercial Properties

Date: November 11, 2019

Title of Immediate Supervisor: Manager, Commercial Development

Pay Level: L25

POSITION SUMMARY: Provide lease management, financial and other analytical support, contract evaluation and research support to management staff. Draft airline space and use agreements, amendments and other agreements at the direction of management. Administer and maintain compliance with the terms and conditions of assigned agreements. Serve as Authority's liaison with corporate and local tenant representatives to understand, evaluate, present, track and resolve tenant issues and projects. Represent the Authority in assigned matters pertaining to Greater Orlando Aviation Authority's commercial properties department.

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

- Responsible for contractual issues with leasing of airport properties for airlines, airline service providers, vendors and related agencies currently serving or proposing service to Orlando International Airport.
- Facilitate the identification of space to meet the needs of existing and prospective airline tenants.
- Administer a portfolio of varied airline space and use agreements and lease agreements requiring a diverse understanding of contractual language, tenant processes and procedures.
- Enter and maintain key terms and conditions, including billing instructions, for each agreement in the Aviation Authority's property management software in a timely and accurate manner.
- Establish relationships and communicate regularly with tenants to resolve issues, facilitate cross departmental coordination, and maintain good tenant relations.
- Prepare and process draft lease documents, amendments, letters and memorandums for management and legal counsel review.
- Coordinate and facilitate the execution of agreements, and distribute executed agreements.
- Prepare and process form agreements, amendments, permits, licenses, Design Review Committee packages and annual renewals.
- Administer the Aviation Authority's contractual requirements for tenant construction projects and assist Tenant Construction personnel with the approval, coordination and completion of multiple tenant projects.
- Interface with various Aviation Authority departments and personnel to evaluate, recommend and obtain approvals for space assignments; to resolve space, use and support facilities; to evaluate, recommend and obtain approvals for the assignments of baggage makeup facilities; to confirm tenant contract maintenance requirements and expedite resolution for tenant maintenance issues; to confirm tenant awareness of their security responsibilities and to verify all thresholds are met; to provide support, coordination, mediation and resolution of contractual issues; to provide fee estimates and other information to assist with the integration of new airlines, tenants, services, space and support requirements; and to provide information regarding tenant space assignments and changes that affect passenger terminal way-finding.
- Prepare and issue monthly airline service reports, and tenant contact directories for their distribution by Marketing.
- Assist in the development of bid documents and request for proposals for aviation and non-aviation projects; coordinate the solicitation, bid review, recommendation to procurement committee and to Authority Board for award to successful bidder.
- Lead the coordination, vetting, and approval of new space and space change requests in coordination with Airline Affairs, Airport Operations, Airport Maintenance, Tenant Construction and corporate tenant property and facilities representatives.
- Assemble Letters of Authorization, which comply with the Rates and Resolution agreement and Airport Operations Procedures for the leasing of terminal space, baggage make-up units, preferential gates, ticket counters and support space.

- Coordinate updates to Exhibit C (Allocation of Space) to the LOA's, Space Use Agreements and other terminal complex leaseholds.
- Prepare scenarios, proposals, business and statistical analysis as needed by management to support airline and airline related tenant negotiations.
- Collaborate with Finance to confirm revenues are apportioned accurately in accordance to the lease documents; verify and confirm tenant billing; collaborate on all rent and rent collection related issues, including rent escalations, changes in space, agreement assumption, tenant name or ownership changes; assist in collections.
- Maintain and populate the Space Management System database and coordinate modifications to base drawing with CADD support personnel.
- Conduct field verification of space allocations as needed.
- Coordinate address requests, monitor and update property data in technology information systems.
- Process requests for tenant improvement projects and tenant signage. Perform a preliminary review of schematic renderings, drawings and other associated documents and presents to the DRC following content approval, prior to Engineering review; Aviation Authority liaison with tenant and represent the department at construction design meetings, pre-construction meetings, project update meetings, job coordination meeting, as required.
- Abstract and track critical dates, etc. for new leases, lease renewals, expansions, contractions, relocations, terminations and various lease amendments in a timely and accurate manner.
- Evaluate deposits and contract bonds against current and forecasted activity. Make recommendations with regards to increasing or decreasing deposits and contract bonds annually, bi-annually, or as needed.
- Work closely with the Aviation Authority's General Consultant to maintain compliance with graphic standards and uniformity with past and future issues.
- Compile and maintain statistical data essential to developing rates and charges, minimum annual privilege fees, project costs, and financial proformas.
- Provide revenue forecasts and coordinate the department's revenue budget annually; assist with the preparation of department O&M Budget and Capital Requests as necessary.
- Interface with current and future tenants/customers to resolve start-up or relocation issues. Coordinate operational activities to assure that occupants receive the level and kind of building services specified in lease agreements and verify that property is in a condition that complies with the terms of leases at the time it is vacated. Address tenant issues with management or other departments as needed.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non- Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Coordinate tracking, storage and destruction of documents and records, and respond to public records requests.
- Draft board memos, presentations and other business proposals as required by management.
- Maintain and distribute the Airline Providing Service report used by Marketing, Customer Service and IT on the airport website and mobile phone app for public information purposes.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects,
- Ability to read, interpret and draft contracts, leases and routine property management transaction documents, and read and interpret construction blueprints, schematics, drawings and architectural renderings.

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Considerable independence in judgement and initiative in decision making regarding tenant compliance with agreement terms and financial requirements. Must be able to meet deadlines, create ad-hoc reports for management.
- Frequent day to day customer contacts in which Authority's policies and procedures must be consistently and accurately represented. Required to provide high standard of customer service with professionalism and efficiency.
- Possess an understanding of individual corporate protocol when communicating, negotiating or interacting with sophisticated corporate representatives.
- Must have a solid understanding of the Authority's mission, goals and objectives.

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

APPROVAL SIGNATURES:

Byron Hoff 11/19/19
Immediate Supervisor Date

[Signature] 11/20/19
Department Senior Director Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Senior Commercial Properties Administrator – Airline Properties

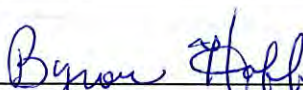
Department: Commercial Properties

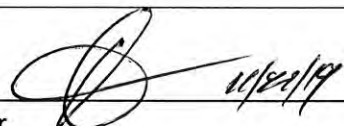
Date: November 11, 2019

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

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


 _____ 11/19/19
 Immediate Supervisor Date


 _____ 11/20/19
 Senior Director Date


 _____ 12/1/19
 Human Resources - Compensation Date

Senior Concessions Contract Administrator - Food and Beverage

Department: Concessions

Date: November 11, 2019

Title of Immediate Supervisor: Manager, Concessions

Pay Level: L25

POSITION SUMMARY: Represent the Greater Orlando Aviation Authority (GOAA) in food and beverage concessions and other matters pertaining to Concessions department as assigned. Draft food and beverage concessions agreements, space and use agreements, amendments and provide business, financial and analytical support at the direction of management. Administer and maintain compliance with the terms and conditions of the concession agreements. Serve as GOAA's liaison with corporate and local tenant representatives.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 lease management of food and beverage concession properties at Orlando International Airport. Manage a portfolio of food and beverage concession agreements requiring a diverse understanding of contractual language, tenant processes and procedures.
- Monitor and enforce Food and Beverage regulatory safety, quality and customer service standards. Conduct inspections for safety, maintenance and operational compliance.
- Serve as a liaison to FDA Inspectors, Multiple Location Tenants and Corporate personnel to resolve issues and maintain high standards of regulatory safety, quality and customer service.
- Assist Small Business Department with monitoring ACDBE compliance including conducting onsite interviews to confirm participation, and collecting data and reports from concessionaires with regards to ACDBE requirements.
- Draft term sheets, concession agreements, amendments, space use agreements, licenses, permits and exhibits for the use and lease of food and beverage properties and facilities at the airport.
- Draft formal business letters, memorandums and presentations and present recommendations to management and committees as assigned.
- Work closely with management and legal counsel in the drafting and negotiation of various concession agreements and other legal documentation.
- Assist in the drafting and development of bid documents and request for proposals, solicitations, formulation and presentation of alternatives and recommendations to management and committees for approval.
- Prepare, monitor and maintain concession revenue reports, databases, spreadsheets and various analysis for distribution to management.
- Enter and maintain key terms and conditions, including billing instructions, for each agreement in GOAA's property management software in a timely and accurate manner.
- Abstract and track critical dates, etc. for new contract agreements, lease renewals, expansions, contractions, relocations, terminations and various lease amendments in a timely and accurate manner.
- Administer contractual requirements for tenant improvement projects and assist Tenant Construction personnel with the approval, coordination and completion of multiple tenant improvement projects.
- Lead the identification, coordination, vetting, and approval of space requirements and space changes in coordination with Terminal Operations, Terminal Maintenance, Tenant Construction and corporate tenant concession representatives.
- Collaborate with Finance to confirm revenues are apportioned accurately in accordance to the lease documents; verify and confirm tenant billing; collaborate on all rent and rent collection related issues, including minimum annual concession fees, rent escalations, changes in space, agreement assumption, tenant name or ownership changes; assist in collections.
- Maintain and populate the Space Management System database and coordinate modifications to base drawings with CADD support personnel.

- Process requests for tenant improvement projects and tenant signage. Perform a preliminary review of schematic renderings, drawings and other associated documents and presents recommendations to committee.
- Work closely with GOAA's General Consultant and Tenant Construction personnel to maintain compliance with tenant design standards and graphic standards.
- Assist tenants on matters requiring intervention by other GOAA Departments. Interface with various departments to evaluate a variety of issues, determine contractual requirements, access alternatives, facilitate agreement, make recommendations, obtain approvals, and expedite the resolution, including the mediation and resolution of a variety of contractual issues.
- Evaluate deposits and contract bonds against current and forecasted sales. Make recommendations with regards to increasing or decreasing deposits and contract bonds annually or as needed.
- Prepare audit reports and evaluate tenant provided audits to ensure accuracy and compliance with the terms and conditions of the agreements.
- Compile and maintain sales data as provided by concessionaires to develop statistical data essential to developing and evaluating performance levels and for the development of future concessions opportunities.
- Provide revenue forecasts and coordinate the department's revenue budget annually.
- Interface with current and future tenants/customers to resolve start-up or relocation issues. Coordinate operational activities to assure that occupants receive the level and kind of building services specified in lease agreements and verify that property is in a condition that complies with the terms of leases at the time it is vacated.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non- Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Coordinate tracking, storage and destruction of documents and records, and respond to public records requests.
- Coordinate the dissemination of concession opportunities, operating hours and location information with the Authority's Customer Experience, Marketing and IT departments.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in aviation management, business, finance, real estate or public administration, or in a directly related field and five (5) years of experience related to food and beverage concessions, lease management, contract administration and operations, or an equivalent combination of related training, education and experience. Experience using property and contract management software applications, drafting concession agreements, commercial leases and formal business letters required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge and understanding of the airport concessions or food and beverage industry in a large multi-unit campus environment, including the knowledge of food storage, food waste and food safety regulations.
- Demonstrated ability to read and write commercial leases and concession agreements effectively and efficiently
- Demonstrated ability to interpret contractual language, including concession agreements, service contracts, amendments, leases and other real estate documentation.
- Ability to read, understand and interpret local and federal regulations, certifications, registrations, licensing and operational procedures.
- Knowledge of standard space management practices and techniques to assist clients in developing space requirements; layouts, designs and timetables for build-out of space.
- Demonstrated ability to plan, prioritize, organize, schedule and manage to completion multiple projects at the same time.
- Excellent interpersonal, communication, public presentation and written skills and ability to effectively interact with domestic and international corporate customers, including legal, financial, professional, technical and non-technical individuals.
- Proficiency in Microsoft Office Suite or similar applications and property management software to perform business, financial and operational analysis, prepare and make presentations

- Demonstrate team leadership, integrity, ingenuity, and inventiveness in the performance of assigned tasks and represent the Authority in a professional manner.
- Ability to quickly identify issues, resources and alternatives, build consensus, recommend suggested courses of action and implement decisions.
- Must have the ability to work in a dynamic environment interacting regularly with corporate executives, local and federal officials.
- Ability to serve as the Authority's liaison and tenant advocate to resolve conflicting interests and ensure optimal solutions acceptable to all parties in a timely manner.
- Ability to physically visit all tenant areas
- Flexibility of schedule to visit tenant areas during non-standard work hours, which may include occasional holidays and weekends.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license required
- Food Protection Manager Certification required at time of hire or must be obtained within 12 months
- Certified Property Manager or similar industry certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Considerable independence in judgement and initiative in decision making regarding tenant compliance with agreement terms and financial requirements. Must be able to meet deadlines, create ad-hoc reports for management.
- Frequent day to day customer contacts in which Authority's policies and procedures must be consistently and accurately represented. Required to provide high standard of customer service with professionalism and efficiency.
- Possess an understanding of individual corporate protocol when communicating, negotiating or interacting with sophisticated corporate representatives.
- Must have a solid understanding of the Authority's mission, goals and objectives.

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APPROVAL SIGNATURES:

Tracy C. Harris 11-19-19
 Immediate Supervisor Date

[Signature] 11/21/19
 Department Senior Director Date

[Signature] 12-6-19
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Senior Concessions Contract Administrator

Department: Concessions

Date: November 11, 2019

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

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

Jay C. Harris 11-21-19
Immediate Supervisor Date

[Signature] 11/21/19
Department Senior Director Date

[Signature] 12/14/19
Human Resources - Compensation Date

Senior Construction Accounting Specialist

Department: Finance

Date: August 15, 2018

Title of Immediate Supervisor: Manager, Finance

Pay Level: L20

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be thoroughly knowledgeable on spreadsheet software.
- Construction industry experience helpful.
- Experience in Excel and Oracle or other comparable electronic accounting systems.
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Must be able to determine when additional follow up or analysis is needed

- Must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines
- Excellent attention to detail
- Good written and verbal communication skills; ability to effectively communicate with various levels of management and consultants

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


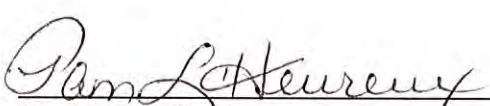
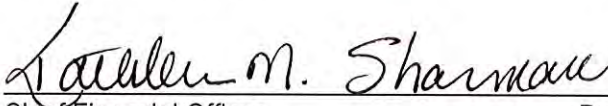
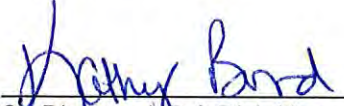
- None

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

- Position has continuous projects and must be able to handle a great variety of tasks and responsibilities simultaneously and efficiently, including prioritizing of daily and monthly work.
- Work independently under moderate supervision, exercising considerable judgment and discretion.

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

APPROVAL SIGNATURES:

	8/17/18		8/17/18
Immediate Supervisor	Date	Department Director	Date
	8/17/18		8/23/18
Chief Financial Officer	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

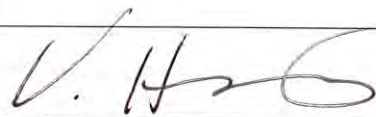
Senior Construction Accounting Specialist

Department: Finance

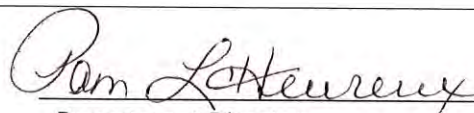
Date: August 15, 2018

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

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


 Immediate Supervisor

 8/17/18
 Date


 Department Director

 8/17/18
 Date


 Human Resources - Compensation

 8/20/18
 Date

Senior Director, Engineering and Construction

Department: Engineering & Construction

Date: September 1, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E2

POSITION SUMMARY: Provide senior-level leadership, guidance and direction of Engineering, Construction, and Grant activities for the Greater Orlando Aviation Authority (GOAA).

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

- Oversight of Engineering and Construction activities including oversight of the design, bid and contract award process for capital projects; coordination with governmental agencies for grant preparation; approval and closeout processes.
- Key participant in periodic update of the Authority's strategic plan, the development and tracking of goals, objectives, strategies and tasks.
- Establish a suitable business plan, objectives and priorities for each area of responsibility.
- Manage the timely implementation of capital programs and the planning, permitting and development of real estate controlled by the Authority.
- Develop policies, procedures, and resources necessary for the effective and efficient running of assigned areas.
- Maintain the organizational structure best suited to accomplish the mission of the Aviation Authority. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Develop Authority five-, ten- and twenty-year Capital Improvement Plans as well as annual capital budget requests.
- Interacts with local, state and federal governmental agencies.
- Employ consulting services and other advisors as may be necessary to accomplish the purpose of the GOAA mission.
- Demonstrate initiative and creativity by monitoring the capacity of airport systems and infrastructure and advancing the most cost-effective and timely projects necessary to meet airport demand.
- Implement appropriate safety measures, and verify compliance with all active building codes and environmental regulations including local, state and federal permitting agencies.
- Maintain a positive professional reputation in the community by engaging in projects of mutual interest and speaking engagements to local groups.
- Serve as a voting member of the Design Review Committee, and other committees as appropriate.
- Responsible for staying current on all GOAA emergency response procedures and verifying proper response as required.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Promote a work environment that reflect the Authority's values, ethics, and integrity, and adhere to legal responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in relevant technical area and ten (10) years progressively responsible management experience including the implementation of large capital programs at large (desired) or medium hub airports, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proven executive leadership and management skills
- Analytical skills with a wide variety of Engineering/Construction management functions
- Demonstrated skill in developing and implementing complex initiatives
- Excellent oral and written communication skills in English; multi-lingual skills a plus
- Excellent interpersonal and teamwork skills
- Demonstrated ability to understand, critique, negotiate, market and manage contracts and insurance policies
- Demonstrated skill in supervising and motivating staff, developing and implementing complex initiatives
- Efficient and effective negotiation and time management skills
- Computer skills and knowledge of business software applications.
- Ability to effectively lead and/or participate as a member of GOAA Committees
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

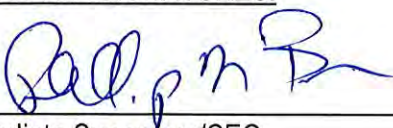
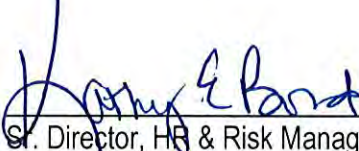
- Directly supervises a staff of approximately five (5); indirectly supervises a staff of approximately thirteen (13)

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Senior Director, Engineering and Construction

Department: Engineering & Construction

Date: September 1, 2021

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

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


 _____ 9-2-2021
 Immediate Supervisor/CEO Date


 _____ 4/3/2021
 Human Resources - Compensation Date

Senior Director, Human Resources & Risk Management

Department: Human Resources

Date: August 26, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E2

POSITION SUMMARY: Provide senior-level Human Resources and risk management leadership functions for the Greater Orlando Aviation Authority (GOAA). Oversee the development and administration of the Human Resources and Risk Management 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:*

- Oversee various Human Resources programs including labor relations, employee relations/investigations, legal compliance, talent acquisition, HRIS systems, benefits, performance management, compensation/classification, budget, policy interpretation and update, and management of the Human Resources office.
- Provide leadership to the Risk Management programs in the evaluation, mitigation and monitoring of the GOAA's operational and strategic opportunities and risks to protect assets, business operations and reputation.
- Develop and implement Human Resource goals, objectives and strategies.
- Serve as chief spokesperson for labor contract negotiations and oversee contract administration.
- Interface with executive management, insurance brokers, underwriters and consultants to determine coverage, loss limits, self-insured and deductible limits, and catastrophic coverage requirements.
- Work with executives and management team to promote positive work environment for the organization.
- Facilitate organizational and departmental alignment of activities associated of the employee compensation and benefit programs.
- Chair Retirement Benefits Committee.
- Oversee the execution of organizational and employee development programs.
- Work with management team to meet staffing needs for the organization.
- Manage Worker's Compensation claims in conjunction with Risk Management.
- Ensure effective administration of all human resources programs.
- Ensure compliance with all applicable laws and regulations.
- Develop and effectively administer assigned budgets.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business, Human Resources or closely related field and ten (10) years of progressively responsible department leadership experience in Human Resources or an equivalent combination of education, training and experience. Master's degree preferred. Leadership and management experience in an airport, airline or governmental agency preferred. Knowledge of risk management, insurance and safety related industries required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Executive management and leadership skills
- Analytical skills with a wide variety of Human Resources and safety/risk management functions

- Extensive knowledge of all human resources functions including labor relations, employee relations/investigations, legal compliance, talent acquisition, HRIS systems, benefits, performance management, compensation/classification, budget, policy interpretation
- Excellent oral and written communication skills in English; multi-lingual skills a plus
- Excellent interpersonal and teamwork skills
- Demonstrated ability to understand, critique, negotiate, market and manage contracts and insurance policies
- Demonstrated skill in supervising and motivating staff, developing and implementing complex initiatives
- Broad-based operational perspective to lead safety programs and facilitate solutions for non-insurance related business risks and/or successful experience developing and implementing an organizational risk management and business continuity programs
- Computer skills and knowledge of business software applications.
- Ability to effectively lead and/or participate as a member of GOAA Committees
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- SHRM SCP or SPHR Certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

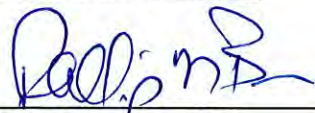
- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately eighteen (18)

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

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Decision to engage outside contractors for specific assignments
- Procedural changes, which affect other departments or which, by policy, require executive management or Board approval, are recommended to appropriate level of management
- Create, design, appraise, analyze, interpret, negotiate and evaluate on a regular basis

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APPROVAL SIGNATURES:



9-2-2021

Immediate Supervisor/CEO

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Senior Director, Human Resources & Risk Management

Department: Human Resources

Date: August 26, 2021

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

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


9-2-2021
 Immediate Supervisor/CEO Date


 Human Resources - Compensation Date

Senior Director, Marketing & Air Service Development

Department: Marketing

Date: August 26, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E2

POSITION SUMMARY: Lead the development of new and expanded scheduled, charter and cargo routes to Orlando International Airport (MCO), both domestic and international. Develop strategy; prepare implementation plans and direct implementation. Manage the Cargo product; generate volumes identified in the strategic plan.

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

- Increase domestic and international scheduled and charter passenger flights and passengers to Orlando International Airport (MCO)
- Oversee the development of MCO's air service presentation to include Central Florida community updates and developments. MCO's Air Service Incentive Program (AISP) and other relevant components to present a compelling Orlando/Central Florida (MCO ASD) story and business case to the airline network and route planner.
- Oversee the cargo product. Direct forecasting, and identify, prepare and implement development plans to provide required facilities and services for cargo and support activities
- Oversee cargo air carriers and maintain contact with current and potential cargo customers as well as other GOAA departments relating to the cargo product
- Present marketing proposals to new/established foreign flag and United States scheduled/ charter air carriers, tour operators, retailers and wholesalers to acquire new/expanded air service to Orlando International Airport
- Monitor air bilateral negotiations and interface with International Aviation Consultant as needed
- Direct annual Marketing Plan development for air service expansion
- Interface with community on leisure, corporate, convention and tour operator development
- Evaluate market opportunities/trends
- Develop and manage passenger and business development advertising programs
- Maintain solid relationship between GOAA/OIA tour operators and international tour operators
- Coordinate, as necessary, GOAA sponsorship of airport/airline-related community event(s)
- Participate and represent GOAA at targeted international airline-related trade show(s)
- Coordinate with appropriate GOAA departments (Properties/Operations) as new/expanded carrier service occurs
- 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:

Bachelors Degree and ten (10) years related experience to include but not limited to airport/airline management, economic development and tourism, or an equivalent combination of education, training and experience. Familiar with airport/airline organization. Cargo development experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of the aviation/airline industry
- Extensive knowledge of tourism industry
- Effective oral and written communication skills
- Demonstrated ability to engage and lead team members, providing effective guidance, coaching and capability development, maintaining close understanding of all team activities, ensuring high quality for all activities/deliverables, and implementing course corrections when needed
- Demonstrated ability to measure the effectiveness of communication strategies and approaches
- Demonstrated ability to work across internal and external communications lines with understanding of how the influence each other
- Excellent public speaking and presentation skills
- Proven ability to pursue outreach and develop relationships in the community and region to promote the Aviation Authority's community value and partnerships
- Intermediate computer skills in Microsoft Office programs
- Demonstrated leadership skills and effective management style
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Knowledge of a foreign language(s) desirable
- Ability to travel frequently, nationally and internationally

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- A.A.E CM desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

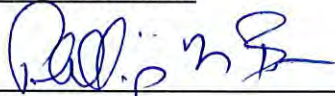
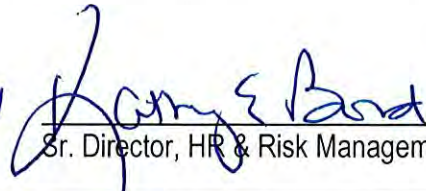
- Directly supervises a staff of approximately one (1); indirectly supervises a staff of approximately six (6)

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

- High degree of independence, extensive latitude in initiative, judgment, and authority.
- Responsible for decisions with a high monetary impact.
- High level negotiating skills.
- Interpret policy, law, contracts, etc.
- High level of evaluation and analysis for decisions which achieve the objectives of the Marketing Plan
- Failure to represent the Authority accurately could result in misrepresentation of the Authority, with potential legal complications and an overall negative impact

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APPROVAL SIGNATURES:

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Senior Director, Marketing & Air Service Development

Department: Marketing

Date: August 26, 2021

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

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

SUPERVISOR COMMENTS:

[Handwritten Signature]

9-2-2021

Immediate Supervisor/CEO

Date

[Handwritten Signature]

9/3/2021

Human Resources - Compensation

Date



Senior Director, Public Affairs & Community Relations

Department: Public Affairs

Date: November 11, 2019

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E2

POSITION SUMMARY: Oversee all external and internal communications efforts for the Greater Orlando Aviation Authority (GOAA), including crisis management, media relations, senior leader communications, the development of integrated change management and communications plans, brand planning and execution of critical meetings and events. Advise the Chief Executive Officer (CEO) and the leadership team on communication matters.

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

- Leverage communications strategies, focus on customer service and economic development role in the region, and considering the viewpoint of multiple stakeholders. Assist with synergistic messaging and brand consistency across all communications channels, and drive overall communications to achieve GOAA strategic goals and position GOAA airports strategically both nationally and internationally. Make formal recommendations to Board, staff and stakeholders to promote the GOAA brand. Monitor the effectiveness of communications programs.
- Build and maintain relationships with journalists, industry representatives, online influencers and key internal stakeholders. Serve as a key media contact; responsible for enhancing and cultivating relationships with the media and public relations industry. Proactively pitch stories to media that position GOAA as specialists on key airport/aviation industry issues as well as updates on expansion, capacity, customer service and other amenity projects. Oversee the development and distribution of press materials, key messages and speeches, Q&A documents, and key presentations. Mentor, review, and approve team member communications. In crisis situations confirm, communicate and coordinate messaging and information and set up of Joint Information Center for media response and the inclusion of other agencies as the situation requires.
- Prepare leaders to represent the Authority in a positive manner and help manage media communications around sensitive situations. Implement coaching techniques to prepare spokespeople and leaders for interviews and speaking engagements.
- Collaborate with other Communications Directors, Directors, media relations specialists and communicators within the Authority and throughout the community.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Verify processes are in place for effective selection, training and development of qualified staff, performance reviews, succession planning, communications, emergency response, business continuity, etc.
- Work with community organizations in promoting the GOAA brand, messaging and coordinating the positive assets of the Authority and its responsibilities.
- Develop and effectively administer assigned budgets.
- Overall responsibility for compliance with federal, state, local and other laws, rules, regulations and permits.
- Recommend and implement policies, procedures, safety measures, emergency response plans, etc.
- Maintain a work environment that promotes the organizations values, ethics, integrity and legal responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Communications, English, Public Relations, Journalism or related field, and a minimum of ten (10) years progressively responsible management experience that includes proven success in the following: developing and executing external communications strategy and plans for a large organization, preferably in professional services; managing and delivering sensitive, crisis and executive communications in a large-scale corporate environment; and advising/interacting with senior executives and public officials, or an equivalent combination of education, experience and training. Television/media industry experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Effective oral and written communication skills
- Demonstrated ability to engage and lead team members, providing effective guidance, coaching and capability development, maintaining close understanding of all team activities, ensuring high quality for all activities/deliverables, and implementing course corrections when needed
- Excellent public speaking and presentation skills
- Demonstrated ability to measure the effectiveness of communication strategies and approaches
- Demonstrated ability to work across internal and external communications lines with understanding of how the influence each other
- Highly skilled in emergency interactions with media
- Proven ability to pursue outreach and develop relationships in the community and region to promote the Aviation Authority's community value and partnerships
- Intermediate computer skills in Microsoft Office programs
- Demonstrated leadership skills and effective management style
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

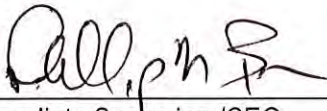
- Directly supervises a staff of approximately three (3) employees
- Oversight responsibility for department of approximately seven (7) employees

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

- Highest level of judgment required to manage GOAA's message during emergency or crisis situations.
- Failure to represent the Authority accurately could result in misrepresentation of the Authority, with potential legal complications and an overall negative impact

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

APPROVAL SIGNATURES:



Immediate Supervisor/CEO

11-12-19

Date



Sr. Director, HR & Risk Management

11-14-19

Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Senior Director, Public Affairs & Community Relations

Department: Public Affairs

Date: November 11, 2019

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

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

SUPERVISOR COMMENTS:

Phillip RB 11-12-19
Immediate Supervisor/CEO Date

Cathy Viana 11/11/19
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Senior Facility Assets Coordinator

Date: June 12, 2012 Level:

Department: Maintenance

Non-exempt; L20

Title of Immediate Supervisor: Manager, Facility Assets Rotating Shifts: No

Shift Premium: No

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

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.*

- Establish multiple job plans and preventive maintenance schedules for each major asset type. These plans must address the goals and objectives of the Facility Department Management.
- Build and maintain the Rotating Assets Structures of approximately thirteen individual storeroom inventories that will support the CMMS.
- System expert for the Asset Management System software in the areas of master file and transaction file record creation and record maintenance. Train others as needed in the use and operation of the new CMMS.
- Generate system designed reports for end users and asset managers.
- Support the in-house warranty claims process.
- Develop and maintain the Item Assembly Structures for all major assets in the CMMS.
- Analyze, identify and resolve problems in the CMMS error codes.
- Prepare inspection criteria (both in-house and contractor-developed) for distribution to the asset inspections.
- Tabulate scores and condition assessments for the purpose of input into the CMMS.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in Business, Administrative Management, or a related field and five (5) years CMMS related experience, or an equivalent combination of training, education, and experience. CMMS experience at a major airport and/or experience with Maximo software preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated ability to thoroughly understand and operate the IBM CMMS by Maximo.
- Exceptional ability to pay attention to detail and meet deadlines.
- Demonstrated ability to analyze, plan and coordinate complex projects.
- Excellent communication skills, both oral and written.
- Basic computer skills to include spreadsheets, project management software, database, and presentation software.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license

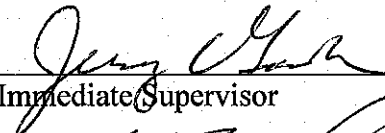
SUPERVISORY RESPONSIBILITIES:

- None

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

- Works independently under moderate supervision, exercising considerable judgment and discretion.
- Establish priorities to maximize productivity and efficiency.

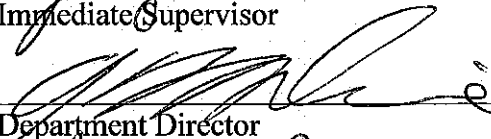
APPROVAL SIGNATURES:



Immediate Supervisor

6/12/12

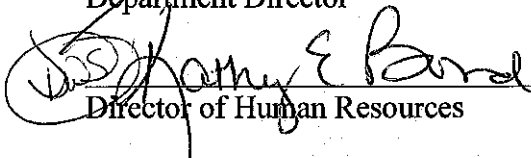
Date



Department Director

6/12/12

Date



Director of Human Resources

6-19-12

Date

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title Senior Facility Assets Coordinator
 Department Maintenance

Date June 12, 2012
 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	
Walking				X		
Sitting		X				
Lifting				X		
A. 0 - 20 lbs.						N/A
B. 21-40 lbs.						N/A
C. 50+ lbs.						N/A
Bending/Stooping					X	
Pushing, Pulling, and/or Digging						N/A
Reaching over Head						N/A
Kneeling, Crawling						N/A
Climbing (ladders, stairs, hills)						N/A
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

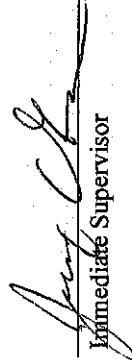
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

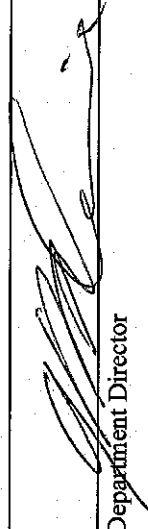
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

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

Supervisor Comments:



 Immediate Supervisor



 Department Director

Date: 6/13/12

Senior Human Resources Generalist - Recruiting

Department: Human Resources

Date: December 31, 2019

Title of Immediate Supervisor: Senior Manager, Human Resources

Pay Level: L23

POSITION SUMMARY: Provide development, coordination, analysis and support for Human Resources activities in the following functional areas as assigned: benefits administration, employee relations, training, performance management, recruitment/employment, onboarding, compensation, and HRIS. Perform other related duties 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:*

- Monitor and lead the daily recruitment operations of the Human Resources office. Perform professional level HR related duties in HR functional area as assigned. Mentor, train and provide leadership support to the Human Resources Generalist staff.
- Communicate with supervisors and department managers to discuss recruitment needs and establish expectations and timeframes for the employment and selection process. Develop and recommend appropriate recruitment strategies to address the hiring department needs regarding timeframes and quality of applicants.
- Evaluate candidates' qualifications and assist the department to identify the most qualified for interview. Modify standard selection criteria and interview questions as needed, and assist the department with the interview process.
- Maintain timely communications with department management regarding the status of recruitment and the selection process.
- Develop and coordinate effective sources for advertising and recruitment marketing materials.
- Participate on assigned interview panels, record and evaluate candidates' education, experience, training, skills, etc. and work with the panel to make recommendations.
- Schedule interviews; process offer letters; make job offers and coordinate background investigations. Prepare new employee paperwork. Plan, prepare and conduct new employee orientation.
- Maintain assigned recruiting related logs in a timely manner (I9, applicant tracking, etc.). Maintain all pertinent applicant and interview data in the Talent Management System (CSOD).
- Assist in the review, updates, and development of job descriptions to reflect current duties and responsibilities
- Assist in the review, testing and implementation of CSOD upgrades and patches. Collaborate with functional and technical staff to coordinate application of upgrade or fix.
- Maintain awareness of current trends in HRIS with a focus on recruitment process product and service, development, delivery and support, and applying key technologies. Examine trends in information systems training, materials and techniques.
- Assist the HR Employee Relations function as follows: update and maintain logs and personnel folders with executed actions; participate in investigations as assigned; research and compile information to support investigations; and draft responses to complaints (EEOC, FCHR, etc.).
- Assist the HR Training function as follows: identify training and organizational development needs through job analysis, performance appraisal and consultation with employee and/or the department; design, deliver and coordinate training programs based on organization and individual needs; develop an evaluation model to measure effectiveness of training including application of content and behavioral changes; identify core job competencies for the development of an organizational succession plan; and assist with the creation and/or delivery of e-learning packages.
- Maintain up-to-date knowledge of related policies, procedures, and employment law, and verify all are followed throughout the process.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Human Resource Management or a related field, and four (4) years of Human Resources work experience in multiple functions such as benefits administration, employee relations, training, performance management, recruitment/employment, onboarding, compensation and HRIS or an equivalent combination of education, training, and experience. Leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge and understanding of Human Resources policies and procedures, and employment law
- Excellent oral and written communication skills; strong presentation skills – ability to communicate effectively in English; multi-lingual skills preferred
- Good computer skills; able to work effectively in Microsoft Word, Excel, and Outlook required; knowledge of Talent Management System, and Applicant Tracking Systems (ATS) preferred
- Exhibit an understanding of e-learning techniques
- Ability to conduct different types of interviews and assessments
- Requires high degree of attention to detail
- Organizational skills to effectively prioritize work, multi-task and meet deadlines
- Demonstrated ability to work with confidential and sensitive information
- General knowledge of instructional and content design
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

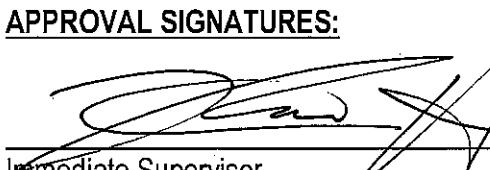

- None

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion. May interpret and applies contracts, policies, laws
- Although procedures and most documents are standardized, judgment is required when talking to and evaluating applicants, when completing background investigations, and during the recruitment, interview and selection processes

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

APPROVAL SIGNATURES:

	
Immediate Supervisor	Sr. Director, HR & Risk Management
Date 1/10/2020	Date 1-24-2020

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Senior Human Resources Generalist

Department: Human Resources

Date: December 31, 2019

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

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

1/10/2020
Immediate Supervisor Date

1-10-2020
Department Senior Director Date

1/10/20
Human Resources - Compensation Date



Senior IT Security Analyst

Department: Information Technology

Date: September 9, 2020

Title of Immediate Supervisor: Manager, Information Technology Security

Pay Level: L30

POSITION SUMMARY: Guide analysts in the analysis and response to computer security incidents. Isolate and correct problems related to security. Assist with system and application audits. Assist in development of risk management procedures, business continuance scenarios, contingency and disaster recovery plans for central and distributed systems to maintain operations during downtime and/or major disasters. Lead analyst in the monitoring of network security and the administration of the network security monitoring tools and Security Incident & Event Monitoring (SIEM) tools

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

- Monitor servers and client systems for illegal or unauthorized software installation, misconfigurations and intrusions.
- Assist in the execution of security risk assessments and other security testing, including vulnerability assessments and penetration testing.
- Educate users on systems security standards and procedures.
- Administer User Security Awareness Training annually and on-boarding new employees.
- Monitor compliance with security policies and procedures, and prepare compliance reports.
- Monitor reports of malware infection or other intrusions; design and document processes and procedures for incident response.
- Coordinate computer security incident response activities in a supporting capacity for operational groups.
- Responsible for Vulnerability Management, including the process of scanning related systems and managing the required resolution tasks/projects.
- Manager of the Computer Security Incident Response Team (CSIRT) process; activate the team in the event of a Security Incident.
- Test BCP plans with various operational and support groups.
- Monitor and administer Security Information and Event Monitoring (SIEM) application and consult with operation staff for logging best practices.
- Analyze logs and system records to provide advanced incident response capabilities for ongoing incidents; generate related reporting.
- Monitor and administer the network management console for error conditions related to security.
- Responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to Payment Card Industry Data Security Standard (PCI DSS), privacy data, or GOAA confidential information. Responsible for thorough understanding of the CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and four (4) years' experience required in the administration of security for corporate networks, or an equivalent combination of education, training and experience.

REQUIRED (or equivalent education, training, experience):

- Knowledge of computer and data security principles, TCP/IP and associated network and system protocols
- Experience with at least one scripting language such as PowerShell, Python, Ruby, Bash, or Perl
- Experience with logging formats
- Experience with network management systems (NMS)
- Experience with Security Information and Event Management (SIEM) software

- Experience with SNMP and network packet analysis tools
- Experience with Cisco network components
- Experience with Palo Alto security components
- Experience using security products such as McAfee endpoint
- Linux, proficiency at the command line level
- Experience using network security products such as endpoint protection, ePO, DLP, WebGateway, TIE, ATD, Splunk, NeXpose
- Experience using tools such as Nessus, Nmap, Ettercap, Hashcat, Metasploit, Aircrack, Burp Suite, Acunetix, FTK, Sleuth Kit, Wireshark, Tcpdump, Netcat, and similar tools
- Experience with Microsoft Server and client Operating Systems (OS)

DESIRED:

- Experience in computer security incident response and forensics
- Experience with the administration of BCP in a corporate environment.
- Experience with Oracle eBusiness Suite (or related Financials package) security, audit and control methods and concepts
- Working knowledge of information security programs using best practices methodologies such as Florida's 'Security of Data and Information Technology Resources Act' (Rule Chapter 60DD-2 Florida Information Resource Security Polices and Standards)
- Working knowledge of ISO, COBIT, etc. that includes administration, technical and physical safeguards.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of operating systems, applications, databases, and current vulnerabilities
- Must have excellent analytical skills related to the job functions and requirements
- Demonstrated ability to analyze, isolate, duplicate and resolve problems
- Demonstrated leadership skills
- Strong oral verbal and written communication skills
- Ability to manage multiple priorities and projects while anticipating possible impacts and benefits of change
- 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
- CISSP, SANS, GIAC, GCIH required
- Security+, SSCP, Palo Alto, Microsoft, Linux or CISCO certifications desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

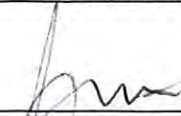
- May lead IT Security Analyst in task/projects related to IT security incidents

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
- Independent judgment for complex technical issues is critical and required routinely on a daily basis.

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APPROVAL SIGNATURES:



Immediate Supervisor

10/3/2020

Date



Department Director

10/8/2020

Date



Sr. Director, HR & Risk Management

12-9-2020

Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



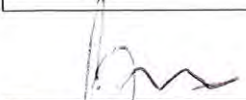
Senior IT Security Analyst


Department: Information Technology

Date: September 9, 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	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
Must be able and willing to work both standard and non-standard work schedules, including weekends							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor Date 10/9/2020


 Department Director Date 10/9/2020


 Human Resources - Compensation Date 10/13/20

Senior Manager, Purchasing

Department: Purchasing

Date: January 20, 2021

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: L31

POSITION SUMMARY: Responsible for the management of Greater Orlando Aviation Authority's (GOAA) centralized Purchasing and Material Department. Plan, organize, direct and coordinate the Purchasing and Material Control activities including, but not limited to: goods and services, furniture, fixtures and equipment (FF&E) for construction related projects, IT technology related software, materials, supplies, equipment and services, fixed asset management including disposal of surplus and lost and found items. Develop, review, and update procurement strategies, policies, procedures and processes.

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

- Oversee and coordinate the daily activities and workload of assigned Purchasing personnel, including the issuance of Invitation for Bids (IFB) and Requests for Proposals (RFP), or other approved purchasing processes. Confirm ethical and best practices are adhered to as it relates to all Purchasing Department processes for compliance, consistency, and equity.
- 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).
- Manage the pre-award/post-award Purchasing Department functions such as negotiating complex procurements, drafting award recommendation memos and other award documents.
- Develop procurement strategies to accomplish assigned functions, meeting priorities, deadlines and goals. Evaluate requirements for scope of work, schedules, standardization, and other considerations. Assist staff in developing pricing and negotiation strategies. Meet with a Policy/SOP Review Team quarterly to continue to improve policies, processes and procedures.
- Oversee the coordination of the development of specifications for goods and services to be purchased by the department and determine the procurement method. Maintain a file of documents and processes that have resulted in successful awards.
- Supervise the review and maintenance of the Purchase Order files. Monitor files to confirm they are properly maintained to protect the Authority's interests and rights under each award and in accordance with applicable law and Authority policy.
- Monitor 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.
- Attend planning meetings related to construction projects and monitor upcoming FF&E or OFM purchases for those projects.
- Manage FF&E or OFM purchases for construction projects in conjunction with Purchasing Supervisor.
- Represent the Purchasing Department in the Appeals/Protests to recommendations of award.
- 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.
- Provide leadership to staff to maintain optimal operation and performance of duties.
- Oversee the Capital expenditure procurements for the hotel facility.
- Prepare annual budget for Purchasing and Material Control.
- Advise Management of issues requiring executive attention or assistance.
- Monitor the use of effective fixed asset management, tracking, item number set-ups, and storage/disposal of surplus property.
- 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 management capacity leading a staff of three (3) or more, 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 and ERP systems 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 seven (7) employees

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

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

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

APPROVAL SIGNATURES:

2-12-2021
Kathleen M. Sherman CFO 2/10/21 [Signature] Date Chief Executive Officer Date

[Signature] 2-12-21 Date
 Sr. Director, HR & Risk Management

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Senior Manager, Purchasing

Department: Purchasing

Date: January 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.

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:


 Karen M. Shannon, CFO 2/10/21
 Immediate Supervisor/CFO Date

 2-4-2021
 Chief Executive Officer Date


 Cathy Vance 2/17/21
 Human Resources - Compensation Date

Senior Middleware Analyst

Department: Information Technology

Date: October 11, 2019

Title of Immediate Supervisor: Manager, Automation Software

Pay Level: L31

POSITION SUMMARY: Responsible for analysis, recommendation and support our strategic direction using state-of-the-art middleware technologies to meet the organizations requirements. Sustain a middleware integration environment that provides maximum stability, up time, throughput, and scalability; not just for internal system integrations but also for integration with business trading partners. Analyze enterprise applications where integration is required, and for integration interface services and database development, implementation, support, troubleshooting, and management of the Aviation Authority's AIDB (Airport Integrated Data Broker) products. Work with Application Developers where feasible and practical, and then take responsibility for design, testing, implementation and support of an optimal integration transport. Proactive procedures must be implemented in order to complement the data requirements among the diverse platforms being implemented throughout the Authority.

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

- Responsible for the day-to-day activities in the creation/deployment/support of the enterprise application integration environment.
- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts, options and assessment of their associated costs and benefits.
- Enable automation of business processes across the enterprise using industry standard middleware technologies (XML, SOAP, Web Services etc.) and design them using Service Oriented Architecture (SOA) principles
- 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 use in project estimates.
- Define detailed function, interface and performance requirements for selected automation options consistent with applications standard methodology.
- Work closely with end users, development teams and business partners to confirm the success of multiple system integration projects.
- Provide management oversight of development efforts.
- Establish and maintain the security and integrity of the enterprise integration and infrastructure with supported interfaces.
- Solve technical problems of middleware involving large scale inter-disciplinary objectives within multiple systems.
- Work with DBAs in performing integration related database tuning and optimization.
- Establish, schedule and monitor system logs, reports and alerts for interfaces, disk usage, and application backups and data anomalies while maintaining adequate system resources for supported service, systems and databases.
- Update software/applications in accordance with any maintenance contracts pending or as necessary to keep systems within recommended version guidelines.
- Develop and maintain detailed documentation to support all phases of the SDLC. Define, create and verify the integrity of the enterprise data vocabulary and semantics.
- Map business requirements to technology capabilities, identifying gaps and omissions and designing end-to-end solutions.
- Confirm that proposed application deliverables from the development teams can properly plug into the deployed infrastructure.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications and integration developments.

- Maintain a current knowledge of developments in both hardware and software to insure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Monitor software licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Collaborate with management in the preparation of the Information Systems budget.
- Provide guidance and training to less experienced IT professionals.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Technology or related field and directly related practical experience as defined in Experience Requirements or an equivalent combination of education, training and experience. Requires specialization in systems analysis, design, development, testing and system integrations in a medium to large corporate enterprise environment.

Experience Requirements:

- Experience and knowledge using middleware message broker technologies and products such as Oracle SOA Suite; minimum of three (3) years experience designing and/or implementing integration solutions between various WSDL and applications including web-based, custom application and/or major ERP systems like Oracle EBS or Maximo
- Integration experience including system architecture, administration and development
- Three (3) years experience in software or applications engineering and/or technical operations
- Experience defining technical strategies, architecture and database management processes.
- Technical experience developing in XML and BEPL required.
- Should have proven experience with several of the following: DF Diagrams, ER Diagrams, Class Diagrams, Data Modeling, Process Modeling, MS T-Server, Oracle PL/SQL, Java, workflow development tools and Suite system administration tools.
- Must have full life cycle experience in the implementation of and post-implementation support for an Enterprise Application Integration (EAI) system and the deployed integrations. Demonstrated ability to translate user needs into technical requirements.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Able to establish an integration strategy, define needed architectures and standards, and develop integrations
- Familiar with data and process integration techniques using middleware interoperability/coherent distributed architectures
- Expertise in analyzing/applying data architecture and data flow requirements to integration processes
- Strong written and oral communication skills.
- Excellent technical documentation skills.
- 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
- 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 to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license



Senior Middleware Analyst

Department: Information Systems

Date: October 11, 2019

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

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

SUPERVISOR COMMENTS:

Empty box for supervisor comments.

Immediate Supervisor: [Signature] 10-17-19 Date

Chief Information Officer: [Signature] 10.17.19 Date

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



Senior Payroll Specialist

Department: Finance

Date: October 12, 2018

Title of Immediate Supervisor: Manager, Finance

Pay Level: L20

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of payroll, payroll related taxes and compliance with local, state and federal payroll/tax regulations, including Fair Labor Standards Act (FLSA) rules
- Must be detailed oriented, accurate and have time management skills
- Must be able to work under strict deadlines and be reliable
- Familiar with Bloomberg BNA – Payroll Administration reference library
- Knowledge of garnishment, child support and levy processes
- Advanced skills in Microsoft Office, experience with financial, payroll and timekeeping system
- Must possess strong interpersonal skills to deal tactfully and courteously with employees and the general public
- Ability to handle and prioritize multiple responsibilities and work in a changing environment
- Must be able to work independently as well as in a team environment
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Payroll Professional certification desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Elise Alfonso 1.11.19
Department Manager Date

Maui Demms 1/11/19
Department Assistant Director Date

Pam Atteureux 1/11/19
Department Director Date

Lauren MSU 1/14/19
Chief Financial Officer Date

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

FLSA: Non-Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A


Senior Payroll Specialist

Department: Finance

Date: October 12, 2018

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

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


 _____ 1.11.19
 Immediate Supervisor Date


 _____ 1/11/19
 Department Director Date


 _____ 1/11/19
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Senior Production Technician

Date: February 16, 2015

Department: Public Affairs

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Title of Immediate Supervisor: Manager, Public Affairs

Shift Premium: No

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

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

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

EDUCATION /EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida drivers license

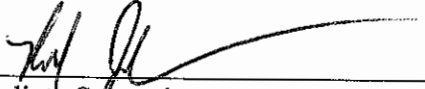
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

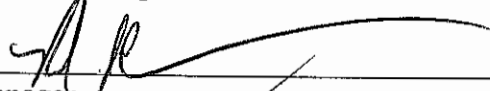
APPROVAL SIGNATURES:



 Immediate Supervisor

20 FEB. 15

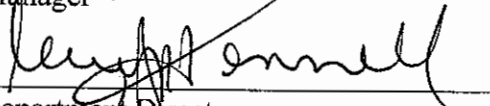
 Date



 Manager

20 FEB. 15


 Date



 Department Director

2/20/15

 Date



 Director of Human Resources

2-26-15

 Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Senior Production Techniciqn
 Department Public Affairs

Date February 16, 2015
 Secti 021

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

	<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)

Importance

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

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

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

- Frequency**
- 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
Use of GOAA Vehicle		X				3
Audio/Visual Equipment	X					3
General office equipment (computer, copier, fax, etc.)			X			3

Supervisor Comments:

[Signature]
 Immediate Supervisor

20 Feb 15
 Date

[Signature]
 Department Director

2/20/15
 Date



Senior Purchasing Agent

Department: Purchasing

Date: October 1, 2018

Title of Immediate Supervisor: Assistant Director, Purchasing or Manager, Purchasing Contracts Pay Level: L24

POSITION SUMMARY: Purchase materials, supplies, equipment and services in a timely fashion and of a quality and price consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Procurements frequently exceed fifty thousand dollars (\$50,000), are complex, and many are formally solicited advertised solicitations. Process includes market research, specification development, locating vendors, solicitation, negotiation, price analysis, value analysis, award determination or recommendation, award and purchase order processing, and contract management.

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

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

- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Bruce H. Sant 10/18/18
Department Manager Date

Denise K. Schneider 10/12/18
Department Assistant Director Date

Lauren M. Shannan 10/18/18
Chief Financial Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Senior Purchasing Agent

Department: Purchasing

Date: October 1, 2018

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

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



 Department Assistant Director

 10/10/18
Date



 Chief Financial Officer

 10/25/18
Date



 Human Resources - Compensation

 10/24/18
Date

**Senior Purchasing Agent (Goods & Services)**

Department: Purchasing

Date: March 9, 2020

Title of Immediate Supervisor: Supervisor, Purchasing

Pay Level: L24

POSITION SUMMARY: Purchase materials, supplies, equipment and services in a timely fashion and of a quality and price consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Procurements frequently exceed fifty thousand dollars (\$50,000), can be complex and often require lengthy authorization processing. Position activities include, but are not limited to, market research, specification development, locating vendors, solicitation processing, negotiation, price analysis, value analysis, award determination or recommendation, authorization document development, award and purchase order processing

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

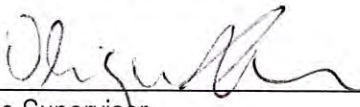
- None

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.

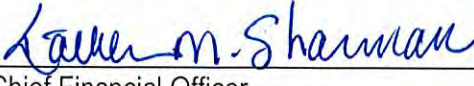
APPROVAL SIGNATURES:



Immediate Supervisor 3/16/20
Date



Department Assistant Director Date



Chief Financial Officer 3/18/20
Date



Sr. Director, HR & Risk Management 6-15-2020
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Senior Purchasing Agent (Goods & Services)

Department: Purchasing

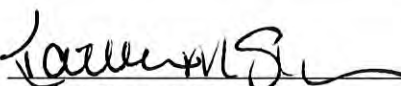
Date: March 9, 2020

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	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3

SUPERVISOR COMMENTS:

 3/17/20
 Immediate Supervisor Date

 3/23/20
 Chief Financial Officer Date

 3/26/20
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Senior Revenue Control Specialist

Date: May 19, 2017

Department: Finance

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Revenue Control

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must be familiar with computerized general ledger and accounts receivable accounting systems
- Extensive analytical skills
- Extensive knowledge of MS Office or similar software
- Ability to handle multiple responsibilities in various financial areas
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public; deal tactfully and courteously with employees and the general public
- Meticulous attention to detail
- Must possess a solid understanding of basic accounting concepts, practices and procedures

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or identification card

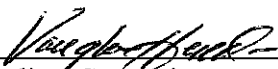
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

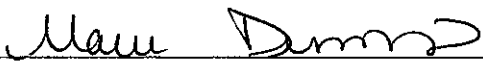
- Work independently under moderate supervision, exercising considerable judgment and discretion
- Prioritize daily and monthly work
- Utilize contractual framework to perform collection efforts in accordance with Authority policy and procedures
- Determine matters that are outside the normal policy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

APPROVAL SIGNATURES:



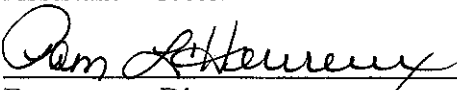
Immediate Supervisor

5/22/17
Date



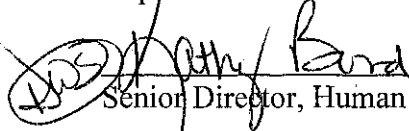
Assistant Director

5/22/17
Date



Department Director

5/25/17
Date



Senior Director, Human Resources & Risk Management

6-2-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Senior Revenue Control Specialist
 Department: Finance

Date: May 5, 2017
 Section: 111

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

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

5/22/17
 Date

[Signature]
 Department Director

Date

5/26/17

Senior Small Business Administrator

Department: Small Business Development

Date: January 28, 2021

Title of Immediate Supervisor: Director, Small Business Development

Pay Level: L24

POSITION SUMMARY: Assist in the management and coordination of the overall Small Business participation and compliance activities. Manage the contract development and compliance of Small Business participation requirements for the complex Engineering and Construction contracts. Responsible for identification, analysis and reporting on small business participation and compliance. Review and approve staff analysis on bids, proposals and other compliance requirements. Draft new/alternative contract requirements to maximize small business participation.

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

- Assist in the management and coordination of overall contract compliance for the Small Business Department. Review and approve staff analysis on bids, proposals and other compliance issues. Identify and coordinate with Director on complex issues with Prime vendors or agency departments.
- Manage the contract development and compliance of Small Business participation requirements for the complex Engineering and Construction contracts.
- Responsible for identification, analysis and reporting on small business participation for Professional Services Committee, Construction Committee and Authority Board agendas.
- Review and approve goal language for Request for Proposals (RFP) and contracts for appropriate small business participation/representation for DBE/MWBE/LDB/VBE enterprises. Draft new/alternative contract requirements to maximize small business participation.
- Validate and coordinate the collection of data used to monitor and report small business participation. Identify and resolve data discrepancies; maintain and evaluate tracking reports for PEC, Concessions and Good and Services.
- Review Letters of Interest and Statements of Qualifications for compliance and report findings.
- Coordinate with Concessions, Purchasing and other departments as assigned during the preparation or review and processing of contract documents; validate appropriate representation of DBE/MWBE/LDB/VBE enterprises.
- Assist in the development of strategic initiatives and processes with Engineering, Construction, Concessions and Purchasing to solve issues, negotiate, provide alternate solutions and maintain appropriate participation, communication and implementation of the Small Business Program in these departments.
- Attend Construction Committee, Professional Services Committee, Board Meetings and other meetings as assigned by Director to address Small Business inquiries. Represent the department in the discussion of Small Business data analysis, program processes and outcomes.
- Develop and coordinate with Director the reporting requirements of the DBE and ACDBE annual and tri-annual achievement to Federal Aviation Administration (FAA) and respond to inquiries from FAA. Perform statistical analysis for the development of goal achievements, using census data and other reports. Prepare documentation for legal review and presentation for public hearings.
- Provide staff guidance and education to department staff and contractors.
- Assist Director in the assignment of work; overseeing the quality, quantity and timeliness of work performed; confirming compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions.
- Review and approve the reconciliation of the department's procurement card.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration, Finance, Construction Management or a closely related field and four (4) years experience in small business program development and contract management and compliance responsibilities and or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong working knowledge of Federal, State and Local policies related to MWBE, LDB, SBE and SDVOBE and small business programs
- Knowledge of contract development and negotiation principles and practices; knowledge of contract specification writing; ability to read and interpret contract and solicitation documents
- Excellent analytical, problem solving and negotiation skills
- Working knowledge of Microsoft Office suite, IPro, Small Business Data Management System and similar software preferred
- Must possess a strong layperson's knowledge of engineering and construction means and methods, and management principles
- Demonstrate professionalism and leadership; strong communication skills; ability to interact with Authority staff, contractors, small businesses, and representatives of government/regulatory agencies
- Ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent attention to detail
- Leadership skills preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

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

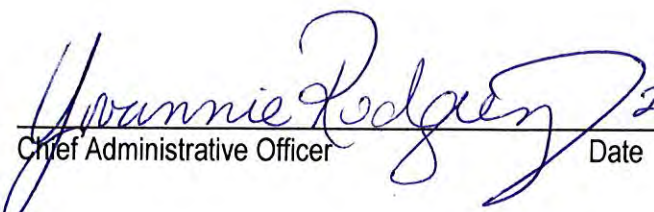
- Work independently under moderate supervision, exercising high level of independent judgement and discretion
- High level problem - solving skills
- Make emergency decisions
- May be responsible for the quality and quantity of work and methods
- Manage multiple projects with a wide variety of tasks, 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 Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor/Director 2-23-21
Date



Chief Administrative Officer 2-25-21
Date



Sr. Director, HR & Risk Management 3-9-2021
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Senior Small Business Administrator

Department: Small Business Development

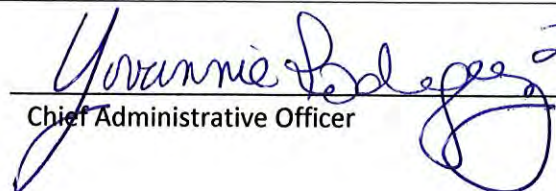
Date: January 28, 2021

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

SUPERVISOR COMMENTS:

 2-23-21
 Immediate Supervisor/Director Date

 2-25-21
 Chief Administrative Officer Date

 3/3/21
 Human Resources - Compensation Date

Senior Social Media Strategist

Department: Customer Experience

Date: November 6, 2019

Title of Immediate Supervisor: Director, Customer Experience

Pay Level: L25

POSITION SUMMARY: Create and maintain the Greater Orlando Aviation Authority's (GOAA) presence on social media sites, company blogs, and related. Monitor performance of social media initiatives and recommend changes. Monitor emerging social media tools and their potential uses for GOAA. Oversee platform design, creating and publishing relevant, original, high quality content.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 GOAA's presence on social media sites (including but not limited to: Facebook, Twitter, Instagram, etc.). Recommend additional sites as appropriate.
- Identify and initiate methods of increasing the overall exposure of GOAA and brand awareness through search engine optimization. Identify target customers and tailor campaigns based on an in-depth understanding of each site's audience.
- With Customer Experience, Marketing and Public Affairs management, identify key performance indicators and establish well-defined social media goals. Evaluate for Return on Investment.
- Identify statistical modeling tools and effectively implement and utilize data analytics to track the performance of social media initiatives and implement changes to improve business results and achieve established goals. Provide appropriate data and analyses to various GOAA departments (BHS, Airline Division) and senior management.
- Respond to or refer user comments/questions as appropriate.
- Oversee platform design, creating and publishing relevant, original, high quality content. Adjust content/strategy based on sensitivity to Customer Experience, Marketing and Public Affairs initiatives as well as key metrics analysis and feedback.
- Monitor emerging social media tools and trends, evaluate how they can be incorporated into GOAA's social media/Marketing/Public Relations plan.
- Recommend appropriate social media response in reacting to emergency situations.
- May assist/back-up others on assigned projects.
- Work closely with the Marketing and Public Affairs departments to maintain consistency of message and goals
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Senior Social Media Strategist

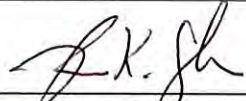
Department: Customer Experience

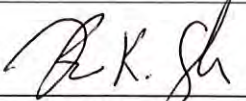
Date: November 6, 2019

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

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

SUPERVISOR COMMENTS:


 Immediate Supervisor 11/18/19
 Date


 Department Director 11/18/19
 Date


 Human Resources - Compensation 11/20/19
 Date

Senior System Administrator

Department: Information Technology

Date: March 11, 2019

Title of Immediate Supervisor: Assistant Manager, Systems Administration

Pay Level: L29

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

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

- Establish and maintain the security and integrity of the servers and storage.
- Coordinate the installation, relocation, maintenance, and repair of network servers, network interface hardware, peripheral equipment, printers, plotters, removable storage, scanners.
- Monitor the system management console for error conditions and overall performance, troubleshooting and resolving complex problems, proactively resolve potential issues and anticipate infrastructure needs. Perform all functions related to the configuration and maintenance of the server management software.
- Provide support and direction to System Administrators and may serve as lead on assigned task.
- Perform user maintenance including adds, changes and deletions as necessary and according to established guidelines.
- Establish, schedule and monitor all systems backups and reviews related logs.
- Enforce and assist in establishing security policies for system use. Monitor systems for illegal or unauthorized software installation. Establish and keeps current computer virus protection on the network servers and nodes.
- Establish and regulates server disk space allocation and utilization by users. Coordinate and resolve system usage conflicts between critical applications and/or peak hour conditions. Perform system tuning and optimization.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications. Maintain a current knowledge of developments in both hardware and software to ensure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Establish the cataloging of installed equipment, software, repairs, maintenance and upgrades of server hardware and storage components. Prepare analytical reports and makes refurbishment recommendation based upon this historical inventory.
- Monitor software licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Implement domain security in accordance with established policies.
- Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust work schedule to include working late evenings and/or weekends when outage requirements dictate.
- Collaborate with management in the preparation of the Information Technology budget.
- Prepare status and reports to management as needed. Provide proper advice and recommendations to management and employees at all levels.

- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Configuration and maintenance of certificate authorities is a plus
- Must possess a thorough knowledge of information technology concepts, client server technology, electronic mail, communication servers, and database servers
- Excellent verbal and written skills, including the ability to communicate effectively and work with others in a team environment.
- Excellent research and technical documentation skills
- Self-motivated with demonstrated ability to perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems
- Good organizational skills; ability to deal with multiple tasks and finish tasks in a timely manner.
- Ability to work effectively in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Able to identify business process improvement opportunities and escalate for evaluation, if applicable
- Demonstrate leadership skills
- Excellent analytical skills and the ability to troubleshoot and resolve hardware and software problems
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Microsoft MCITP, MCSA, MCSE or VMWare certification is desired
- Linux certification is desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently with little supervision or direction, high level of latitude in initiative, judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.
- Communicate abstract concepts or complex technical data, research of the resulting data

Senior System Administrator

Department: Information Technology

Date: March 11, 2019

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

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

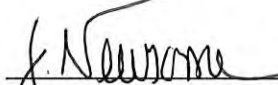
SUPERVISOR COMMENTS:



 Immediate Supervisor

3-Apr-19

 Date



 Chief Information Officer

4.4.2019

 Date



 Human Resources - Compensation

4/10/19

 Date

JOB DESCRIPTION

Job Title: Service Desk Technician

Date: March 23, 2015

Department: Information Systems

Grade/Level: Non-exempt; L17

Title of Immediate Supervisor: Assistant Manager, User Services

POSITION SUMMARY: Performs high level diagnostics and repairs on failed computer equipment. Replaces or repairs faulty system components as designated by Assistant Manager, User Services. Installs and configures a variety of software on workstations used throughout 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.*

- Performs preventative and regular maintenance on personal computers, peripherals and other equipment as required.
- Performs installation, configuration, relocation and support of the Authority's computer equipment and workstation software.
- Responsible for the timely completion of assigned work orders.
- Maintains an on-hand inventory of computer related parts and supplies for repairs and upgrades.
- Receives user helpdesk calls, documents user's requests, and provides telephone assistance for troubleshooting, installation and configuration of the Authority's computers and software.
- Performs other duties as required.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in Computer Science or related field or an equivalent in-depth, specialized combination of education, training and experience in Information Systems required, and three (3) years experience in computer technical support in a PC network environment, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of MS Windows and Windows based software required.
- Thorough knowledge of computer hardware diagnostics and repair required.
- Must possess excellent verbal and written skills.
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems.
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES:

- None

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

Independent judgment for technical issues is critical and required routinely on a daily basis. Ability to alter work schedule to include weekends if necessary. Provides coverage for, performs duties necessary to assure the Authority's normal operating schedule.

APPROVAL SIGNATURES:

Jude O'Keefe
Immediate Supervisor

3/24/15
Date

M J Callahan
Manager

3/24/15
Date

J. Newome
Department Director

3.31.15
Date

D. Harry E. Rasor
Director of Human Resources

4-9-15
Date

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title: Service Desk Technician
 Department: Information Technology

Date: March 23, 2015
 Section: 521

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

	<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		3
Bending/Stooping			X			3
Pushing, Pulling, and/or Digging			X			2
Reaching over Head				X		2
Kneeling, Crawling				X		2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

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

Frequency

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

Importance

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

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

Supervisor Comments:

Jude O'Neale
 Immediate Supervisor

3/24/15

Date

J. Nour...
 Department Director

3.31.15

Date

JOB DESCRIPTION

Job Title: Small Business Compliance Administrator

Date: November 27, 2017

Department: Small Business Development

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Manager, Small Business Development

POSITION SUMMARY: Coordinate the preparation, review and processing of contracts and agreements for assigned programs so that appropriate goals and methods are established (MWBE/LDB/SDVOBE/ACDBE). Responsible for compliance reviews and confirming that contractors meet project participation goals. Monitor payment compliance. Maintain accurate information for regulatory compliance reporting.

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

- Perform analyses and studies to determine contract compliance of assigned prime and sub-consultants. Review findings with the Manager. Analyze Good Faith Efforts, notify Manager or Director of noted compliance issues, and coordinate with legal counsel as needed within established parameters.
- Draft goal language for RFPs and contracts to fit the business opportunity, confirm appropriate representation of MWBE, LDB, SDVOBE, or ACDBE enterprises, suggest alternative contract requirements to maximize small business participation. May participate in fact-based contract negotiations.
Analyze assigned bids and proposals; establish participation goals in compliance with policy requirements/program goals.
- Work with Concessions, Purchasing and other departments as assigned during the preparation or review and processing of contract documents, ensuring appropriate representation of MWBE, LDB, SDVOBE, or ACDBE enterprises
- Develop and maintain methods to track awards and accomplishments. Track payment information submitted by Primes and confirm it matches sub-consultant figures; investigate and resolve discrepancies; resolve conflicts or challenges between prime contractors and small business subcontractors. Maintain project tracking reports, which will provide information for compliance reports.
- Receive, evaluate and report revenue reports from Prime, concessionaires and car rental and non-car rental revenues as applicable.
- Perform site visits to monitor project participation, contract compliance and certification compliance; conduct interviews as necessary; may discuss deficiencies with Prime
- Plan, organize and conduct specialized tours, briefings and formal presentations related to the Small Business Program as required. Audience may include Authority staff, Authority Board Members, committees, individuals, or outside groups who are visiting or working on the GOAA properties.
- Attend pre-bid, pre-submittal, Professional Services Committee and other meetings to address Small Business issues
- Participate in outreach efforts to identify new business opportunities for small business participation; provide assistance as requested to minority, women's, local and disadvantaged business enterprises
- Perform other related duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in a Purchasing or Business related field and three (3) years of work experience related to Small Business goal setting and compliance, contract monitoring and compliance, auditing, procurement, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of contract development and negotiation principles and practices; knowledge of contract specification writing; ability to read and interpret contract and solicitation documents
- Proficient in Word, Excel and PowerPoint
- Working knowledge of Federal, State and Local policies related to MWBE, LDB, SDVOBE and/or ACDBE small business programs
- Demonstrates professionalism and leadership; strong communication skills; ability to interact with Authority staff, contractors, small businesses, and representatives of government/regulatory agencies
- Ability to manage multiple projects effectively
- Excellent attention to detail

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

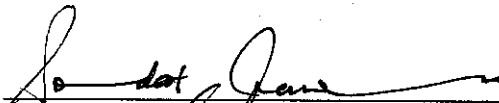
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

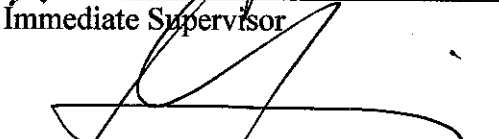
- Works very independently with little supervision. High level of initiative and judgment.
- Identifies complex compliance or other contractual issues and acts proactively to find solutions

APPROVAL SIGNATURES:



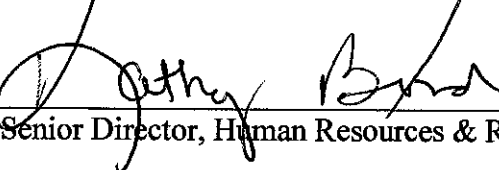
Immediate Supervisor

12/06/2017
Date



Department Director

12-6-17
Date



Senior Director, Human Resources & Risk Management

12-7-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Small Business Compliance Administrator
 Department: Small Business Development

Date: November 27, 2017
 Section 008

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

- Frequency**
- 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	2
	A. 0 - 20 lbs.				X	1
	B. 21- 50 lbs.				X	1
	C. 50+ lbs.				X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

Social Media Coordinator

Department: Customer Experience

Date: May 12, 2021

Title of Immediate Supervisor: Senior Social Media Strategist

Pay Level: L20

POSITION SUMMARY: Assist with creating content and maintaining the Greater Orlando Aviation Authority's (GOAA) presence on social media sites, company blogs, and related platforms. Monitor performance of social media initiatives and work with the Senior Social Media Strategist to recommend changes. Monitor emerging social media tools and their potential uses for GOAA. Monitor and respond to assigned communications from our social audience (i.e. posts, messages, tweets, etc.).

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

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

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and two (2) years' experience directly related to marketing, communications, or public relations, including social media responsibilities, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth familiarity with and understanding of social media sites, including but not limited to Facebook, Twitter, and Instagram
- Excellent oral, writing, and editing skills required
- Demonstrated experience with editing and design software, i.e. Adobe Photoshop
- Photography & Videography skills for content gathering

- A creative thinker with the ability to communicate design and creative output
- Ability to interpret trends and performance measurements
- Excellent interpersonal skills required to interact with Authority staff and the public
- Proficient in Microsoft Office systems such as Excel, Word, and PowerPoint
- Excellent attention to detail
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None


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

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

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

APPROVAL SIGNATURES:


 Department Manager 5/21/21
Date


 Department Director 5/21/21
Date


 Sr. Director, HR & Risk Management 5-25-2021
Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Social Media Coordinator

Department: Customer Experience

Date: May 12, 2021

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

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

5/21/21
Department Manager Date

5/21/21
Department Director Date

5/24/21
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Access Control

Date: April 5, 2017

Department: Security – Access Control

Grade/Level: L21; Non-Exempt

Rotating Shifts: No

Title of Immediate Supervisor: Assistant Manager, Access Control

Shift Premium: No

POSITION SUMMARY: Responsible for the daily operation of the Access Control customer service functions, and the supervision of the Access Control Technician staff. Administer all aspects of issuing identification badges to airport employees in accordance with federal regulations.

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

- Oversee the daily activities of the Access Control Office, assigning staff as needed to facilitate an efficient operation and excellent customer service. Expedite the proper issuance of identification badges.
- Supervise the Access Control Technicians to include training, assigning work, monitoring use of overtime, assessing work results, controlling costs, evaluating performance, and administering discipline as needed
- Participate in the interview and selection process, with recommendations given significant weight
- Respond to non-routine questions
- Oversee processes so that the quality and quantity of work, costs and methods, and other department activity comply with established policies, procedures and regulatory requirements
- Daily interaction with tenants and company representatives regarding access control matters
- Serve as department Records Management Coordinator; maintain current knowledge of Florida's record management system and destruction schedules
- Assist with the development and implementation of office and training procedures
- May manage multiple projects with a wide variety of tasks, determining priorities,
- Deal with customers and resolve issues within established procedures and guidelines
- Ability to perform all duties and responsibilities of the Access Control Technicians and assist as needed during peak times of operation
- Perform other duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS:

Associate degree in Business or Accounting and three (3) years of experience in customer service, recordkeeping, clerical/administrative areas and experience with compliance of rules and regulations or an equivalent combination of education, training and experience. Access Control experience with the Aviation Authority required. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILL, OR ABILITIES:

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

LICENSES OR CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

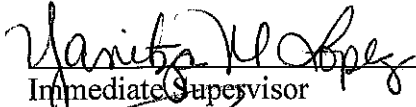
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately eight (8) employees

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

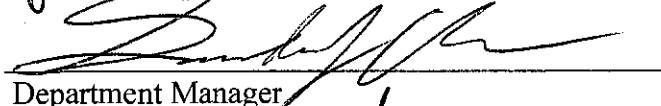
- Works independently, exercising considerable judgment
- Establishes priorities to maximize productivity and efficiency
- Makes decisions based on established policy
- Interprets and applies security policies in regard to access control applications

APPROVAL SIGNATURES:



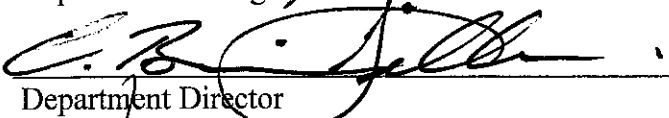
Immediate Supervisor

4/6/17
Date



Department Manager

4/6/17
Date



Department Director

4-6-2017
Date



Senior Director, Human Resources & Risk Management

4-6-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, Access Control
 Department Security - Access Control

Date April 5, 2017
 Section 462

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

- Frequency**
- 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	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)

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Importance

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

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

Supervisor Comments:

Wanda M. Lopez
 Immediate Supervisor

4/6/2017
 Date

E. E. J. J. J.
 Department Director

4/6/2017
 Date

JOB DESCRIPTION

Job Title: Supervisor, Accounts Payable

Date: November 10, 2016

Department: Finance

Grade/Level: Exempt; L26

Title of Immediate Supervisor: Manager, Budget and Accounts Payable

POSITION SUMMARY: Supervise the Accounts Payable, Procurement Card, and Travel sections of the Finance Department, including verification of items for payment; compliance with policies and procedures; and departmental budgets. Assist with the preparation of month-end and year-end schedules and the Comprehensive Annual Financial Report. Responsible for the development of internal controls.

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

- Supervise accounts payable process to ensure adherence to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Review and monitor processing of approved items for payment in an accurate and timely manner in compliance with GOAA procedures, verifying proper supporting documentation, competitive bidding on purchases, available funding and prior approval by authorized department designee. Ensure proper recording and reporting of approved expenditures and related liabilities. Analyze expenditures for budgetary issues
- Review reports generated by the Accounts Payable department for reconciliation, journal entry recording, monitoring and reporting purposes. Review reconciliation of Accounts Payable to the General Ledger. Perform analysis of various general ledger accounts and insure that any reconciling items are resolved timely.
- Provide high level of customer service and guidance to internal/external customers to ensure compliance with policies and procedures related to Purchasing, Travel and Procurement Cards and that the Authority's objectives are accomplished
- Review and monitor procurement card purchases and recording of transactions. Ensure that policies and procedures related to the program are operating effectively.
- Assist with the preparation of month-end schedules, annual schedules for the Comprehensive Annual Financial Report, and the annual budget.
- Supervise year-end Accounts Payable process including preparation of 1099 for vendors.
- Supervise accounts payable staff. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Accounting or related field and five (5) years professional accounting experience, or an equivalent combination of education, training and experience. Supervisory experience required. Accounts Payable experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must possess strong interpersonal and supervisory skills
- Strong technical accounting skills
- Extensive knowledge of Microsoft Applications including Word, Excel or similar spreadsheet software required
- Must be familiar with computerized accounting systems; experience with Oracle preferred
- Ability to handle multiple responsibilities with various financial areas
- Ability to understand and carry out complex oral and written instructions
- Ability to deal tactfully and courteously with employees and the general public
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- A valid State of Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately four (4) employees

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

- Judgment used for management, administrative and accounting responsibilities
- All aspects of Policy and Procedure interpretations.
- Works very independently with little supervision and general direction
- Coordinate decisions affecting other GOAA departments with appropriate department management

APPROVAL SIGNATURES:

Audie Harper
Immediate Supervisor

11-10-16
Date

Mari Demms
Assistant Director

11.10.16
Date

Pam Letourneau
Department Director

11/10/16
Date

Debra Bond
Director of Human Resources

11-14-16
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Supervisor, Accounts Payable
 Department: Finance

Date: November 10, 2016
 Section: 111

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

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

Andrew Hansen
Immediate Supervisor

11-10-16
Date

Pam Attorneys
Department Director

11/10/16
Date

JOB DESCRIPTION

Job Title: Supervisor, Airfield and Grounds

Date: September 22, 2017

Department: Maintenance

Grade/Level: Non-exempt; L23

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Airfield and Grounds

POSITION SUMMARY: Supervise the Airfield and Grounds Shop at Orlando International Airport (OIA) responsible for the maintenance and repairs of the airport's airfield pavement and grounds, airport roads, storm conveyance systems, mowing operations and heavy equipment operations. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

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

- Plan, schedule, organize, and supervise the daily operations of the OIA Airfield and Grounds Shop.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Confirm all work by shop personnel and contractors meets established safety standards and complies with all federal, state, and local codes.
- Confirm adherence to established quality control standards and preventive maintenance programs by shop personnel and contractors.
- Maintain staff compliance with FAA and Security regulations while operating in the Air Operations Area (AOA).
- Maintain an inventory of shop stock, repair parts, and spare equipment and tracks expenditures.
- Read diagrams, schematics, and specifications.
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- Remain current on all GOAA emergency response procedures and coordinate proper response as required.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and recommend solutions in area of responsibility.
- May attend meetings on behalf of the Manager.
- Develop and monitor annual budgetary requirements as assigned.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

High school graduate and five (5) years experience operating various equipment up to and including specialized heavy construction and lift equipment, or an equivalent combination of education, experience and training. Supervisory experience and/or experience in airfield and grounds preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must have ability to troubleshoot various types of storm water conveyance systems.
- Knowledge of maintenance practices as they relate to the responsibilities listed in this job description.
- Knowledge of various types of asphalt and concrete mixes and applications.
- Demonstrated strong leadership skills.
- A thorough working knowledge of Federal Aviation Regulation (FAR) 139 parameters regarding airfields and the maintenance thereof.
- Knowledge of the Federal Aviation Administration (FAA) Advisory Circular 150 Series
- Basic knowledge of Word, Excel, and Outlook

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Class A or B Commercial Driver's License
- Tanker endorsement and Air Brakes designation
- Restricted chemical license required within one year of employment in this position

SUPERVISORY RESPONSIBILITIES

Supervises up to approximately twenty five (25) employees who are governed by a bargaining unit contract.

LATITUDE AND/OR INDEPENDENT JUDGMENT:

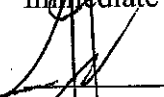
- Works independently under moderate supervision, exercising considerable judgment and discretion

APPROVAL SIGNATURES:



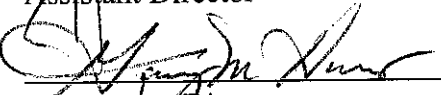
Immediate Supervisor

9/26/17
Date



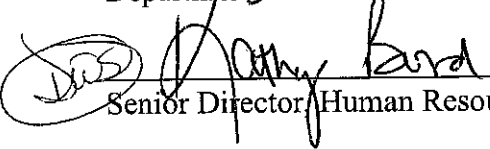
Assistant Director

10/2/17
Date



Department Director

10/2/17
Date



Senior Director, Human Resources and Risk Management

10-11-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Supervisor, Airfield and Grounds
Department: Maintenance

Date: September 22, 2017
Section: 686

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

Frequency

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

Importance

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

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

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

Frequency

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

Supervisor Comments:

[Signature]
 Immediate Supervisor

9/26/17
 Date

[Signature]
 Department Director

10-2-17
 Date

JOB DESCRIPTION

Job Title: Supervisor, Airfield Electrical

Date: August 14, 2017

Department: Maintenance

Grade/Level: Non-exempt; L24

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Electrical Systems

POSITION SUMMARY: Supervise the Airfield Electrical Shops at Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in the operation and maintenance of all airfield, exterior electrical power distribution and lighting systems, and equipment associated with Aviation Authority buildings and structures.

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

- Plan, organize, and supervise the daily operations of OIA and OEA Airfield Electrical Shops.
- Remain current with state-of-the-art electronic systems and components, to include reading and interpreting schematics.
- Monitor contracts and contractors to ensure timely compliance with the contract requirements and electrical standards.
- Assist in the development scope of work for contractors, and contracts.
- Accurately read diagrams, schematics, specifications and generate scopes and specifications for equipment, services and systems.
- Confirm all work by shop personnel and contractors meets established safety standards and complies with all federal, state and local codes.
- Confirm adherence to established quality control standards and preventive maintenance programs by shop personnel and contractors.
- Establish and maintain the necessary records and reports to ensure product and equipment reliability.
- Remain current and maintain compliance with all electrical codes, maintenance practices, OSHA regulations, FAA and NFPA 70E standard regarding safety, electrical power, lighting, and security requirements in areas of responsibility.
- Remain current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely maintenance records, and payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Develop and organize training for OIA and OEA Airfield Electrical Shops.
- Maintain an inventory of shop stock, repair parts, and spare equipment; track expenditures.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed, Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and five (5) years experience in a combination of trouble shooting and repair of motor controls, high voltage electrical systems in excess of 600 volts, airfield lighting, power systems, and associated electrical equipment, or an equivalent combination of education, training and experience. Supervisory experience preferred. Associate degree in electrical related field desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of airfield lighting
- Knowledge of computer systems
- Knowledge of electrical codes, OSHA, FAA regulations and NFPA 70E standard

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License
- Current Journeyman Electrician competency card recognized by the State of Florida
- Master Electrician competency card desirable

SUPERVISORY RESPONSIBILITIES: (indicate number supervised)

Supervises approximately thirteen (13) employees

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


- Works independently under moderate supervision, exercising considerable judgment and discretion.
- Interprets and applies contracts, policies, and procedures.
- Establishes priorities to maximize productivity and efficiency.

APPROVAL SIGNATURES:



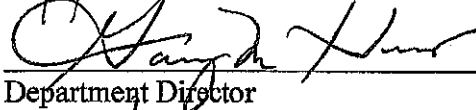
 Immediate Supervisor

8-15-17
 Date



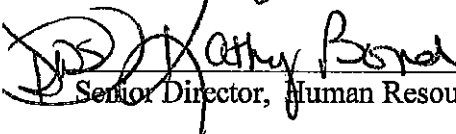
 Assistant Director

8/15/17
 Date



 Department Director

8/15/17
 Date



 Senior Director, Human Resources and Risk Management

8/16/17
 Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, Airfield Electrical
Department Maintenance

Date August 14, 2017
Section 656

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

[Signature]
 Immediate Supervisor

8/15/17

Date

[Signature]
 Department Director

8/15/17

Date

Supervisor, Airfield Operations

Department: Airfield Operations

Date: January 9, 2019

Title of Immediate Supervisor: Manager, Airport Operations - Airfield

Pay Level: L24

POSITION SUMMARY: Responsible for the safe and efficient operation and overall security of the Air Operations Area (AOA) and airside terminal complexes at Orlando International Airport.

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

- Directly responsible for making sure that all inspections and/or corrections have been completed to maintain compliance with Federal Aviation Regulations (FAR) Parts 139 and Code of Federal Regulations (CFR) 1540 series.
- Approve all runway, taxiway and apron closures and openings. Evaluate safety aspects of airfield and outlying facilities in the event of a compliance discrepancy or airport emergency.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; mentor and coach subordinate development. Participate in interviewing and selection of employees. Investigate performance deficiencies of subordinates and recommend disciplinary action as needed. Conduct regular training with subordinates. Provide for the safety and security of the work area.
- Act as the senior Airport Operations operational representative after normal business hours for airfield/AOA operations. Designated as Airfield Operations coordinating official in Mobile Command Post and Airport - Emergency Operations Center.
- Respond to all aircraft/emergency situations on the airfield and airport property as appropriate.
- Assist with maintaining Airport Certification Manual, Airport Emergency Plan, and operational procedures.
- Oversee and confirm all Airfield Operations employees are enforcing FARs compliance on the AOA such as vehicle/personnel access and driving regulations. Conduct inspections and address out of compliance matters.
- Assist wildlife management staff as needed.
- Assist in the development and preparation of the division budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business or Public Administration, Airport Management or related field and four (4) years experience in aviation area related to air operations, to include supervising employees with airfield operational responsibilities and duties, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of federal, state and local rules and regulations applicable to the operation of a Part 139 commercial service airport, to include Federal Aviation Regulations (FAR), Advisory Circulars and CFR Part 1540 & 1542
- Strong familiarity with aircraft ground and flight operations, and related terminology
- Must have the demonstrated ability to make accurate, immediate decisions in emergency situations to ensure efficient utilization of personnel


Supervisor, Airfield Operations

Department: Airfield Operations

Date: January 9, 2019

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

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


 Immediate Supervisor _____ Date 01-17-19


 Department Director _____ Date JAN 23, 2019


 Human Resources - Compensation _____ Date 1/25/19



Supervisor, Airfield Projects & Construction

Department: Airport Operations – Airfield

Date: October 16, 2019

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

Pay Level: L24

POSITION SUMMARY: Responsible for day-to-day planning, coordination and operational safety of construction, projects, maintenance and other airfield activities associated with the airfield at Orlando International Airport (OIA). Provide project management oversight, from design through completion. Monitor contracted personnel and verify completion of schedules and contract compliance throughout all airfield construction activities, and projects. Rely on extensive experience and judgement to accomplish the objectives of the Airfield Operations Division.

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

- Responsible for day-to-day planning, coordination and operational safety of construction, projects, maintenance and other activities associated with the airfield at OIA.
- Chair Weekly Airfield Coordination meeting with other Authority department staff, Federal Aviation Administration (FAA) and other external stakeholders to coordinate construction, projects, maintenance and other airfield activities. Coordinate associated airfield closures, and issue NOTAMs as required.
- Manage the runway and taxiway painting services contract to include: assist in the developing of contract specifications, setting priorities, cost estimating, scheduling, quality control, invoice auditing and approval, and general management oversight to ensure contract compliance.
- Assist in the development of conceptual designs, scope, planning, technical review and scheduling of all phases of airfield project development and execution through to substantial completion. Review, analyze and provide comments on plan set drawings, project specifications manuals, construction safety and phasing plans, safety plan compliance documents and other technical data.
- Attend design review meetings, pre-bid site visits, pre-bid meetings, bid openings, pre-construction meetings, job coordination meetings and substantial completion walkthrough inspections for all construction activities affecting operations on the airfield.
- Provide oversight and review of airspace matters, height limitations and conflicts, aeronautical obstructions, and tall structures (such as crane activity) on-airport and in the vicinity of the airport, and maintain compliance with FAA aeronautical studies.
- Conduct contractor safety briefings to provide guidance on operational safety during construction, and to confirm attendees are aware of all Airfield requirements and regulations. Provide guidance on operational safety of airport during construction and maintenance.
- Serve as Department Liaison with internal and external agencies including Authority's Owner Authorized Representatives (OARs), architects, contractors, Federal Aviation Administration, etc. to confirm that current and future construction projects are in compliance with Federal Aviation Regulations. Identify and report to management all changing condition that affect airfield operations.
- Develop and deliver the construction training module for all new Airfield Operations personnel.
- Maintain the Airport Certification Manual (ACM), and the Runway and Taxiway Signage / Airfield Marking Plan in compliance with FAA regulations.
- Respond to and assist with airfield operations and emergency incidents as needed.
- May serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation, Business Management, or related field and four (4) years experience in airfield operations and/or airport construction at a medium to large hub airport or an equivalent combination of closely related training, education and experience.



Supervisor, Airfield Project & Construction

Department: Airfield Operations

Date: October 16, 2019

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

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

SUPERVISOR COMMENTS:

[Signature] 05 NOV 19
Immediate Supervisor Date

[Signature] 11-05-2019
Department Director Date

[Signature] 11/2/19
Human Resources - Compensation Date

Supervisor, Airfield Training and Compliance

Department: Airfield Operations

Date: June 26, 2018

Title of Immediate Supervisor: Manager of Airport Operations – Airfield

Pay Level: L24

POSITION SUMMARY: Develop and conduct initial and recurrent training programs and maintain records for Airfield Operations personnel to confirm compliance with FAR Part 139 and federal, state, and local laws and regulations. Develop and update Airfield Driver Training programs in accordance with FAR Part 139. Assist with maintaining the Airport Emergency Plan, departmental procedures, and other administrative duties.

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

- Conduct initial and recurrent training programs for Airfield Operations personnel in order to meet FAR 139 requirements
- Develop and update programs to confirm and maintain compliance with federal, state and local regulations and laws
- Develop, update, and maintain the Air Operations Area (AOA) Driver's Training Program, AOA Driver Rules & Safety Violations Manual, and the Safety Violation Program, and verify Airfield Operations Specialists are current in instruction of the AOA Driver's Training class
- Maintain emergency and safety plan updates and verify compliance; participate in emergency response exercises; brief others as requested
- Oversee training of new Airfield Operations Specialists, monitor their progress, and address performance deficiencies, to include counseling and developing remedial training, as needed
- Maintain training records for Airfield Operations personnel, to confirm compliance with FAR Part 139, and Movement Area Driver training records, in accordance with FAR 139.329
- Update departmental procedures to remain in compliance with FAR 139 requirements, and Letters of Agreement with Air Traffic Control
- Alternate department representative on the Business Continuity Plan Committee and Emergency Response Group
- Develop and enhance interdepartmental training procedures, and training with non-GOAA agencies
- Assist with the preparation for the annual FAA Part 139 inspection
- Provide input in the performance evaluation process of Specialists, as applicable
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business or Public Administration or related field, and four (4) years experience in airfield operations to include training, supervision, and emergency response; or an equivalent combination of education, training and experience. Experience conducting presentations and workshops required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Experience working with the Federal Aviation Administration on airfield related projects desired
- Must have strong team-building and leadership skills
- Must have thorough knowledge of FAR 139, 49 CFR Part 1540 & 1542, and Airport Emergency Planning
- Must have strong familiarity with aircraft ground and flight operations, and appropriate terminology
- Must have excellent communications and public-speaking skills

- Must be proficient in MS Word, MS Excel, MS Access, and MS PowerPoint, to include the ability to develop and present for groups and workshops ranging from small to large audiences
- Able to effectively multi-task and determine priorities

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise new hires through the Airfield Operations Training Program

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

- Make decisions on new hire probationary periods
- Evaluate safety aspects of airfield and outlying facilities
- Approve/disapprove Movement Area applications, based on applicant qualifications
- Monitor all vehicles and personnel on the AOA to maintain compliance with FAR's
- Work independently with minimal supervision and general direction, exercising a high level of independent judgment and discretion

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

APPROVAL SIGNATURES:


 Immediate Supervisor

07-10-18
 Date


 Assistant Director

16 Jul 18
 Date


 Department Director

Jul 19, 2018
 Date


 Sr. Director, HR & Risk Management

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Supervisor, Airfield Training and Compliance

Department: Airfield Operations

Date: June 26, 2018

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

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

7/12/18
Immediate Supervisor Date

JUL 19, 2018
Department Director Date

8/6/18
Human Resources - Compensation Date



Supervisor, Airline Operations

Department: Airline Division

Date: October 15, 2019

Title of Immediate Supervisor: Assistant Manager, Airport Operations – Airline Division

Pay Level: L21

POSITION SUMMARY: Supervise and coordinate the daily operational activities of assigned areas in Airline Division.

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

- Maintain the highest levels of quality assurance and customer service throughout the assigned areas.
- Directly responsible for verifying that all federal, Code of Federal Regulations (CFR) 1542 series, Transportation Security Administration (TSA) regulations, rules and protocols relating to assigned areas of responsibility are within compliance.
- Schedule and manage the daily use of airline related facilities, such as gates, ticket counters, baggage sortation areas, baggage claim devices and Federal Inspection Station (FIS).
- Develop and monitor staff schedules for effective and efficient operation of assigned area(s).
- Oversee the day to day operation and maintenance of the Flights Information Displays and the Common Use Terminal Equipment.
- Confirm facilities are in optimal condition for customer use through daily inspections, producing and following up on work orders, etc.
- Coordinate and track training programs for both Greater Orlando Aviation Authority (GOAA) and contracted staff.
- Coordinate with contract workforce to maintain proper operational coverage as needed.
- Maintain inventory control records on GOAA owned equipment.
- May process monthly billing reports for facility usage.
- Process and maintain employee schedules and attendance records.
- Update, maintain and implement policy and procedures relevant to area of assignment.
- Monitor performance of contracted employees. Coordinate with contractor's management team any issues or recommendations for disciplinary or other personnel actions.
- Coordinate with other GOAA departments, government agencies, airline representatives, essential service and tour operators, skycaps, etc. regarding operational and maintenance activities in the use of airline related facilities.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Management or related field, and four (4) years work experience in an airport or airline operational environment, or an equivalent combination of education, training and experience. Bachelor Degree in Management or related field preferred. Supervisor experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated leadership and/or supervisory skills
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired

- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required; knowledge of a Resource Management System preferred
- Ability to make timely and critical decisions with limited information and resolve operational conflicts within the parameters of established guidelines/procedures. Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Analytical skills required to analyze available information and implement an appropriate action plan.
- Must be able and willing to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Ability to establish and maintain effective working relationships with the general public, airport/airline personnel, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*




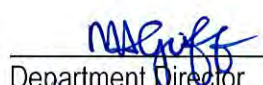

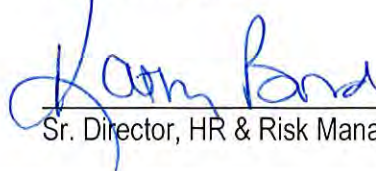
- Directly supervises a staff of approximately twelve (12) employees and indirect oversight of contracted staff

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

- Judgment to handle a variety of operational issues pertaining to the daily use and operation of airport facilities, the Federal Inspection Facility, and/or waste management facilities
- Work independently under moderate supervision, exercising considerable judgment and discretion
- High degree of proactive/reactive ability
- Deal with customer issues within established procedures and guidelines

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

APPROVAL SIGNATURES:

	10/17/2019		10/17/19
Immediate Supervisor	Date	Department Manager	Date
	10/17/2019		OCT 17, 2019
Department Assistant Director	Date	Department Director	Date
	10-21-2019		10-23-19
Department Senior Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service-Maintenance

Rotating Shift: Yes





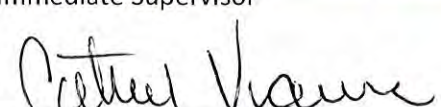
Supervisor, Airline Operations

Department: Airline Division

Date: October 15, 2019

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

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

 10/17/2019  OCT 17, 2019
 Immediate Supervisor Date Department Director Date

 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Airport Scheduling & Billing

Date: October 30, 2017

Department: Terminal Operations, Airline Division

Grade/Level: Non-Exempt; L24

Rotating Shift: No

Shift Premium: No

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

POSITION SUMMARY: Responsible for the long-term scheduling for the common use facilities for maximum and effective utilization of the facilities. Primary point of contact for domestic and international airlines providing or proposing service to Orlando International Airport. Department administrator for the Resource Management System (RMS). Collaborate with other Aviation Authority departments regarding facility usage.

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

- Confirm scheduling compliance with a variety of regulatory agencies and the International Air Transport Association (IATA) rules. Recommend and change scheduling operating standards, guidelines and regulations as required.
- Prepare monthly statement of airlines usage of common use facilities and apply associated fees per agreement, include backup documentation to support applied fees. Analyze to provide explanation for increase/decrease in facility usage and/or fees.
- Serve as a project manager, department liaison, and technical expert for the RMS system; recommend and lead the evaluation and testing of major and minor application upgrades and enhancements, including leading and assisting the end users with required functionality designs and testing for the Resource Management System (RMS). Add, change, and update rules in RMS as needed, based on new or amended agreements.
- Use functional, business and technical knowledge to advise and assist end users in using the RMS system; assist in troubleshooting, resolving application problems in a timely manner.
- Create and edit “what if” scenarios and data forecast reports to assist with the planning and usage of facilities, to evaluate the feasibility of accommodating potential airline schedules, the impact of relocating airlines and other short- and long-term planning scenarios as requested.
- Coordinate the maintenance schedule for the common use gate equipment to minimize impact on airline scheduling. Coordinate long-term scheduling of seasonal programs.
- Establish and maintain an effective working relationship with the domestic and international airline carriers and others within the Airport Community.
- Collaborate with other departments regarding facility usage (BHS, Airfield Operations, etc.).
- Maintain up-to-date policies and procedures relating to the common use facilities and the RMS system.
- Evaluate impact of rate changes, make recommendations and implement approved changes to rates/charges, policies and procedures.
- Coordinate with City, State and Federal Agencies, Airline Representative, Essential Service Operators, Tour Operators and Skycaps, etc. as needed for charters, landing rights, Customs and Border Patrol issues, etc.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance reviews; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Operate and maintain the MUFID & ARINC systems.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor degree in Management/related field, and three (3) years experience in airport/airline operations related responsibilities, or an equivalent combination of education, training and experience. Gate scheduling and airline/airport billing experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated leadership and/or supervisory skills
- Planning and organizational skills
- Effective oral and written communications skills
- Customer service skills
- Ability to speak and understand English required, multi-lingual skills desired
- Advanced Excel skills; Word and PowerPoint knowledge desired
- Analytical skills required to compile and interpret airline and airport specific information
- Must have excellent hearing, sight and ability to speak clearly, distinctly and effectively
- Ability to establish and maintain positive working relationships with internal and external customers, airport/airline personnel, fellow employees, and members of diverse cultural and linguistic backgrounds
- Ability to oversee and administer RMS related technology
- Knowledge of IATA rules
- Understanding of rates and charges methodology

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Approximately two (2) employees

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

- Works independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Exercise independent judgment in technical issues, complete analysis weigh, conflicting data/priorities and recommend actions
- Uses judgement to handle a variety of issues pertaining to the operation and use of the common facilities

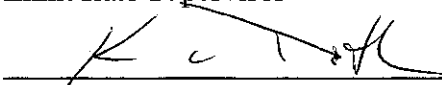
APPROVAL SIGNATURES:



 Immediate Supervisor

12/1/2017

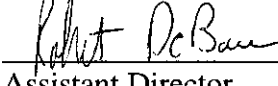
 Date



 Manager

12/1/17

 Date



 Assistant Director

12/1/2017

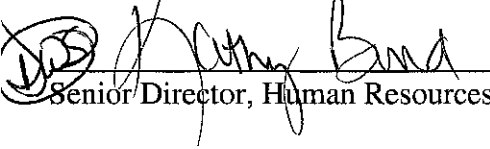
 Date



 Senior Director

12-08-2017

 Date



 Senior Director, Human Resources & Risk Management

12-11-17

 Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Supervisor, Airport Scheduling & Billing

Date: October 30, 2017

Department: Terminal Operations – Airline Division

Section: 413

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

Frequency

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

Importance

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

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

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

Frequency

- 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
Company Vehicle				X		2
Baggage Conveyor Systems					X	2
Communication Radio				X		2
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

B. [Signature]

Immediate Supervisor

[Signature]

Senior Director

12/1/2017

Date

12-03-2017

Date

Supervisor, Carpentry

Department: Maintenance

Date: August 14, 2018

Title of Immediate Supervisor: Manager, Terminal Facilities

Pay Level: L23

POSITION SUMMARY: Plan, coordinate and supervise the activities of the carpentry shop for the Greater Orlando Aviation Authority (GOAA) to maintain the structural integrity and aesthetics of all facilities. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

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

- Responsible for planning, organizing and supervising the daily operations of the Carpentry shop
- Verify all assigned work is accomplished in compliance with specifications, building codes, and established safety practices
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Monitor outside contractor personnel to maintain timely compliance with contract requirements
- Serve as project manager on in-house projects and coordinate trades personnel as required
- Read and interpret blueprints and engineering drawings
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Responsible for remaining current on all GOAA emergency response procedures and maintaining proper response as required
- Establish and maintain records and reports appropriate to area of responsibility
- Investigate problems and develop solutions in area of responsibility
- Maintain accurate and timely payroll reporting functions and performs administrative duties as required
- Develop and monitor annual budgetary requirements
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years carpentry/framing experience; or an equivalent combination of education, training, and experience. Vocational/technical training desirable. Supervisor experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Sound working knowledge of hazardous material/chemical handling requirements, associated MSDS sheets
- Extensive knowledge of applicable NFPA and building code requirements
- Basic knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe operation of hand and power tools
- Capable of operating field communications equipment

LICENSES/CERTIFICATIONS REQUIRED:

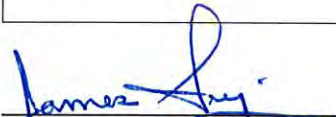
Supervisor, Carpentry

Department: Maintenance

Date: August 14, 2018

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

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



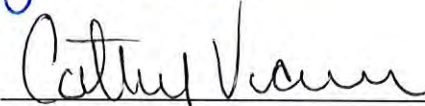
 Immediate Supervisor

 8/14/18
 Date



 Department Director

 8-21-18
 Date



 Human Resources - Compensation

 8/21/18
 Date

Supervisor, Commercial Properties

Department: Commercial Properties

Date: April 4, 2018

Title of Immediate: Senior Director, Concessions and Properties

Pay Level: L24

POSITION SUMMARY: Supervise and perform contract analysis, financial analysis and systems analysis within the Commercial Properties department, including but is not limited to, the interpretation, verification and recording of contract terms and conditions; the forecasting, budgeting and reporting of revenues, expenses and key performance indicators; and the testing, monitoring and assessment of the accuracy and proficiency of data management systems. Maintain the Authority's Rates and Charges schedule document, and GIS/PROPworks interface table. Supervises employees responsible for similar tasks and responsibilities. Oversight responsibility for the processing of airline commercial service permits.

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

- Primary interface with various departments including Finance, FinApps IT and Planning to maintain consistency and accuracy of department's data systems; review and coordinate the department's end user acceptance testing for system upgrades and customization requests; troubleshoot and resolve issues.
- Develop and disseminate complex custom reports in the lease management system and other database systems; create and supervise the development of budget, revenue and/or activity reports to include information from monthly concession reports from various aeronautical service operators, other departments and external customers.
- Lead responsibility for revenue reporting and coordination of the annual update to the Rates and Charges schedule; conduct rates and charges and other surveys as needed.
- Verify updates to the space interface module in the lease management system; accept or reject space changes and coordinate resolution of issues; process loader and maintain holder agreements; review the planned use of the spaces, assign spaces to their respective agreements, and administer timely billing.
- Create and enter data in to the lease management systems; coordinate the assignment of general ledger account numbers with Finance; enter contractual changes and process adjustments in the lease management system and other database systems.
- Develop and maintain the department's procedures and business practices as they relate to the lease management system and other database systems; provide guidance and make sure procedures and business practices are applied consistently and accurately.
- Oversee new user and recurrent system training for staff.
- Assist senior management in matters related to non-standard forms of agreements including coordination with legal counsel regarding research, interpretation, preparation of lease summary and establishing/developing relevant business rules for ongoing administration of agreements.
- Meet and/or correspond with existing and potential airline and service providers to determine needs. Perform, supervise and provide guidance in the preparation of standard form permits, leases, amendments, renewals, and associated documents; calculate fees and verify receipt of payment, insurance certificates and required documents data entered in the system is timely and accurate.
- Supervise assigned employees doing similar work. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

DUTIES AND RESPONSIBILITIES (continued):

- Coordinate and develop the department's annual operating, revenue and capital budgets; confirm revenue accurately reflects funds in the appropriate revenue budget; review monthly rental car and FBO reports for consistency and reasonableness.
- Confirm receipt of permit concession activity data and review for accuracy, completeness and contractual compliance; monitor collection of data essential to revenue reporting and preparation of annual revenue budgeting.
- Direct the timely generation and distribution of the monthly Tickler Date report to facilitate rent adjustments and respond to crucial dates and milestones.
- Track lease terms in support of the preparation of lease disclosures.
- Oversee the FBO and fuel consortium fuel usage and the compilation and dissemination of monthly reports; oversee and track customer activity reports and compile and maintain statistical data to provide revenue forecasts.
- Confirm compliance with insurance requirements. Coordinate review of monthly reports and resolution of non-compliance issues.
- Coordinate rates and charges web updates.
- Assist with general administrative support as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Management, Public Administration, Finance or Accounting and four (4) years of experience in an office or commercial real estate environment, to include budgeting, revenue reporting, contract processing, dealing with customers, spreadsheet and word processing skills, or an equivalent combination of education, training, and experience. Knowledge of airline/aviation commercial property management required; supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent written and oral presentation skills
- Strong organizational and customer service skills
- Strong financial or accounting skills
- Ability to read and interpret basic contract language
- Intermediate to advanced skills with Microsoft Office Suite
- Knowledge of Oracle and PROPworks lease management system

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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


- Work independently under limited supervision and general direction, exercising a high level of independent judgement and discretion.
- Ability to make sound decisions, attention to detail, and decision-making skills on technical issues.
- Understand and apply the Authority's rates and charges structure. Ability to read, and interpret leases, permits, amendments, renewals and associated documents to ensure appropriate business practices are being utilized in applicable database systems.

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

APPROVAL SIGNATURES:



Immediate Supervisor/Senior Director 7/12/15 Date



Chief Operating Officer 4-6-18 Date



Sr. Director, HR & Risk Management 4-10-18 Date



FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Supervisor, Commercial Properties

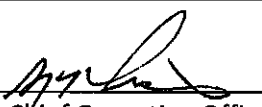
Department: Commercial Properties

Date: April 4, 2018

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

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


 Immediate Supervisor/Senior Director 4/10/18 Date


 Chief Operating Officer 4-10-18 Date


 Human Resources - Compensation 4/9/2018 Date

Supervisor, Construction Accounting

Department: Finance

Date: December 20, 2018

Title of Immediate Supervisor: Manager, Finance (Construction & Grants Accounting)

Pay Level: L26

POSITION SUMMARY: Supervise the construction accounting section of the Finance department. Provide ongoing review and coordination of the construction accounting accounts payable processes, review and verification of project budgets and purchase orders, review and verification of the grants administration processes, and review of the management of cash balances.

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

- Supervise construction accounting processes to maintain adherence to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Monitor the month end deadlines to ensure timely financial reporting.
- Review requisitions and purchase order for funding accuracy based on approvals by Construction Committee.
- Review and verify project invoices prepared for payment and oversee the weekly check run.
- Verify expenditures are made from distributions in the proper fiscal year.
- Complete Oracle Module month end close and Mass Allocation entries. Complete initial review of various monthly reports such as the Grant Receivable Schedules and various year-end audit schedules to ensure they are completed accurately and timely.
- Perform account reconciliation for the monthly accrual(s).
- Supervise staff. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; maintain compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Back up for the following: review data entry for accuracy in the Budget Status Worksheet Updates; Requisition Funding and Purchase Order creation; verify Construction Committee (CC) and Construction Finance Oversight Committee (CFOC) actions are recorded accurately and within their due dates; and supervise the administration of Federal and State grants, verifying proper recording and reporting. Review of grant draws, closeouts and supporting documentation. Apply understanding of grant accounting entries to review month end close.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on public finance and accounting, and five (5) years accounts payable related experience, or an equivalent combination of education, training and experience. MBA or advanced degree desirable. Construction accounting, public accounting, and/or grants administration experience preferred. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of Microsoft Applications including Word, Excel or similar spreadsheet software required.
- Oracle Financials experience preferred.

- Current knowledge of Passenger Facilities Charges (PFCs), OMB Circular A-133 grant compliance documents, and grant and construction accounting preferred.
- Strong technical accounting skills.
- Skilled in interpreting complex contracts.
- Knowledge and experience of various financial areas and handling multiple responsibilities preferred.
- Excellent written and oral communications skills.

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately five 5

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

- Work independently under limited supervision and general direction
- Interpret policy.
- Discretion is exercised and initiative is required.
- Review financial reports, correspondence, etc. and initiate appropriate action.
- Interface with professionals outside the Authority.

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

APPROVAL SIGNATURES:

 12-21-18

 Immediate Supervisor Date

 12-21-18

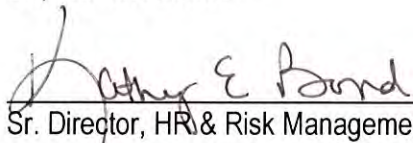
 Department Assistant Director Date

 12/21/18

 Department Director Date

 12.21.18

 Chief Financial Officer Date

 1-15-19

 Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Supervisor, Construction Finance

Department: Finance

Date: December 20, 2018

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

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

SUPERVISOR COMMENTS:

[Empty space for supervisor comments]

[Signature of Immediate Supervisor]

Immediate Supervisor

12/21/18

Date

[Signature of Department Director]

Department Director

12/21/18

Date

[Signature of Human Resources - Compensation]

Human Resources - Compensation

11/10/18

Date

Supervisor, Electronics

Department: Maintenance

Date: August 14, 2018

Title of Immediate Supervisor: Manager, Electric Systems

Pay Level: L24

POSITION SUMMARY: Plan, coordinate and supervise the activities of the electronics shop for the Greater Orlando Aviation Authority (GOAA) in the operation and maintenance of all electronic equipment and systems. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

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

- Responsible for planning, organizing and supervising the daily operations of the Electronics shop to include Public Address, security, Closed Circuit Television, Automatic Door systems, and other electronics related systems.
- Coordinate maintenance, installation, and operation of equipment and systems related to, security access, CCTV, MATV, gate and door control, card readers, master clock and other electronic applications as assigned.
- Confirm all work by shop personnel and contractors meets established quality control standards, safety standards and complies with all federal, state, and local codes.
- Verify adherence of the established preventive maintenance program.
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Accurately read diagrams, schematics, and specifications, and generate scopes and specifications for equipment, systems, and services.
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Monitor contracts and contractors to maintain timely compliance with the contract requirements and electrical standards.
- Responsible for staying current with state of the art electronic systems and components to include reading and interpreting schematics.
- Responsible for staying current on all GOAA emergency response procedures and maintaining proper response as required.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and develops solutions in area of responsibility.
- Develop and monitor annual budgetary requirements.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years experience to include trouble-shooting microprocessor-based equipment, access control, public address, CCTV, and automatic door systems. Strong background in analog and digital circuitry; or an equivalent combination of education, training, and experience. Associate degree in Electronics desirable. Supervisory experience preferred.

Supervisor, Electronics

Department: Maintenance

Date: August 14, 2018

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

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

Immediate Supervisor

Date

Department Director

Date

Human Resources - Compensation

Date

Supervisor, Emergency Communications

Department: Security

Date: October 12, 2018

Title of Immediate Supervisor: Manager, Emergency Communications

Pay Level: L22

POSITION SUMMARY: Responsible for the effective and efficient operation of the Communications Center during assigned shift. Supervisors must perform all duties and responsibilities required of an Emergency Communications Dispatcher.

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

- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; enforce and confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform all duties of the Emergency Communications Dispatcher
- Conduct bi-annual compliance evaluations and annual performance evaluations
- Conduct basic and refresher training for Emergency Communications Dispatcher as needed.
- Review and approve Daily Observation Reports.
- Maintain large database of telephone numbers and locations on Orlando International Airport property
- Maintain numerous emergency notification lists, procedures and instructions
- Maintain adherence to Florida Department of Law Enforcement mandates regarding destruction and distribution of confidential materials
- Inspect and maintain checklists of equipment; submit and follow up on maintenance work orders
- Review, report, and transcribe previously recorded tapes to determine the sequence of events
- Back up and restore several different computer systems
- Maintain filing system for police and fire related activities; confirm supply needs are met
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and three (3) years experience with computers, fire/security alarm systems and emergency dispatching in fire, rescue, medical or police operations, plus three (3) years experience as an Emergency Communications Dispatcher with the Aviation Authority, or an equivalent combination of education, training and experience. Operating knowledge of computerized information systems is essential.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Interpersonal and leadership skills to handle disciplinary matters, policy changes, training, scheduling and performance evaluations
- Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Must understand techniques of telephone interrogation
- Must have knowledge of principles of emergency dispatch and triage; and coordination of resources
- Knowledge of Public Safety Answering Point (PSAP) regulations
- Must be able to work in a confined, high noise area with no scheduled meals or breaks

- Familiarity with 800 MHz public safety systems, 400 MHz radio systems, and 911 computerized answering systems.
- Able to multitask, prioritize, analyze information and use independent judgement
- Working knowledge of Microsoft Word , Excel and PowerPoint
- Operating knowledge of computerized emergency dispatch information systems is essential
- In-depth knowledge of Communications Center policies and procedures
- Must have exceptional oral and written communications skills
- Ability to effectively handle multiple tasks at one time
- Willing and able to work rotating shifts to include, early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Emergency Medical Dispatch (EMD)
- CPR certified
- TDD certified
- Communications Training Officer (CTO)
- Driver and Vehicle Information Database (DAVID)
- Florida State Certification for Public Safety Dispatchers. F.S.S. 401.465
- Florida Criminal Information Computer/National Criminal Information Computer (FCIC/NCIC)
- NIMS 100, 200, 247a, 300, 400, 700, 800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 3-5 employees shift

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

- Must be capable of making decisions in emergency and non-emergency situations for the Communications Center, some of which are not covered by written procedures.
- Set standards, rules/guidelines or necessary disciplinary action for the Emergency Communications Dispatcher during his/her shift.
- Exercise considerable independence in prioritizing calls, disseminating information and determining critical police, fire and medical response. Example: Determine priority of call, how many units to dispatch, and which unit(s) to dispatch.
- Work independently under moderate supervision, exercising considerable judgment and discretion.

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

APPROVAL SIGNATURES:

Paul Cook 11-12-2018
 Immediate Supervisor Date

E. Brian Dillman 11-13-18
 Department Director Date

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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Protective Service Worker

Rotating Shift: Yes

Supervisor, Emergency Communications

Department: Security

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				3
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	2
Chemicals						X	1
Insects						X	1
Confined Areas		X					3
Excessive Noise						X	3
Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones		X					3

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

Paul Boh 11-12-2018
 Immediate Supervisor Date

C. Ben Fisher 11-13-18
 Department Director Date

Cathy Vance 11/13/18
 Human Resources - Compensation Date

Supervisor, Financial Applications

Department: Finance

Date: March 16, 2018

Title of Immediate: Director, Finance

Pay Level: L27

POSITION SUMMARY: Supervise and support the business use of various financial applications with a primary focus on lease management system, planning and budgeting software, Oracle E-Business Suites, payroll system and timekeeping system. Perform the security administration role on these applications in addition to ADP/Payroll, banking services and others as necessary. Recommend and lead the evaluation of new financial applications, upgrades, and enhancements. Participate in the implementation and upgrade of new or existing financial applications as a subject matter expert. Supervise the Financial Application process of the Finance department, including troubleshooting, reviewing, analyzing, evaluating, maintaining, and providing day-to-day support of the Authority's financial applications. Primarily supports the business users within the Finance Department.

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

- Supervise the Financial Application process of the Finance Department, providing oversight, advice and assistance so that application problems are assessed, prioritized and resolved in a timely manner.
- Administer user access and security for lease management, planning and budgeting, Oracle E-Business Suites, payroll, timekeeping, banking services and other financial applications.
- Recommend and supervise the evaluation and testing of major and minor application upgrades and enhancements, including leading and assisting the end users with required functionality design and testing.
- Lead the evaluation of new financial applications or new modules, and participates in implementation and upgrades of new or existing financial applications as a subject matter expert in conjunction with the Business Applications department including design, testing, setup, reporting and development and documentation of procedures.
- Coordinate with other department systems upgrades, testing and implementation as it relates to the financial aspects to the systems.
- Identify requirements, designs custom reports with the assistance of Information Technology, develops ad hoc reports and tests changes and enhancements for all financial applications.
- Develop and maintains documentation and operating instructions to support processes and workflow. Assists in the development and improvement of business process flows.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Serve as department Project Manager for Authority's content management system.
- Serve as Finance representative for Business Continuity Plan and responsible for Finance disaster recovery plan (COOP) plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, Business, Information Systems or a closely related field and five (5) years of progressively responsible functional support and/or technical experience with accounting/financial applications ERP systems, or an equivalent combination of education, training and experience. Supervisory experience preferred. End user support and experience with Oracle Financials, lease management, planning and budgeting, payroll, timekeeping, banking services and other financial applications preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of word processing, database and spreadsheet software
- Strong troubleshooting skills
- Excellent verbal and written communication skills, including good interpersonal and presentation skills
- Knowledge and experience with SQL query language and relational database concepts is preferred
- Knowledge and experience with report writing programs is preferred, Oracle Discoverer business area administration is desired
- Must have a general knowledge and understanding of accounting, procurement and other business practices and procedures

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

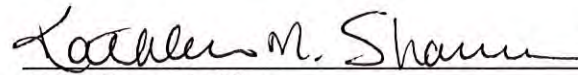
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Perform duties and responsibilities with little supervision or direction.
- Substantial judgment, discretion and initiative required.
- Interact with persons of various levels throughout the Authority as well as with outside consultants.
- Create commitment to common goals, identifies competing interests and assists in finding ways to balance them.

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

APPROVAL SIGNATURES:

 3/16/18
Immediate Supervisor/ Department Director Date

 3/16/18
Chief Financial Officer Date

 3-16-18
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Supervisor, Financial Applications

Department: Finance

Date: March 16, 2018

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

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

Pam L. Heaney 3/16/18
 Immediate Supervisor/Department Director Date

Lauren M. Shannon 3/16/18
 Chief Financial Officer Date

Cathy Vance 3/23/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Graphics

Date: November 14, 2012

Department: Maintenance

Grade/Level: Non-exempt; L21

Title of Immediate Supervisor: Manager, Terminal Facilities

Rotating Shifts: No

Shift Premium: No

POSITION SUMMARY: Plans, coordinates and supervises the activities of the graphics shop to maintain all Authority signage within Department of Transportation Rules and GOAA's Architectural Graphics Design Program as stated in GOAA Graphics' Standard Policy.

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

- Plan, organize and supervise the daily operations of the Graphics shop
- Ensure all assigned work is accomplished in compliance with Graphics Master Plan and Graphic Standard Policy of GOAA
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Monitor outside contractor personnel to ensure timely compliance with contract requirements
- Serve as project manager on in-house projects to coordinate trades personnel as required, including design, layout and production
- Read and interpret blueprints and engineering drawings
- Responsible for remaining current on all GOAA emergency response procedures and ensuring proper response as required
- Establish and maintain records and reports appropriate to area of responsibility
- Investigate problems and develop solutions in area of responsibility
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required
- Develop and monitor annual budget
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in Graphics Design or related field and (5) years experience in signage and graphic arts pertaining to Computer Aided Signage (CAS), Computer Aided Graphic Design (CAGD) and three years supervisory experience; or an equivalent combination of education, training and experience. Bachelor of Arts degree in Graphic Design desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledgeable of Gerber Scientific Products or similar programs
- Knowledge of International Graphics Standards
- Extensive knowledge of Corel Draw, Quark Express, Adobe PhotoShop, or similar software programs
- Must be capable of using computer-aided graphics equipment, i.e. 4-axis plotters, Dimension 200 router/engraver, large format digital color printers and scanners
- Ability to handle desk and file management procedures maintained by the Graphics Advantage computer based system
- Basic knowledge of essential safety equipment and protective devices
- Sound working knowledge of hazardous material/chemical handling requirements and associated MSDS sheets
- Knowledge of rules, regulations, and guidelines regarding the safe operation of hand and power tools
- Capable of operating field communications equipment

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Drivers License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Approximately four (4) employees

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

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Establishes priorities to maximize productivity and efficiency

APPROVAL SIGNATURES:



Immediate Supervisor

11/29/12

Date



Assistant Director

12/4/12

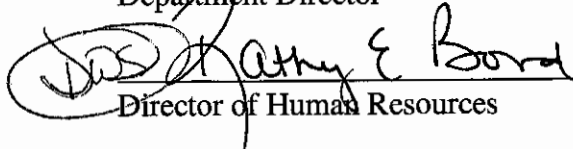
Date



Department Director

12/4/12

Date



Director of Human Resources

12-5-12

Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Supervisor, Graphics
 Department Maintenance

Date November 14, 2012
 Section 688

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

C.R. Buehner

Immediate Supervisor

11/29/12

Date

[Signature]

Department Director

12/9/12

Date

JOB DESCRIPTION

Job Title: Supervisor, GT Permit Services

Date: December 1, 2017

Department: Ground Transportation Services

Grade/Level: Exempt: L21

Title of Immediate Supervisor: Assistant Manager, Ground Transportation Services

POSITION SUMMARY: Responsible for daily operation of the Ground Transportation (GT) Services Permit Office, and supervision of the staff. Administer all aspects of the Authority's ground transportation permitting program, parking validation program, leased parking, employee parking and mobile food unit program to include responsibility for daily receipts taken in prior to being released to Finance. Interact with Assistant Manager, Ground Transportation Services on a regular basis to maintain the consistent application of GT Services procedures.

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

- Oversee the permit process of all commercial ground transportation companies and commercial vehicles. Resolve conflicts and provide guidance on federal, state, local and Authority regulations concerning commercial vehicles
- Oversee issuance of permits for all non-public parking in the Employee Parking Lot (EPL) and terminal area to include all management, station managers, VIP, disabled, special parking and construction and other temporary parking
- Supervise and review the invoice process for management parking fees, commercial lane fees, employee parking fees, leased parking, and taxi starter fees
- Daily interaction with airline employees, tenants, etc. Handle all customer disputes the assigned staff is unable to resolve. Prepare or authorize refunds/credits to customers when required
- Maintain compliance with the Authority's Mobile Food Unit Policy including permitting, monitoring, enforcement and compliance with state, county and city health, insurance and motor vehicle laws and regulations
- Supervise the Authority's parking validation stamp program, to include issuance and control of validation stamps, and develop procedures to monitor the validation procedures
- Maintain and order permitting supplies, including EPL decals.
- Oversee and monitor the Authority's Ground Transportation Revenue Control System. Review and maintain accurate records and reports in applicable electronic systems/databases
- Responsible for records retention for the permitting section of Ground Transportation Services
- Oversee use of the Ground Transportation Services Receipt application, monitor and assure that the daily receipts taken in by the permitting office are correctly accounted for, confirm timely release of payment batches and all daily cash transactions are correctly accounted for, secured and submitted to the Finance department
- Draft policies and procedures as it relates to Ground Transportation Services and assist the Assistant Manager of Ground Transportation Services as requested
- Supervise assigned employees including: assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees; recommend disciplinary action as needed. Provide for the safety and security of the work area
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in Business or a related field and five (5) years work experience in a heavy customer contact environment ensuring compliance with rules, regulations and policies, or an equivalent combination of education, training and experience. Supervisory experience preferred. Customer service experience in similar environment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to deliver excellent customer service
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects,
- Knowledge of parking and ground transportation desirable
- Knowledge of, Word and Excel, required. Oracle, lease management system and revenue control system, preferred
- Attention to detail
- Good organizational skills
- Ability to communicate clearly and effectively, orally and in writing

LICENSES/CERTIFICATIONS REQUIRED:

- None


SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise approximately six (6) employees

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

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Responsibility and primary accountability to supervise a single section/unit.
- Assign work, check results, control costs, appraise performance, and make salary increase and promotional recommendations.


APPROVAL SIGNATURES:

 * ASST. MGR (Immediate Supervisor)
 CURRENTLY VACANT.

 Immediate Supervisor

12/04/2017

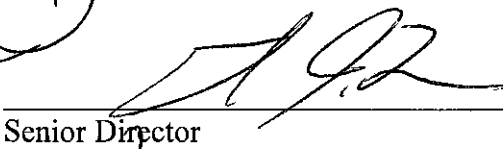
 Date



 Department Manager

12/04/2017

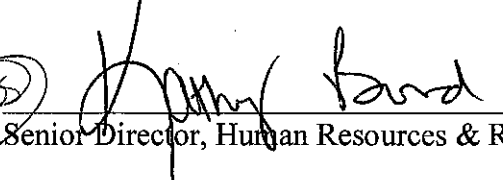
 Date



 Senior Director

12-04-2017

 Date



 Senior Director, Human Resources & Risk Management

12-6-17

 Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, GT Permit Services
Department Ground Transportation Services

Date December 1, 2017
Section 238

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		1
Walking				X		2
Sitting		X				2
Lifting				X		3
A. ___ 0 - 20 lbs.						
B. ___ 21-50 lbs.					X	2
C. ___ 51+ lbs.					X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRJ (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

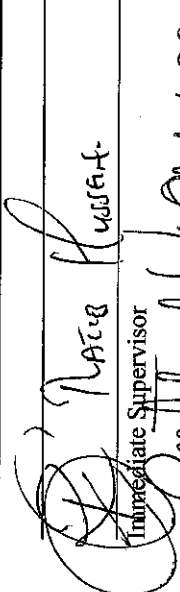
- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)


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:

 Patricia Kusser
 Immediate Supervisor
 Date: 12/04/2017

 Senior Director
 Date: 12/4/17

Human Resources - Compensation
 Date: 12/4/17

JOB DESCRIPTION

Job Title: Supervisor, HVAC

Date: June 9, 2015

Department: Maintenance

Grade/Level: Non-exempt; L22

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Plant Maintenance

POSITION SUMMARY: Supervises HVAC Technicians in maintenance and repair of all equipment and related control systems pertaining to heating, ventilation, and air conditioning equipment.

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

- Plan, organize, and supervise the daily operation of the HVAC Shop.
- Responsible for the effective and efficient operation and maintenance of the central energy plant and all related HVAC systems and controls.
- Plan, schedule, and supervise preventive maintenance activities to ensure completion in a timely manner.
- Develop and maintain the necessary records and reports to ensure product and equipment reliability.
- Monitor outside contractor personnel to ensure timely compliance with contract requirements.
- Ensure compliance with applicable federal, state, and local codes and established maintenance practices consistent with OSHA Standards.
- Establish work standards and ensure compliance through regular quality assurance inspections.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budget.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma, with a minimum of 1200 hours HVAC technical training courses, five years experience in HVAC field, and three years supervisory/lead experience; or an equivalent combination of education, training, and experience. Demonstrated leadership skills may replace the requirement for supervisory experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Extensive knowledge of central energy plant operation
- Extensive knowledge of building automation system network, and electrical direct digital and pneumatic controls
- Demonstrated leadership experience; ability to build an effective team
- Demonstrated strong verbal and written communication skills
- Demonstrated ability to set standards for consistency

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- EPA section 608, Universal certification is preferred for the proper use, storage and disposal of refrigerants.
- Refrigerant Transition and Recovery Certification
- Class "A or "B" contractor's license desirable

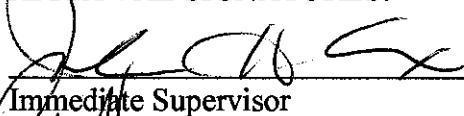
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervisory responsibility for approximately eleven (11) HVAC Technicians

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


APPROVAL SIGNATURES:



Immediate Supervisor

6/22/15

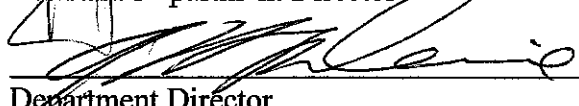
Date



Assistant Department Director

6/22/15

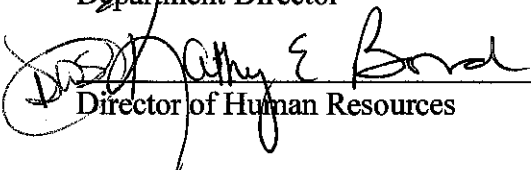
Date



Department Director

6/24/15

Date



Director of Human Resources

6-26-15

Date

-Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, HVAC
Department Maintenance

Date June 9, 2015
Section 685

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. <u> </u> 0 - 20 lbs.					X	1
B. <u> </u> 21- 50 lbs.						1
C. <u> </u> 50+ lbs.						1
Bending/Stooping						1
Pushing, Pulling, and/or Digging						1
Reaching over Head						1
Kneeling, Crawling						1
Climbing (ladders, stairs, hills)						1
Typing/CRT (attention to detail)				X		2
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

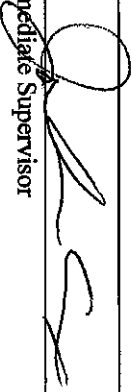
In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- | | | | |
|---------------|--|---|-------------------|
| | <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) | | |

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

Supervisor Comments:

Immediate Supervisor


6/22/15
Date

Department Director


6/24/15
Date

JOB DESCRIPTION

Job Title: Supervisor, K-9 Handler

Date: September 29, 2017

Department: Security/Canine

Level: Non-exempt; L24

Rotating Shifts: Yes

Title of Immediate Supervisor: Manager, Security Operations

Shift Premium: No

POSITION SUMMARY: Coordinate the day to day activities of the Explosive Detection Canine Team (EDCT) Section. Establish training plans, schedules, work priorities. Implement plans to achieve the goals and objectives outlined for the Section. Resolve concerns and elevate issues as needed. A point of contact with other departments, the Transportation Security Administration (TSA) and local law enforcement for EDCT matters.

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

- Supervise the daily activities of the EDCT Section's staff. Develop schedule, monitor hours of work and authorize timesheets, verify that work is performed in compliance with standards, laws, regulatory requirements, etc. Investigate concerns and develop solutions. Prepare and conduct performance appraisals, develop and implement training (including TSA Legacy training and canine training), participate in interviews, recommend disciplinary action when necessary.
- Primary liaison for EDCT issues with OPD, FBI, TSA, ATF, CBP and other related law enforcement agencies.
- Analyze and conduct effective training of the EDCT, adhering to TSA standards as required
- Serve as explosive detection subject matter expert for GOAA. Expert resource to the Incident Commander for bomb threat incidents.
- Responsible for the safe handling and transfer of explosive aides; establish and implement applicable policy and procedures.
- Verify that all Utilization mandates are met, review all records to confirm they are accurately entered into the TSA required portal in accordance with established timeframes.
- Confirm that K-9 staff wear specified Personal Protective Equipment (PPE), i.e. body armor, when responding to designated calls, and that PPE is maintained in good repair and a state of readiness with easy access when needed.
- Confirm that the TSA Reimbursement Program and SOP are carried out in accordance with the cooperative agreement.
- Identify and preserve evidence used to support law enforcement investigations regarding security threat incidents. May be called to provide testimony during proceedings.
- Assist with budget development and oversight.
- Keep Manager apprised on all relevant matters of the Section and confirm that section policies and procedures are followed.
- Assist Manager and perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Associate degree in Criminal Justice, Business or Public Administration or related field and six (6) years experience to include Explosive Detection Canine Team handling, with additional experience in Security, Law Enforcement or an Airport Environment; or an equivalent combination of training, education, and experience. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must be able to develop operational and training plans
- Must be able to coordinate section activities, communicate and follow-up plans
- Must be able to maintain a forty-five minute response time to the airport
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Must be able to respond in emergency situations and work effectively in potentially stressful and dangerous situations
- Must possess good oral and written communication skills
- Basic computer skills
- Knowledge of K-9 health requirements
- Knowledge of explosives handling procedures

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license
- Must complete Transportation Security Administration (TSA) EDCT seminars on a regular basis as required.

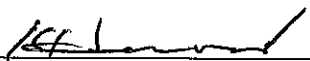
SUPERVISORY RESPONSIBILITIES:

Supervisory responsibility for approximately ten (10) K-9 Handlers and canines

LATITUDE AND/OR INDEPENDENT JUDGMENT:

- Works independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- High level problem-solving skills
- Makes emergency decisions when needed

APPROVAL SIGNATURES:



Immediate Supervisor

9/28/17

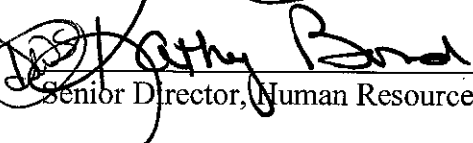
Date



Department Director

10/3/2017

Date



Senior Director, Human Resources & Risk Management

10-18-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, K-9 Handler
 Department Security/Canine

Date September 29, 2017
 Section 461

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)
 - 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> | <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				3
Walking		X				3
Sitting				X		2
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				3
Reaching over Head			X			3
Kneeling, Crawling			X			3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing					X	3
Other						

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		3
Chemicals				X		3
Insects				X		3
Heights, Confined Areas				X		3
Excessive Noise				X		3
Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends				X		3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Driving car/truck			X			3
Towing/attaching trailer					X	3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

K. Howard
 Immediate Supervisor

9/28/17
 Date

E. B. [Signature]
 Department Director

10/3/2017
 Date

Supervisor, Landside Operations

Department: Airport Operations – Landside

Date: April 1, 2021

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

Pay Level: L21

POSITION SUMMARY: Coordinate and supervise the daily operational activities of the Airport Operations – Landside Division. Responsible for the safe and orderly operation of the Landside Main Terminal and associated areas to confirm appropriate responses are initiated for all incidents and emergencies. Provide direction and training to maintain consistent and proper application of all rules, regulations, and procedures. Provide supervision, leadership, and direction to Terminal Operations Specialists and Traffic Enforcement Specialists. Act as the after-hours designee for Landside Operations.

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

- Assure traffic safety, traffic enforcement, and enforcement of the Ground Transportation Rules & Regulations and Transportation Security Administration's (TSA) mandates concerning unattended vehicles. Issue and oversee the issuance of Notices of Violation (NOV), when appropriate.
- Provide proper response and direction during airport emergencies, to include fire alarms/medical emergencies, vehicle accidents, bomb threats, civil disturbances, and other unique situations from a Landside Operations' perspective.
- Supervise, plan, and review daily tasks performed by Terminal Operations Specialists and Traffic Enforcement Specialists. Monitor hours of work, prepare and conduct performance evaluations, and recommend disciplinary action when necessary. Participate in the interview process and train Department employees to maintain consistent and proper application of all Ground Transportation related rules, regulations, procedures, ordinances, and statutes. Advise management of areas of concern and recommend solutions. Provide for the safety and security of the work area.
- Collect information and prepare written reports, logs, and correspondence as required. Responsible for review and accuracy of all reports and logs produced by the Department's Specialists. May enter data and related notes into wireless on-line hand held device.
- Maintain continuous focus on customer service with an emphasis on interpersonal skills, written or verbal.
- Provide assistance in the Emergency Operations Center (EOC) and act as the Landside Division representative.
- Assist the traveling public by providing information concerning flight activity, the airport, directions to Central Florida attractions and other locations, and any other assistance as appropriate.
- Perform Lost and Found duties and responsibilities as required.
- Provide testimony during Ground Transportation Hearings and court proceedings regarding Ground Transportation NOVs, parking citations, and other legal proceedings, as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration, Public Administration, Aviation/Aerospace Management, or related field and four (4) years airline/airport operations experience in an area related to operations or an equivalent combination of education, training, and experience. Previous supervisory or lead experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of the Airport Emergency Plan (AEP), CFR 1540 & 1542 (airport security), Ground Transportation Rules and Regulations, and other Orlando International Airport rules and policies
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired

Supervisor, Landside Operations

Department: Airport Operations – Landside Division

Date: April 1, 2021

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

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


 Immediate Supervisor 4/16/2021
 Date


 Department Director APR 16, 2021
 Date


 Human Resources - Compensation 5/4/21
 Date

Supervisor, Lock Shop

Department: Security

Date: April 13, 2021

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

Pay Level: L24

POSITION SUMMARY: Plan, coordinate and supervise the activities of the Lock Shop for the Greater Orlando Aviation Authority (GOAA) in the operation and maintenance of all locking mechanisms, equipment, and devices. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

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

- Responsible for planning, organizing and supervising the daily operations of the Lock Shop.
- Coordinate maintenance, installation, and operation of equipment locking mechanisms in all installed locking devices as assigned.
- Confirm all work by shop personnel meets established quality control standards, safety standards and complies with all federal, state, and local codes.
- Verify adherence to the established preventive maintenance program.
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Accurately read diagrams, schematics, and specifications, and generate scopes and specifications for lock equipment and devices.
- Assist with generating scopes of work and specifications for equipment used and maintenance of warranty.
- 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.
- Responsible for remaining current with state of the art locking systems and components to include reading and interpreting schematics.
- Responsible for staying current on all GOAA emergency response procedures and maintaining proper response as required.
- Organize the Lock Shop and ensure all equipment is appropriate for the requested jobs and confirm parts and materials are ordered and configured correctly in sufficient amounts.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Develop and monitor annual budgetary requirements.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years experience working as a locksmith in the building maintenance or construction fields; or an equivalent combination of education, training, and experience. Locksmith courses required; including but not limited to lock systems in use at the airport (i.e.: Large Format Interchangeable Cores, Simplex Mechanical Pushbutton Locks, master keying). Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read and interpret blueprints, shop drawings, and engineering cut sheets
- Knowledge of TSA security regulations related to access to Secure or restricted areas
- Basic knowledge of essential safety equipment and protective devices
- Must be capable of properly operating field communications equipment
- Ability to utilize database programs to document lock and key structure electronically
- Basic spreadsheet knowledge to maintain locksmith parts inventory control
- Use of e-mail system for receiving and responding to work orders and locksmith information requests
- Demonstrated leadership skills
- Ability to organize, assign and reconcile work
- Ability to communicate effectively with management and Locksmiths
- Must be able to read and understand airport diagrams

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Establish priorities to maximize productivity and efficiency

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

APPROVAL SIGNATURES:


Gordon J. Clark 4/14/21
Immediate Supervisor Date


E. Bryan Allen 4/14/2021
Department Director Date


Department Senior Director 04-14-2021
Date


St. Director, HR & Risk Management
Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: N/A

Rotating Shift: N/A



Supervisor, Lock Shop

Department: Maintenance

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

 4/26/21
 Immediate Supervisor Date

 4-26-2021
 Department Director Date

Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Lost and Found

Date: April 3, 2012

Department: Terminal Operations – Landside Division

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Title of Immediate Supervisor: Manager, Landside Operations Shift Premium: No

POSITION SUMMARY: Supervises the daily operation of the Orlando International Airport Lost and Found Office, guiding and supervising the Lost and Found Clerks to ensure the safe and efficient operation of the office and maximize the number of items returned to customers.

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 operational supervision, direction, and guidance to the Lost and Found staff members. Plan and review daily tasks performed by Lost and Found Clerks. Conduct staff member performance appraisals in conjunction with the Manager, Landside Operations. Hire and train new employees. Issue, track, or recommend disciplinary actions per policy.
- Develop office procedures and coordinate training programs.
- Ensure the proper documentation and research of lost property in an effort to locate the rightful owner. Collect information and prepare written reports, logs, and correspondence as required. Responsible for review and accuracy of all reports and logs produced by subordinates.
- Supervise and coordinate the storage and disposal of property in accordance with State of Florida and Transportation Security Administration (TSA) requirements and mandates. Coordinate the transfer of unclaimed inventory to the Aviation Authority Material Control Department.
- Control received currency from time of receipt through transfer to the Aviation Authority Finance Department.
- Produce and maintain office documentation, reports, and statistics.
- Develop the duty schedule and ensure proper coverage for the Lost and Found Office.
- Oversee the daily issuance of distributor badges and provide optimal customer service for all Airport patrons.
- Perform other related duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Associate degree and four (4) years experience in an area related to airport operations or an equivalent combination of education, training, and experience. Previous supervisory or lead experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Strong customer service skills
- Strong oral and written communications skills, friendly customer service skills, and computer skills required (Word, Outlook, Excel, Access, and PowerPoint)
- May be required to work a weekend, evening and/or holiday shift for operational reasons
- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure
- Ability to work with confidential and sensitive information
- Ability to handle multiple tasks and pay close attention to detail
- Ability to solve problems independently
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult, and confrontational situations
- Ability to operate a two-way radio
- Ability to type 25 CWPM
- Multi-lingual skills preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

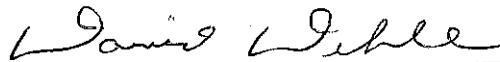
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Lost and Found Clerks (approximately 8)

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

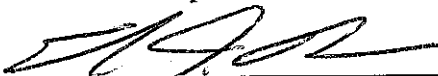
- Initiates day to day operational decisions based on interpretation of Orlando International Airport, State of Florida, and Transportation Security Administration (TSA) rules and policies. Refers unique issues to the Manager, Landside Operations.
- Works independently under general supervision, makes decisions based on policy.

APPROVAL SIGNATURES:



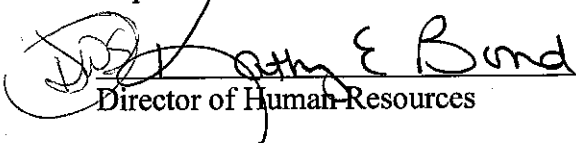
Immediate Supervisor

Date 4/4/12



Department Director

Date 4/5/12



Director of Human Resources

Date 4-10-12

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title Supervisor, Lost and Found

Date: April 3, 2012

Department Terminal Operations

Section Landside Division

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting		X				3
Lifting						3
A. 0-20 lbs.				X		3
B. 21-40 lbs.					X	2
C. 50+ lbs.						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		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	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	
Communications Equipment (radio)				X		3
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

Daniel White
Immediate Supervisor

4/11/12
Date

Agar
Department Director

4/8/12
Date

JOB DESCRIPTION

Job Title: Supervisor, Maintenance Shifts

Date: April 27, 2017

Department: Maintenance

Grade/Level: Non-Exempt; L25

Rotating Shift: Yes

Shift Premium: No

Title of Immediate Supervisor: Manager, Plant Maintenance

POSITION SUMMARY: Provide oversight and direction for all Maintenance Department activities and personnel during non-regular hours, weekends and holidays. Serve as the primary Maintenance Department contact and responder to all emergency situations.

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.*

- Performs periodic inspections of airport facilities to identify maintenance requirements in support of a safe, efficient, and secure environment for the travelling public.
- Provides continuity of professional leadership and judgment to shift personnel.
- Oversees and coordinates Maintenance staff performing preventive maintenance and repair work. Supervises and monitors Maintenance department contractors while on shift.
- Responsible for the response and coordination of department activities with other departments, tenants, and outside contract personnel for discrepancy resolution. Oversees proper department response to emergency situations as required.
- Coordinates priorities with managers and supervisors to confirm that work requirements are met.
- Advises department management of situations that arise during shift.
- Evaluates procedures and practices, making recommendations for achieving high quality and quantity of work.
- Investigates problems and develops solutions in area of responsibility.
- Monitors compliance with GOAA policies and procedures, and applicable Federal, State, and local codes, to maintain standards consistent with OSHA and NFPA regulations. In support of the Operations and Security departments, monitors compliance with FAR and security regulations.
- Maintains records and reports appropriate to area of responsibility.
- Performs administrative and other duties as required.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree and six (6) years experience in a large scale Maintenance organization including oversight of maintenance contractors and staff, or an equivalent combination of education, training, and experience. Supervisory and airport experience desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of airport operating procedures under current FAA regulations.
- Basic understanding of maintenance work procedures and terminology.
- Familiar with use of 2-way radio communications.
- Must be able and willing to work rotating shifts including early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license.

SUPERVISORY RESPONSIBILITIES:

On assigned shift, may directly supervise up to approximately 25 personnel.

LATITUDE AND/OR INDEPENDENT JUDGMENT:

- Works independently under limited supervision and general direction
- High level of independent judgment and discretion
- Makes emergency decisions when needed

APPROVAL SIGNATURES:



Immediate Supervisor

5/1/17
Date



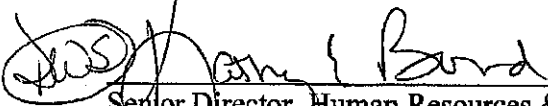
Assistant Director

5/1/17
Date



Department Director

5/1/17
Date



Senior Director, Human Resources & Risk Management

5-4-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Supervisor, Maintenance Shifts
 Department: Maintenance

Date: April 27, 2017
 Section: 631

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting					X	2
A. 0 - 20 lbs.						
B. 21 - 50 lbs.						1
C. 50+ lbs.						1
Bending/Stooping						1
Pushing, Pulling, and/or Digging						1
Reaching over Head						1
Kneeling, Crawling						1
Climbing (ladders, stairs, hills)						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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Operating department vehicle		X				3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

[Signature]
 Immediate Supervisor

5/8/17
 Date

[Signature]
 Department Director

5/1/17
 Date

JOB DESCRIPTION

Job Title: Supervisor, Maintenance Support

Date: November 20, 2012

Department: Maintenance

Grade/Level: Non-Exempt; L21

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Pavement & Grounds

POSITION SUMMARY: Plans, coordinates and supervises the activities of the maintenance support shop in providing general labor support for GOAA departments.

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

logical assignment to the position.

- Plan and supervise the day-to-day operation of the Maintenance Support Shop.
- Schedule maintenance and servicing for designated vehicles, including leased vehicles.
- Schedule requests for labor assistance and ensure that work is completed in a timely manner.
- Plan and supervise daily policing of airport grounds, watching for debris, trash, etc. and handling appropriately.
- Schedule daily courier service, ensure schedules are met, arrange for special courier service as required.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Perform other duties as assigned.

EDUCATION REQUIREMENTS:

High school graduate or equivalency diploma and five years general labor experience, and three years supervisory experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated leadership/supervisory skills
- Organizational skills
- Math skills as required for payroll and budget responsibilities

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Commercial Driver's License, Class "B"

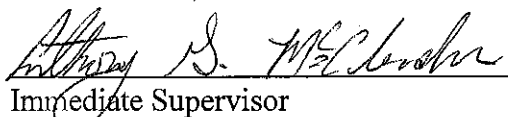
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises the work of approximately six (6) employees

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

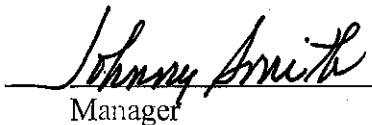
- Works independently under moderate supervision
- Makes decisions regarding work to be done and schedule/priorities

APPROVAL SIGNATURES:




Immediate Supervisor

12-3-12
Date




Manager

12-3-12
Date



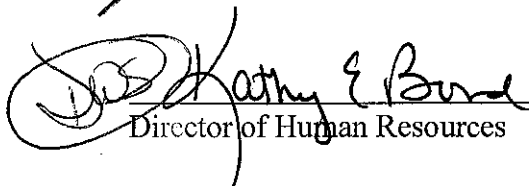
Assistant Director

12-3-12
Date



Department Director

12/4/12
Date



Director of Human Resources

12-5-12
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Supervisor, Maintenance Support
 Department Maintenance

Date November 20, 2012
 Section 655

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

Anthony D. McClellan
 Immediate Supervisor

12.3.12

Date

[Signature]
 Department Director

12.3.12

Date

Supervisor, Material Control

Department: Purchasing

Date: December 26, 2018

Title of Immediate Supervisor: Assistant Manager, Material Control

Pay Level: L23

POSITION SUMMARY: Supervise the daily operations of the HBJ warehouse. Responsible for the proper receipt, storage and distribution of goods received in assigned area. Supervise the fixed asset inventory process to maintain an accurate accounting of all Aviation Authority owned physical assets. Responsible for proper disposal of Authority surplus property and lost-and-found items.

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

- Supervise the daily operations of the HBJ warehouse. Verify items delivered to assigned warehouse are properly handled, counted and entered into the current financial system.
- Supervise the annual fixed asset physical inventory of all Aviation Authority property. Review and confirm discrepancy reconciliation of missing assets.
- Maintain stock levels to prevent out-of-stock situations. Verify accuracy of on-hand warehouse stock levels. Perform cycle counts based upon issuing and receiving activity to help control accuracy of materials on hand.
- Prepare lost and found material and surplus property for auction, supervise the proper handling and sorting of the materials. Prepare auction memos for management.
- Perform an annual count and inventory of all items in the assigned warehouse.
- Supervise the timely, methodical and accurate physical inventory of fixed asset items.
- Assist in the development of internal operating guidelines for the day-to-day operation of Material Control.
- Provide inventory, fixed asset, lost and found and surplus property reports as requested.
- Supervise employees in assigned area. Assign work, monitor hours of work and authorize time sheets, oversee quality and quantity of work performed, confirm compliance with established 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.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field with course work in material management or logistics management, and three (3) years of progressively responsible work experience in material management, or an equivalent combination of education, training and experience. Supervisory/Lead experience preferred; computerized inventory management systems experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of inventory concepts and practices
- Leadership skills
- Knowledge of fixed assets management desired
- Proficient in parts research using the Internet
- Ability to operate a forklift during declared emergency event if required
- Excellent verbal and written communication skills

Supervisor, Material Control

Department: Purchasing

Date: December 26, 2018

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

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

Diana L. Hershner 1/3/19
 Department Manager Date

Lawrence M. Bl... 1/14/19
 Chief Financial Officer Date

Cathy K... 1/13/19
 Human Resources - Compensation Date

Supervisor, OEA Operations

Department: General Aviation

Date: September 6, 2018

Title of Immediate Supervisor: Director, General Aviation

Pay Level: L20

POSITION SUMMARY: Verify that OEA's tenants and users comply with all applicable rules, regulations and agreements. Greater Orlando Aviation Authority (GOAA) primary contact and direct liaison with tenants during non-office hours at the airport. Maintain all facets of airfield safety and security, provide necessary assistance to the public, fixed based operators (FBO), and tenants.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 primary contact & representative of GOAA after normal business hours for matters concerning OEA
- Responsible for airfield safety including tenant, buildings & air operations areas (AOA); perform inspections to evaluate operating conditions. Remove foreign object debris (FOD) from the movement area as requested by Air Traffic Control. Issue NOTAMs when required.
- Conduct nightly airport lighting inspections, and report outages.
- Interpret, coordinate & enforce regulations & procedures. Contact FAA officials, aeronautical users, control tower & maintenance personnel concerning airfield safety & operational conditions.
- Respond to all emergencies & operate the Airport Command Post in emergencies. Conduct investigations and prepare accident reports, as required.
- Coordinate with law enforcement agencies regarding security incidents on airport property. Conduct joint emergency training exercises with law enforcement agencies and Orlando Fire Department
- Investigate complaints from OEA tenants & local public.
- Periodically review manuals & procedures, recommending revisions as needed.
- Conduct new hire training, orientation and OEA tours.
- Responsible for record management for Operations department.
- Complete airport and organizational surveys.
- Maintain log of international flights that will utilize Customs services, and assist Customs officers as needed.
- Maintain records of total aircraft movement and individual jet aircraft operations during non-ATC service hours for noise abatement inquiries. Advise pilots of proper noise abatement procedures during non-ATC hours of operation.
- Monitor and log wildlife activity that occurs on airport property, and conduct dispersals/removals as necessary. Maintain records of bird strikes that occur on airport property.
- Monitor CCTV, remote cameras and tenant security alarm systems.
- Issue trespass warnings when required
- Coordinate media personnel and events.
- Review constructions plans, monitor activities, provide escorts, & coordinate daily activities. Inspect systems, make safety recommendations and attend meetings.
- Provide training to construction personnel on safety awareness for airfield projects and conducting ground vehicle operations within the airport movement area.
- Review lease, report leasehold violations, inspect and show properties. Provide escorts, develop and maintain tenant lists.. Initiate Facilities Use Agreements for temporary airport tenants.
- Operate emergency equipment, i.e., generators for emergency lighting and pumps to prevent flooding on the airport. Position, locate and relocate emergency X's on the runways during nighttime closures/emergencies.
- Maintain gate access points during non-business hours.
- Complete maintenance work orders as necessary, and verify completion of work. Fuel airport operations vehicles and complete vehicle inspection reports.

Supervisor, OEA Operations

Department: General Aviation

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					
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	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
Visual		X					3
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
Must be able to work rotating shifts to include nights, evenings, weekends and holidays							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Two Way and FAA Radios		X					3
SUPERVISOR COMMENTS:							


9/12/18

 Immediate Supervisor Date


09-13-2018

 Department Senior Director Date


9/12/18

 Human Resources - Compensation Date

Supervisor, Payroll

Department: Finance

Date: March 22, 2019

Title of Immediate Supervisor: Manager, Finance

Pay Level: L26

POSITION SUMMARY: Supervise the Payroll area of the Finance Department, including compliance with policies and procedures. Review of bi-weekly payroll and supporting reports. Assist with the preparation of month-end and year-end schedules and the Comprehensive Annual Financial Report. Responsible for the development of internal controls.

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2)

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

- Works independently with little supervision and general direction, high level of initiative, judgment, and authority
- Judgment used for management, administrative and accounting responsibilities. Interpret all aspects of policy and procedure
- Coordinate decisions affecting other GOAA departments with Manager, Finance, Assistant Director, Finance, Director, Finance and Chief Financial Officer

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:

Elvie Alfonso 4.2.19
Immediate Supervisor Date

Mauri Damm 4.2.19
Department Assistant Director Date

Pam L'Heureux 4/3/19
Department Director Date

Laura M. Shawan 4/4/19
Chief Financial Officer Date

Patricia E. Bond 4-5-19
Sr. Director, HR & Risk Management Date

MB

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Supervisor, Payroll

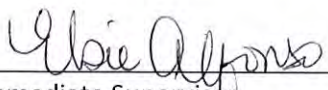
Department: Finance

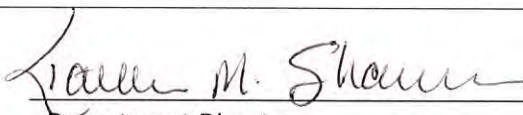
Date: March 22, 2019

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	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:


 _____ 4.2.19
 Immediate Supervisor Date


 _____ 4/4/19
 Department Director Date


 _____ 4/4/19
 Human Resources - Compensation Date

Supervisor, Plumbing

Department: Maintenance

Date: February 28, 2018

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L24

POSITION SUMMARY: Plan, coordinate, and supervise the activities of the plumbing shop in the operation and maintenance of all plumbing systems and appurtenances.

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

- Supervise the daily operation of the Plumbing Shop in providing operations and maintenance of all airport plumbing systems to include:
 - Potable water supply and distribution
 - Storm water collection and discharge (buildings)
 - Waste and vent water collections discharge (buildings)
- Responsible for preventive maintenance and inspection of all systems.
- Read and interpret engineering drawings and specifications for plumbing systems and inspect to ensure contractual compliance.
- Coordinate with City of Orlando for periodic inspection of cross-contamination prevention devices on potable water supply lines.
- Determine material requirements for routine and project work. Maintain adequate shop stock levels and requisition materials for accomplishing required work.
- Responsible for remaining current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and five (5) years plumbing experience; three (3) years supervisory experience, or an equivalent combination of education, training and experience. Some technical schooling desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of all applicable Federal, State, and local plumbing codes; OSHA safety policies.
- Ability to read and work from blueprints & contract drawings.
- Ability to operate hand & power tools, two-way radio, pumps, motor vehicles, and office machines.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license
- Journeyman Plumber Orange County Competency Card
- Master Plumber Orange County Competency Card desired

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

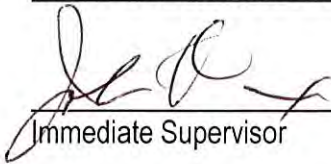
- Directly supervises a staff of approximately thirteen (13) employees.

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

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Establish priorities to maximize productivity and efficiency

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


APPROVAL SIGNATURES:

 5/28/18

Immediate Supervisor Date

 5/30/18

Department Assistant Director Date

 5-30-18

Department Director Date

 6-7-18

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Skilled Craft Workers

Rotating Shift: N/A

Supervisor, Plumbing


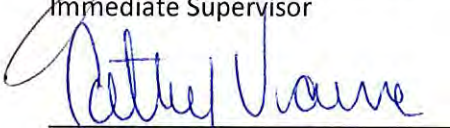
Department: Maintenance

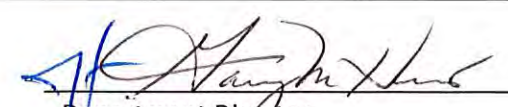
Date: February 28, 2018

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

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


 Immediate Supervisor 5/30/18
Date

 Human Resources - Compensation 5/30/18
Date


 Department Director 5-30-18
Date

Supervisor, Purchasing – Goods & Services

Department: Purchasing

Date: November 12, 2019

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L26

POSITION SUMMARY: Responsible for the day to day purchasing activities of goods and services. Review of solicitation documents and provide assistance with development of specifications and scopes of work. Assist Owner Authorized Representative's (OAR) with the purchases of Furniture, Fixtures, and Equipment (FF&E) and Owner Furnished Materials (OFM) for projects awarded through Planning, Engineering & Construction made through routine purchases utilizing a Request for Quotation (RFQ) or other approved method. Assist the Purchasing Manager with the development and implementation of Standard Operating Procedures, writing recommendation memos for appropriate Committee approval, purchase order processing and order expediting. Approval of purchase orders in accordance with designated authority.

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

- Review and manage the purchasing activities of goods and services including, but not limited to, review of solicitation packages, research and development with the goal of getting the best value for dollars spent consistent with Greater Orlando Aviation Authority's (GOAA) needs and in accordance with purchasing principles and ethical standards.
- Review and revise purchase descriptions, specifications and statements of work for use in major purchase solicitations to confirm most up-to-date goods and services are procured as well as to enhance competition.
- Process formal solicitations utilizing the current boiler plates and following the contract procedures. Perform market research and review of other agencies' contracts and cooperative purchasing groups to determine eligibility for utilization. Perform review of solicitation submissions for required information, perform pricing analysis, and conduct thorough reference checks.
- Act as liaison for construction projects with the assistance of the assigned staff. Attend planning meetings for construction projects, as required, to stay current with upcoming FF&E or OFM purchases for those projects.
- Assist with item number set-ups, and in providing training and instruction to GOAA staff on Purchasing policies, processes and procedures.
- Review requisitions for creation of purchase orders. Confirm necessary documentation is attached to requisitions submitted by end-users. Obtain necessary clarifications as required.
- Coordinate with requesting department to confirm drawings and specifications are completed within timeframe to meet required deadlines.
- Approve purchase orders and blanket purchase agreements in accordance with designated authority. Process Standard Purchase Orders in Oracle as required for goods and services to be forwarded to Purchasing Manager for approval.
- Facilitate meetings with vendors and end-users to obtain updated product information, for pre-bid or pre-award purposes, or to resolve delivery and invoice issues before problems can occur.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure applicable codes, laws and statutes. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Maintain bid and contract file master in central records.
- Assist management in the development and implementation of Standard Operating Procedures, and the development of standardized procurement documents for use by the Purchasing staff or end-users.
- Assist in the development of award recommendation memos and other award documents.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field and five (5) years of progressively responsible work experience in public procurement including complex procurements such as FF&E, OFM, etc., or an equivalent combination of education, training and experience. Experience processing solicitations in an e-procurement system required. Procurement experience in the public sector is required. Supervisory experience 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 written quotations
- Remain current in knowledge of purchasing principles, standards, theories, procedure, methods and processes, and demonstrate proficiency in their practical application
- Working knowledge of specifications, statement of work, purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations and post-award contract administration
- Working knowledge of State of Florida statutes relating to public procurement
- Demonstrated leadership skills
- Demonstrated analysis and problem resolution skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent interpersonal, verbal and written communication skills and able to effectively interact with internal and external customers
- Intermediate to advance computer skills and Microsoft Office programs required, working knowledge of Oracle and an eProcurement system preferred
- Basic negotiation skills

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of approximately three (3) employees.

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

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

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

APPROVAL SIGNATURES:

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

Karen M. Sharma 11/20/19
Chief Financial Officer Date

FLSA: Exempt
EEO Category: Professional

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

Harry Bond 11-25-19
Sr. Director, HR & Risk Management Date

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



Supervisor, Purchasing – Goods & Services

Department: Purchasing

Date: November 12, 2019

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

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	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Hazardous Materials						X	1
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
SUPERVISOR COMMENTS:							

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

Liadan M. Shawan 11/20/19
Chief Financial Officer Date

Cathy V... 11/19/19
Human Resources - Compensation Date

Supervisor, Purchasing Contracts

Department: Purchasing

Date: December 17, 2018

Title of Immediate Supervisor: Manager, Purchasing Contracts

Pay Level: L26

POSITION SUMMARY: Manage contract files, expiration dates, bond, insurance and other compliance documents to confirm the Authority's contractual rights are protected. Maintain logs and databases; maintain and update procurement statistics and provide annual reporting. Provide statistical reports, perform research and provide tracking documents. Manage the Contract Management System and confirm the information is accurate and up to date. Assist with monitoring the procurement card system. Manage contract compliance to verify each Contractor is performing its requirements under the contract.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 contract requirements, documentation and suspense dates for contract expiration, insurance certificates, performance and payment guarantees/bonds and other documents.
- Verify Senior Purchasing Agents and customers are notified in advance of contract expiration dates to maintain timely routine renewals or re-bid of needed services.
- Supervise and review the accuracy of contract data in the Contract Management System database. Review completed financial audits of contracts and confirm the accuracy of data.
- Review and provide statistical analysis regarding procurement statistics, MWBE/LDB participation and direct awards, and other purchasing activity. Responsible for the annual Purchasing Activity Report.
- Verify contracts/agreements are set up in the Contract Management System and the information is accurate and updated as needed.
- Coordinate with Senior Purchasing Agent and Authority Authorized Representatives (AAR) to continually evaluate contractor performance; prepare compliance reports based on contract requirements and closed out contracts reports.
- Serve as system administrator for the Contract Management System including but not limited to working with IT to maintain and implement system updates, recommending updates and changes, and developing new phases, testing and reporting features to service user departments.
- Train end users on the Contract Management System and update user manuals; conduct annual training on the system in a classroom or individual setting as needed.
- Work with Information Technology to develop test and serve as the administrator to a contract compliance system.
- Oversee the set up of contract headers and blanket purchase agreements for new contracts and confirm revisions and changes are made as needed.
- Oversee insurance tracking process in 3rd party database; prepare related reports.
- Prepare the annual purchasing reports, SharePoint updates and contract compliance documentation.
- Attend and conduct meetings with vendors and customers as needed.
- Provide monthly Board notifications.
- Manage the Purchasing Department intranet webpage. Add events, update main page, keep forms current, add and remove bid documents, etc.; update Purchasing Department information on the GOAA internet website.
- Confirm active contracts are available in the central contract file and available to GOAA end users; oversee the process of purging and organizing the contract files in a timely manner.
- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Serve as designee for Procurement Card Program Administrator and perform daily administrative tasks in accordance with policy and as directed.

- Back-up for the update of individual project reports and issue of the weekly Purchasing Project Status report; log and maintain Project Initiation Forms (PIF) for new projects when required.
- 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.
- Mentor subordinates and provide staff development for succession planning.
- Maintain a high level of customer service for both internal and external customers
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field and four (4) years of progressively responsible work experience in procurement and contracts administration with a public entity, or an equivalent combination of education, training and experience. Supervisory or leadership experience 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, contract compliance and enforcing contract provisions.
- Working knowledge of Oracle Financial 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) required.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly 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)*

- Rely upon experience and judgment to 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
- Work independently under little supervision, high level of independent judgment, discretion 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:

Bance G. Gant 1/16/19
Immediate Supervisor Date

Denise K Schmede 1/10/19
Department Assistant Director Date

Lauren M. Shannon 1/14/19
Chief Financial Officer Date

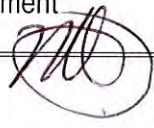
Athy Beard 1-17-19
Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Supervisor, Purchasing Contracts

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.

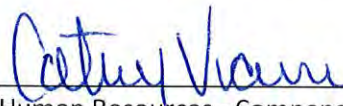
<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours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


 Immediate Supervisor


 Date


 Chief Financial Officer


 Date


 Human Resources - Compensation


 Date

JOB DESCRIPTION

Job Title: Supervisor, Revenue Control

Date: January 7, 2016

Department: Finance

Grade/Level: Exempt; L26

Title of Immediate Supervisor: Assistant Director, Finance

POSITION SUMMARY: Supervise the Revenue Control section of the Finance department, including the invoicing and collection of all revenue and security deposits due to the Authority and compliance with policies, procedures and departmental budgets. Review contract documents for compliance, maintain and monitor Letters of Credits and Bonds documents for renewal and rating status. Prepare month-end and year-end schedules for the Comprehensive Annual Financial Report and work with independent auditors. Responsible for the development of internal controls that are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.

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

- Supervise accounts receivable process to ensure adherence to the Authority's policies and procedures, and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Supervise the revenue invoicing and remittance established in leases, amendments, space-use permits, contracts, etc., to ensure invoicing accuracy. Maintain and ensure the accuracy of the revenue accounting records to facilitate a timely reporting of financial condition to management.
- Supervise the preparation of the daily deposit and recording of revenue and cash receipts. Ensure that all internal controls related to this area are always operating as designed.
- Supervise the proper recording, accounting and monitoring renewal and rating status of security deposits received. Ensure that all customers have the appropriate security deposits and any replacement security deposits are received prior to expiration of the existing security deposits.
- Review requests for refunds and credit memos and ensure that they are in compliance with the customer agreements and are supported by adequate documentation.
- Supervise collection procedures on delinquent accounts receivable. Analyze delinquent accounts receivable reports to ensure timely payment from tenants, concessionaires, air carriers and other customers. Monitor delinquent accounts with security deposits. Prepare and draw down on security deposits as necessary in the collection effort. Report to management on delinquent accounts on a timely basis and recommend actions pursuant to agreements. Work with legal on bankruptcies and other legal matters.
- Review reports generated by the Accounts Receivable department for reconciliation, journal entry recording, monitoring and reporting purposes. Review reconciliation of Accounts Receivable to the General Ledger. Perform analysis of various general ledger accounts and ensure that any reconciling items are resolved timely.
- Review and remit monthly sales tax, excise tax, gross receipt tax and communication service tax returns. Ensure compliance with all regulatory requirements.
- Prepare month-end schedules, annual schedules and notes for the Comprehensive Annual Financial Report and with work with independent auditors.
- Assist with the annual revenue budget.

RESPONSIBILITIES (Continued):

- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance reviews; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor degree in Accounting or related field, and five (5) years of experience in revenue accounting and revenue collections, or an equivalent combination of education, training, and experience. Strong understanding of revenue accounting concepts, practices and procedures required. Supervisory and collections experience required. Oracle and PropWorks experience desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must possess strong interpersonal and leadership skills
- Must have strong knowledge of Excel, Word and Access Database.
- Must be familiar with computerized accounting systems
- Ability to handle multiple responsibilities throughout various financial areas
- Ability to understand and carry out complex oral and written instructions
- Ability to deal tactfully and courteously with employees and the general public
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public.
- Strong organizational skills to prioritize work and meet deadlines

LICENSES/CERTIFICATIONS REQUIRED:

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

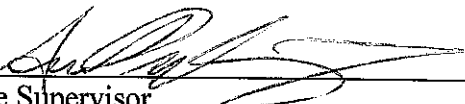
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Supervise staff of approximately five (5) employees

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


- Interprets policy and procedure minimal
- High degree of independence with minimal supervision
- Decisions affecting important administrative and accounting procedures.
- Coordinate decisions effecting other GOAA departments with Finance management staff
- High level problem-solving skills

APPROVAL SIGNATURES:



Immediate Supervisor

Date 1/12/2016



Department Director

Date 1/14/2016



Director of Human Resources

Date 1-22-16



Job Description Supplement Physical Requirements and Working Conditions

Position Title: Supervisor – Revenue Control
Department: Finance

Date Section: 111

January 7, 2016

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

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)

Frequency
 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. B. __ 21- 50 lbs. C. __ 50+ lbs.				X	X	2
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging						1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

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

Frequency

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

Importance

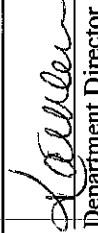
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

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

Supervisor Comments:


 Immediate Supervisor

1/14/2016
 Date


 Department Director

Date

JOB DESCRIPTION

Job Title: Supervisor, Security Compliance

Date: October 12, 2017

Department: Security

Grade/Level: Non-Exempt, L21

Rotating Shift: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Security Compliance

POSITION SUMMARY: Responsible for daily oversight of the Security Compliance Specialists. Monitor throughout the Authority for compliance with applicable airport security policies, regulations, and agreements to maintain overall effectiveness, and efficiency of security processes and procedures. Provide or facilitate training and related documentation to airport tenants, contracted security personnel and airport guests regarding compliance issues and other security related initiatives. Train Security Compliance Specialists and maintain required documentation.

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

- Supervise assigned employees. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Monitor compliance with Federal regulations contained in 49 CFR Part 1542 and other applicable Federal Regulations, Transportation Security Administration (TSA) regulatory requirements and the Airport Security Program (ASP) through audits, inspections, testing, observation, and interviews.
- Issue Security Violations as appropriate for compliance related violations of the ASP or other regulatory requirements; conduct historical and trend analyses of violation data and adjust/revise training programs as applicable.
- Review Security Violations issued by staff for appropriateness and consistency; address discrepancies.
- Oversee security training programs, to include the airport's computer-based training (CBT) for airport personnel and tenants; develop and implement any new security training initiatives that may be needed; develop and present training in response to noted deficiencies or problem areas.
- Conduct training and associated documentation as it relates to Security Compliance Specialists
- Assist in confirming compliance standards are being met for all security related recurrent training.
- Conduct monthly or as needed training/outreach programs and maintain related training materials for requested GOAA departments and stakeholders
- Assist airport tenants and users with security related issues to facilitate all affected parties remaining within regulatory compliance standards.
- Maintain a system of checklists to verify all audit and inspection criteria are being properly addressed on a regular basis.
- Maintain data/documentation in reports, logs, etc. as required for the Airport Security Program, regulatory policies and other compliance standards
- Perform other tasks as directed

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in a Security related discipline and four (4) years experience including compliance with TSA security regulatory requirements and training responsibilities, or an equivalent combination of education, training and experience. Experience in an airport environment preferred. Supervisory and/or leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Computer proficiency to include a working knowledge of Microsoft Word, Excel and PowerPoint
- Knowledge of TSA security requirements
- Knowledge of security compliance
- Experience/knowledge of general airport operations
- Good oral and written communication skills
- Ability to effectively and professionally interact with various Authority staff, contracted staff, tenants and airport guests
- Must be able to act effectively in highly stressful situations
- Proficiency in English, multilingual skills desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license


SUPERVISOR RESPONSIBILITIES:

- Supervisory responsibility for approximately three (3) employees

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


- Considerable initiative, discretion and judgment
- Works independently under moderate supervision

APPROVAL SIGNATURES:



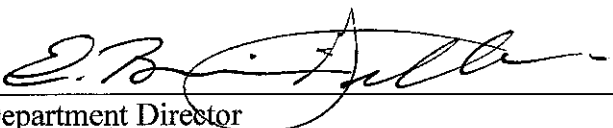
Immediate Supervisor

10/17/17
Date



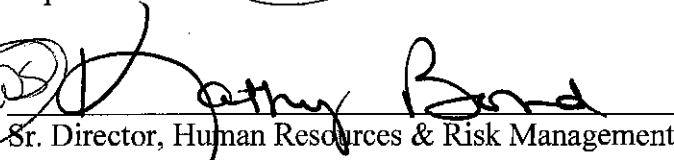
Manager

10/17/17



Department Director

10-17-2017
Date



Sr. Director, Human Resources & Risk Management

10-19-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Supervisor, Security Compliance
Department: Security

Date: October 12, 2017
Section: 465

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

Frequency

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

Importance

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

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

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

Frequency

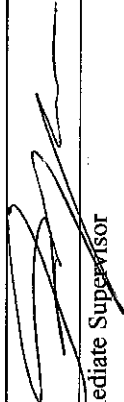
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

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

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

Supervisor Comments:


 Immediate Supervisor

10/17/17
 Date


 Department Director

10-17-2017
 Date

JOB DESCRIPTION

Job Title: Supervisor, Security Operations

Date: October 18, 2017

Department: Security

Grade/Level: Non-Exempt, L21

Rotating Shifts: Yes

Shift Premium: No

Title of Immediate Supervisor: Manager, Security Operations

POSITION SUMMARY: Supervise security activities on assigned shift. Oversee contracted security personnel covering all work shifts. Supervise the Security Operations Center (SOC) and staff; provide immediate response to all security related incidents or other emergency situations on airport property. Coordinate Security Incident Management and the routine enforcement and operational needs of the Airport Security Program (ASP). Confirm that security issues are addressed appropriately and in a timely manner. Serve as Security Incident Liaison with federal agencies, other GOAA departments, law enforcement and other outside agencies. Make immediate decisions necessary to maintain security of the airport.

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 immediate response to any security related incidents or other emergency situations on airport property.
- Supervise the SOC and staff; train staff and oversee responses to activated security system alerts in compliance with required time frame; facilitate coordination with the Communications Center and other airport personnel as needed.
- Point of contact for Transportation Security Administration (TSA) and other federal agencies during initial response.
- Maintain compliance with and enforce the ASP in accordance with 49 CFR Part 1542; perform periodic inspection of security requirements and initiate corrective action.
- Oversee, coordinate, and maintain performance of security contracts and Authority-owned security screening equipment at multiple locations throughout the airport.
- Represent security management after normal business hours.
- Investigate security related problems and develops solutions to confirm security of the airport.
- Issue Security Violations, resolve conflicts, and coordinate Trespass Warnings; review daily violations log to verify compliance with ASP.
- Coordinate daily and incident priorities with other departments.
- Prepare reports and other documentation; keep department management apprised of security issues.
- Assist in the development of policies and procedures for the Secure Area access operations.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; maintain compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate Degree in Security, Airport Management, Public Administration or related field and five (5) years security related experience, or an equivalent combination of education, training and experience. Supervisory experience preferred. Experience in an airport environment and familiarity with airport security regulations desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of Transportation Security Administration security requirements
- Ability to work under stressful conditions, analyze and manage situations and make decisions rapidly
- General experience/knowledge of airport operations
- Good oral and written communication skills
- Ability to interact with various departments
- Computer proficiency with Microsoft Office products
- Ability to operate a two-way radio
- Proficiency in speaking and writing in English, multilingual skills desired
- Must be able to work rotating shifts to include nights, weekends, and holidays.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida Driver License


SUPERVISOR RESPONSIBILITIES:

- Supervise approximately one (1) to (2) employees per shift on a rotating basis
- Oversight of contracted security guard and screening personnel

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

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Interprets and applies contracts, policies, laws
- May be responsible for: supervision routine decisions/analysis, recommendations, forecasts, strategies, planning, research and/or evaluations
- Establish priorities to maximize productivity and efficiency
- Limited problem resolution

APPROVAL SIGNATURES:



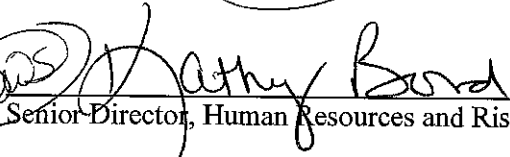
Immediate Supervisor

10/23/17
Date



Department Director

10-26-2017
Date



Senior Director, Human Resources and Risk Management

11-2-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Supervisor, Security Operations
Security

Date October 18, 2017
Section 464

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. ___ 0 - 20 lbs. B. ___ 21-50 lbs. C. ___ 51+ lbs.				X		2
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	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	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
Operations Department Vehicles			X			3
Pull trailer					X	3
General office equipment (computer, copier, fax, etc.)				X		3
Communications Equipment (radio, cell phone)	X					3

Supervisor Comments:

Attwood 10/23/17

Date

[Signature]

Department Director

10-26-2017

Date

Immediate Supervisor

JOB DESCRIPTION

Job Title: Supervisor, Terminal Electrical

Date: January 8, 2013

Department: Maintenance

Grade/Level: Non-exempt; L22

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Electrical Systems

POSITION SUMMARY: Supervises the Interior Electrical Shop in the operation and maintenance of all interior power distribution and lighting systems.

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

- Plan, organize, and supervise the daily operations of the Interior Electrical Shop.
- Read wiring diagrams, electrical plans and specifications, and generate scope and specifications for work.
- Responsible for remaining current with all electrical codes and maintenance practices to ensure compliance in all work performed.
- Monitor and administer PowerNet electrical monitoring system.
- Monitor maintenance contractors to ensure timely compliance with the contract requirements and electrical standards.
- Establish and maintain the necessary records and reports to ensure product and equipment reliability.
- Responsible for remaining current on all GOAA emergency response and safety procedures, ensuring proper response as required.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budget.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and five years experience in a combination of trouble shooting and repair of motor controls, high voltage electrical systems up to 600 volts, lighting, power and BASL control systems and components, and three years supervisory ~~experience or an equivalent combination of education, training, and experience.~~ Associate degree in electrical related field desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of energy management and building automation systems
- Specialized training on switchgear equipment desirable.
- Knowledge of emergency generator systems, automatic transfer switches, uninterruptible power systems, computer controlled switchgear.
- Knowledge of electrical codes, OSHA regulations, FAA, and NFPA 70E standard.

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES:

Supervisory responsibility for approximately nine (9) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT:

- Considerable latitude in initiative, judgement, and authority in carrying out duties and responsibilities consistent with this position as described.

APPROVAL SIGNATURES:



Immediate Supervisor

1-10-13
Date



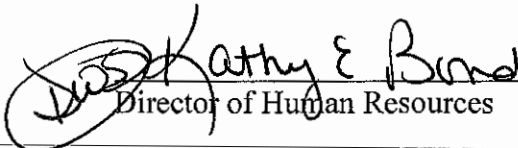
Assistant Director

1/15/13
Date



Department Director

1/15/13
Date



Director of Human Resources

1-22-13
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Supervisor, Terminal Electrical
 Department Maintenance

Date January 8, 2013
 Section 687

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

	<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	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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

F. B. [Signature]
 Immediate Supervisor

1/12/13
 Date

[Signature]
 Department Director

1/15/13
 Date

JOB DESCRIPTION

Job Title: Supervisor, Terminal Operations

Date: September 26, 2017

Department: Terminal Operations – BHS/GSE Division

Grade/Level: Non-exempt; L21

Rotating Shifts: Yes

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Terminal Operations BHS/GSE Division

POSITION SUMMARY: Coordinate and supervise the daily operational activities of assigned areas of the BHS/GSE Operations. Confirm quality, excellent customer service, and regulatory compliance.

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

- Oversee the day to day operation and maintenance of the BHS/GSE, ensuring the highest levels of quality assurance and customer service are provided throughout BHS operations, including but not limited to TSA, airlines personnel support services, internal customers, and the general public.
- Confirm compliance with all TSA and Federal regulations, rules and protocols related to baggage processing and security.
- Monitor and supervise BHS control room and operations staff.
- Coordinate with contracted workforce so that proper operational coverage is in place as needed; monitor BHS contracted staff, confirming full compliance with contract terms.
- Schedule and manage the daily use of the BHS and baggage make up claim devices.
- Develop and monitor staff schedules for effective and efficient operation of assigned area(s).
- Confirm the BHS facilities are in optimal condition for customer use through daily inspections, producing and following up on work orders, etc.
- Investigate and respond to issues, concerns and complaints from users of the Authority's areas and equipment.
- Coordinate and track training programs for both GOAA and contracted-staff.
- Maintain inventory control records of Authority owned equipment.
- Process and maintain BHS payroll and attendance records.
- Update, maintain and implement policy and procedures relevant to BHS operations.
- Coordinate the interviewing, hiring, training and evaluation programs for assigned BHS personnel, and monitor performance of GOAA and contracted employees. Issue or recommend disciplinary or other personnel actions, complete performance evaluations.
- Coordinate with Federal Agencies, Airline Representatives, Essential Service Operators Skycaps.
- Investigate and respond to issues, concerns and complaints from users of the Authority's areas and equipment.
- Oversight of Control Center and system operators to ensure compliance with operating standards and maintain efficient operations.
- Monitor and record customer service performance through random surveys.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Associate Degree in Management or related field, and four (4) years related work experience, or an equivalent combination of education, training and experience. Bachelor degree in Management or related field preferred. BHS experience in a medium to large hub airport desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Customer Service skills required
- Supervisory skills preferred
- Computer skills in database, spreadsheets and word processing software
- Effective oral and written communications skills
- Multi task oriented
- Planning and organizational skills
- Able to work rotating shifts, early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's License


SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Supervisory responsibility for approximately twelve (12) GOAA employees, and oversight of contracted employees.

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

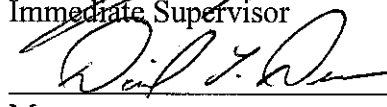
- Judgment to handle a variety of issues pertaining to the daily use and operation of the BHS facilities.
- Works independently under moderate supervision, exercising considerable judgment and discretion.
- Deals with customer issues within established procedures and guidelines.

APPROVAL SIGNATURES:



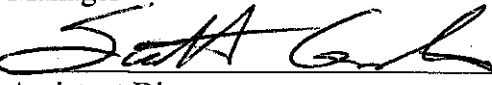
Immediate Supervisor

9-27-17
Date




Manager

9-27-17
Date



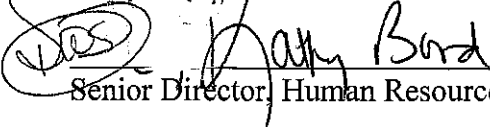
Assistant Director

9-27-17
Date



Department Senior Director

10-4-2017
Date



Senior Director, Human Resources & Risk Management

10-11-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Supervisor, Terminal Operations
 Department: Terminal Operations, (BHS/GSE) Division

Date: September 26, 2017
 Section: 413

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

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

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

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

JOB DESCRIPTION

Job Title: Supervisor, Terminal Operations

Date: November 11, 2014

Department: Terminal Operations - Airline Division

Grade/Level: Non-exempt; L21

Rotating Shifts: Yes

Shift Premium: No

Title of Immediate Supervisor: Manager, Terminal Operations-Airline Division

POSITION SUMMARY: Coordinate and supervise the daily operational activities of assigned areas of the Airline Division of Terminal Operations.

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

- Ensure the highest levels of quality assurance and customer service are provided throughout the terminal area, as assigned.
- Ensure compliance with CFR 1542, TSA and federal regulations, rules and protocols relating to assigned areas of responsibility.
- Schedule and manage the daily use of the common facilities (ie: gates, ticket counters, baggage sortation areas, baggage claim devices and FIS).
- Develop and monitor staff schedules for effective and efficient operation of assigned area(s).
- May oversee the day to day operation and maintenance of the Flights Information Displays and the Common Use Terminal Equipment.
- Ensure the common facilities are in optimal condition for customer use through daily inspections, producing and following up on work orders, etc.
- Coordinate and track training programs for both GOAA and contracted staff.
- Coordinate with contract workforce to ensure proper operational coverage is in place as needed.
- Maintain inventory control records on Authority owned equipment.
- May process monthly billing reports for use of the common facilities.
- Process and maintain assigned payroll and attendance records.
- Update, maintain and implement policy and procedures relevant to area of assignment.
- Coordinate the interviewing, hiring, training and evaluation programs for the assigned staff, and monitor performance of GOAA and contracted employees. Issue or recommend disciplinary or other personnel actions, complete performance evaluations.
- Coordinate with Federal Agencies, Airline Representatives, Essential Service Operators Skycaps and Tour Operators.
- May ensure the proper processing and removal of international and domestic trash in accordance with USDA regulations, GOAA and contractually established schedules and procedures and maintain related paper work.
- May ensure the processing and removal of recyclable materials and maintain related paper work.
- Monitor and record customer service performance through random surveys to ensure contractual compliance.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Associate degree in Management or related field, and four years related work experience, or an equivalent combination of education, training and experience. Bachelor Degree in Management or related field preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated leadership and/or supervisory skills
- Customer service skills required
- Ability to speak and understand English required. Multi-lingual skills desired
- Basic computer skills required in database, spreadsheets and word processing software; advanced Excel, Word, PowerPoint knowledge desired
- Effective oral and written communications skills
- Within the parameters of established guidelines/procedures, must have the ability to make timely and critical decisions with limited information and resolve operational conflicts. High degree of proactive/reactive ability. Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure.
- Multi task oriented
- Planning and organizational skills
- Analytical skills required to analyze available information and implement an appropriate action plan.
- Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Must have excellent hearing, sight and ability to speak clearly, distinctly and effectively
- Ability to establish and maintain effective working relationships with the general public, airport/airline personnel, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

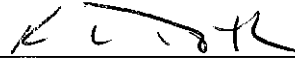
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Responsible for supervision of approximately twelve GOAA employees and oversees the work of contracted staff.

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

- Judgment to handle a variety of issues pertaining to the daily use and operation of the common facilities, the Federal Inspection Facility, and/or waste management facilities
- Works independently under moderate supervision, exercising considerable judgment and discretion
- Makes independent decisions following established guidelines/procedures
- Deals with customer issues within established procedures and guidelines

APPROVAL SIGNATURES:



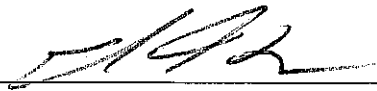
Immediate Supervisor

11/12/14
Date



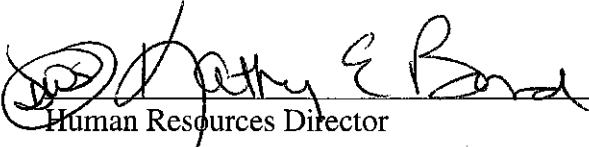
Assistant Director

11/12/2014
Date



Department Director

11-13-2014
Date



Human Resources Director

11-24-14
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Supervisor, Terminal Operations
 Department: Terminal Operations - Airline Division

Date: November 11, 2014
 Section: 413

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting			X			2
Lifting					X	2
A. 0-20 lbs.					X	2
B. 21-40 lbs.					X	2
C. 50+ lbs.					X	2
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3

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

Frequency

- 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
Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends						3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Company Vehicle				X		2
Baggage Conveyor Systems (when assigned to BHS area)				X		2
Communication Radio		X				3
General office equipment (computers, copiers, fax, etc.)		X				3

Supervisor Comments:

[Signature]
 Immediate Supervisor

1-18-14
 Date

[Signature]
 Department Director

1-15-2014
 Date

System Administrator (Linux)

Department: Information Technology

Date: March 14, 2019

Title of Immediate Supervisor: Assistant Manager, Systems Administration

Pay Level: L28

POSITION SUMMARY: Implement, support, troubleshoot and manage all Linux based systems for the Authority. Include many facets of server and storage design, installation, management and security. Play a key role in the continued development and management of the server and storage infrastructure. Combine hands-on maintenance and system architecture design. Support a mid-sized LAN in a campus design. Provide administration and support for the server environment, including Linux, VMWare virtual infrastructure, etc.

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

- Establish and maintain the security and integrity of the servers and storage.
- Coordinate the installation, relocation, maintenance, and repair of network servers, network interface hardware, peripheral equipment, printers, plotters, removable storage, scanners
- Monitor the system management console for error conditions. Perform all functions related to the configuration and maintenance of the server management software.
- Perform user maintenance including adds, changes and deletions as necessary and according to established guidelines.
- Establish, schedule and monitor all systems backups and reviews related logs.
- Enforce and assist in establishing security policies for system use. Monitor systems for illegal or unauthorized software installation. Establish and keeps current computer virus protection on the network serves and nodes.
- Establish and regulate server disk space allocation and utilization by users. Coordinate and resolve system usage conflict between critical applications and/or peak hour conditions. Perform system tuning and optimization.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications. Maintain a current knowledge of developments in both hardware and software to ensure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Establish the cataloging of installed equipment, software, repairs, maintenance and upgrades of server hardware and storage components. Prepare analytical reports and makes refurbishment recommendation based upon this historical inventory.
- Monitor software licensing usage to avoid violations of licensing agreements and violations of copyright laws.
- Implements security in accordance with established policies.
- Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust work schedule to include working late evenings and/or weekends when outage requirements dictate.
- Collaborate with management in the preparation of the Information Systems budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and five (5) years experience in the administration of a medium to large corporate network to include high level experience in server application, installation and configuration, or an equivalent combination of education, training, and experience Experience with current various Linux server OS (RedHat, Oracle, etc), Windows 7/8/10 and server applications (e.g. Oracle/Apache) required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment; CA Arcserve UDP; HP Openview, System Insight Manager or other system management software, is highly desirable. Some experience with VM Ware, Public Key Infrastructure, Blade Servers, and Storage Area Network environment desired.

System Administrator (Linux)

Department: Information Technology

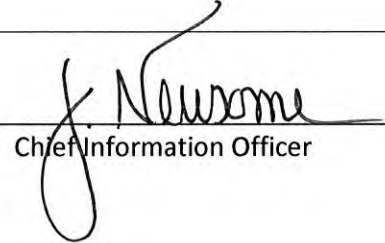
Date: March 14, 2019

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

<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		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							
<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
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							


 Immediate Supervisor

6-Apr-19
 Date


 Chief Information Officer

4.4.19
 Date


 Human Resources - Compensation

4/4/19
 Date

System Administrator (Windows)

Department: Information Technology

Date: March 14, 2019

Title of Immediate Supervisor: Assistant Manager, Systems Administration

Pay Level: L28

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

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

- Establish and maintain the security and integrity of the servers and storage.
- Coordinate the installation, relocation, maintenance, and repair of network servers, network interface hardware, peripheral equipment, printers, plotters, removable storage, scanners
- Monitor the system management console for error conditions. Perform all functions related to the configuration and maintenance of the server management software.
- Perform user maintenance including adds, changes and deletions as necessary and according to established guidelines.
- Establish, schedule and monitor all systems backups and reviews related logs.
- Enforce and assist in establishing security policies for system use. Monitor systems for illegal or unauthorized software installation. Establish and keep current computer virus protection on the network servers and nodes.
- Establish and regulate server disk space allocation and utilization by users. Coordinate and resolves system usage conflicts between critical applications and/or peak hour conditions. Perform system tuning and optimization.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications. Maintain a current knowledge of developments in both hardware and software to ensure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Establish the cataloging of installed equipment, software, repairs, maintenance and upgrades of server hardware and storage components. Prepare analytical reports and makes refurbishment recommendation based upon this historical inventory.
- Monitor software licensing usage to avoid violations of licensing agreements and violations of copyright laws.
- Implement domain security in accordance with established policies.
- Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust work schedule to include working late evenings and/or weekends when outage requirements dictate.
- Collaborate with management in the preparation of the Information Systems budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and five (5) years experience in the administration of a medium to large corporate network to include high level experience in server application, installation and configuration, or an equivalent combination of education, training, and experience. Experience with Windows 2003/2008 Server, Windows 7/8/10, VMWare and VSphere required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment, CA Arcserve UDP, HP Openview, System Insight Manager or other system management software is highly desired. Experience with server applications (ie: SQL Server, IIS, Exchange, Sharepoint) is desired.

System Administrator (Windows)

Department: Information Technology

Date: March 14, 2019

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

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



Immediate Supervisor

3-Apr-19

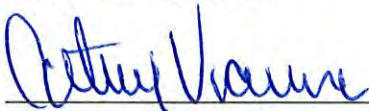
Date



Chief Information Officer

4.4.2019

Date



Human Resources - Compensation

4/5/19

Date

JOB DESCRIPTION

Job Title: Systems Administrator (IPT)

Date: October 27, 2017

Department: Information Technology

Grade/Level: Exempt; L28

Title of Immediate Supervisor: Assistant Manager, Unified Communications

POSITION SUMMARY: Responsible for the design, deployment and overall operations of Communications Systems solutions. Responsible for oversight of the IP Telephony systems, specialized applications and other systems supporting Unified Communications business functions of the Authority's Shared Tenant Services.

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.*

- Closely works with IT teams and designated groups in the development and implementation of telephony based business solutions
- Serve as a lead on tasks as assigned
- Establish schedules and documentation including support processes and operating procedures
- Administer the Communications Systems to provide effective support and service for the Airport's operations
- Manage software release plans and schedules for Unified Communications solutions
- Maintain standards for Unified Communications solutions
- Enforce adherence to all change control and software release / patch management processes
- Assist in developing strategies, selecting plans and developing new unified communication technologies
- Second/Third level Communication Systems Service resolution and third tier support for work order activities
- Support systems development in applications such as Interactive Voice Response (IVR) Systems
- 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
- Remain current with developments in the field of Unified Communications
- Perform both systems analysis and programming as well as technical assistance
- Analyze the organization's present communications arrangements and develop and demonstrate types of services that should be considered to meet their needs
- Oversee traffic studies and analyzes to confirm the network is operating at its optimum capacity, optimal performance of telephone equipment, and optimal configurations of voice infrastructure and routing
- Perform Administrator functions of all Communication Systems Servers
- Provide support to customers and lower-tier technical staff with complex or difficult problems relating to unified communications features including VoIP, Messaging, Audio Conferencing, Video Conferencing, Presence, Collaboration, Interactive Voice Response and MS Exchange
- Encourage and facilitate the use of unified communications and collaboration technologies
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Computer Science or a related field and three (3) years of experience including broadly based, progressive experience in a large telephony environment, experience in Internet Protocol (IP) Telecommunications support role, and experience in VoIP technologies, Avaya. An equivalent combination of education, training and experience will be considered. Experience with VoIP and Unified Communications systems required. Understanding of accounting practices desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must have excellent analytical skills related to the job functions and requirements
- Must be proficient in IP Telephony and the integration of Enterprise data and Telecom Networks
- Must have a proficient knowledge of Avaya business communication solutions
- Knowledge of Linux
- Knowledge of IP protocol configurations in Networked [Ethernet] environment
- Experience extending enterprise voice and video solutions on mobile and tablet devices
- Solid understanding of computer networking, information technology and unified communications
- Must possess excellent verbal and written skills
- Must be a self-motivated individual who can perform with minimal direction; 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 operate as a leader for all customer facing collaboration technology efforts
- Able and willing to work alternate shifts or days as needed

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Related certification is desirable

SUPERVISORY RESPONSIBILITIES:

- None

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

- Sound judgment and creativity in solving highly complex technical problems
- Work independently
- Demonstrated ability to interface well with staff
- Demonstrated customer service skills
- Ability to prioritize and handle multiple tasks effectively

APPROVAL SIGNATURES:




Immediate Supervisor

11-14-17
Date



Manager

11-14-17
Date



Chief Information Officer

2017.11.21
Date



Senior Director, Human Resources & Risk Management

12-1-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Systems Administrator (IPT)
 Department: Information Technology

Date: October 27, 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

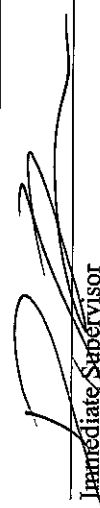
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting		X				3
Lifting			X			3
	A. ___ 0 - 20 lbs.					3
	B. ___ 21- 50 lbs.			X		2
	C. ___ 50+ lbs.			X		1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					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 our job. Also describe the working conditions.

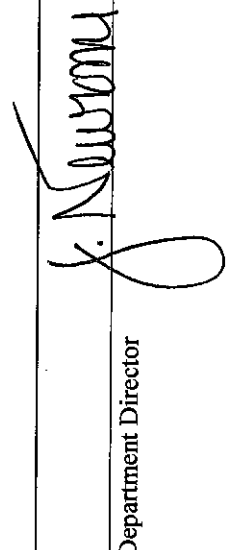
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|---|---|---|
| <p>Constant
 Very Frequent
 Frequent
 Occasional
 Rare</p> | <p>Frequency
 - More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
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 - 6-20% (1-2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

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

Supervisor Comments:


 Immediate Supervisor

11-14-17
 Date


 Department Director

2017.11.21
 Date

JOB DESCRIPTION

Job Title: Terminal Operations Agent

Date: May 5, 2017

Department: Airport Operations, Airline Division

Grade/Level: Non-Exempt; L11

Rotating Shift: Yes

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Terminal Operations

POSITION SUMMARY: Facilitate the safe and efficient transit of passengers through the airport terminal facilities. Coordinate all terminal facilities so they are ready for airline usage. Provide service and assistance to all airport customers.

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

- Coordinate compliance with all regulatory requirements in the terminal services area.
- Conduct daily inspections of airport common areas, facilities and equipment and take appropriate corrective action as required so there are optimal conditions for customer use.
- Prepare facilities for flight activity including restocking common facilities, assisting with paper stock deliveries, setting up queue lines for flight check-ins, etc.
- Provide assistance to airline representatives regarding common use facilities to include ticket counter, gate, baggage carousel assignments and assist with crowd control. Relay information to customers using these facilities regarding operational or equipment changes and /or failures.
- Coordinate public safety and security in all airport areas.
- Provide customer service assistance, including foreign language translation assistance, to the traveling public as needed.
- Respond to incidents involving airport customers, facilities, and lost items.
- Provide accurate information of day's events and enter in the daily duty log. Complete incident reports as needed.
- Respond to, trouble-shoot and report equipment problems to minimize delays.
- Coordinate with Federal Agencies, Airline Representatives, Skycaps, Tour Operators and Contractors.
- Confirm that all flight and directional signage data is displayed accurately.
- Assist with training new staff as needed.
- Maintain current inventory of GOAA equipment used and maintained in the Airline Division.
- Maintain a courteous and professional attitude in dealing with guests and employees.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High School graduate or equivalent and two (2) years customer service experience, preferably in a tourism or airline related industry, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Effective oral and written communications skills
- Multi-lingual skills desired
- Basic keyboarding skills
- Ability to lift 50 lbs. for extended periods of time
- Ability to follow instructions
- Ability to operate a two-way radio
- Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Strong customer service skills
- High degree of proactive/reactive abilities
- Ability to establish and maintain effective working relationships with the general public, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or state identification card

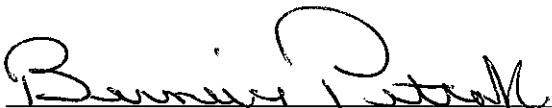
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None


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

- Works under close supervision
- Sets priorities for own work, makes day-to-day operational decisions based on standard policy
- Passenger assistance - answering questions
- Makes operational decisions about the reassignments of the common facilities; i.e.: gates, piers, ticket counters, baggage claims

APPROVAL SIGNATURES:


Assistant Manager

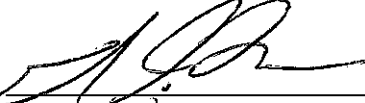
5/15/2017
Date


Manager

5/15/17
Date


Assistant Director

5/16/2017
Date


Department Director

05.24.2017
Date


Senior Director, Human Resources & Risk Management

6-16-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Terminal Operations Agent
 Department: Airport Operations

Date: May 5, 2017
 Section: 413

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing	X					3
Walking		X				3
Sitting				X		1
Lifting		X				3
A. 0-20 lbs.			X			3
B. 21- 50 lbs.			X			3
C. 50+ lbs.			X			3
Bending/Stooping			X			3
Pushing, Pulling, and/or Digging			X			3
Reaching over Head				X		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

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		3
Excessive Noise				X		3
Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends						3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Baggage Conveyor Systems				X		2
Scissor Lift					X	1
Communication Radio	X					2
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

Bonnie R. Smith 5/15/2017 Date
 Assistant Manager
[Signature] Department Director
 05-24-2017 Date

JOB DESCRIPTION

Job Title: Terminal Operations Agent Lead

Date: May 5, 2017

Department: Terminal Operations, Airline Division

Grade/Level: Non-Exempt; L13

Rotating Shifts: Yes

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Terminal Operations

POSITION SUMMARY: Provide front line coordination in common use work areas. Relay information between Supervisors, Agents and contracted personnel when appropriate. Document pertinent flight information for use in reports. Staff working this position may be assigned to the Federal Inspection Station (FIS) or terminal services function on a daily basis.

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

- Coordinate compliance with FAA and Homeland Security rules and regulations.
- Coordinate public safety and security in division's areas of responsibilities.
- Provide customer service assistance to the traveling public. Provide foreign language assistance as needed.
- Monitor compliance with policies and procedures.
- Conduct daily inspections of common facilities and equipment to provide optimal conditions for customer use.
- Monitor and reassign GOAA and contracted personnel in operational areas as needed for efficient processing through common facilities.
- Report and respond to medical emergencies, including completing necessary documentation.
- Provide training to new hires and contracted personnel as coordinated with the Supervisors.
- Coordinate with Airline, SASO, and Federal Agency personnel to facilitate a smooth flow of passengers and baggage through the FIS and Terminal areas.
- Provide directional signage data input.
- Collect daily flight data and other pertinent items and add to the appropriate reports.
- Coordinate with supervisor, airline and federal agency for proper processing of diverted flights.
- Coordinate with appropriate GOAA department on facility maintenance and security door operation.
- Coordinate changes in gate, ticket counter and baggage claim device assignments.
- Determine proper queue lines for smooth flow of passengers through terminal common use areas.
- Operate baggage belt systems, respond to/troubleshoot problems with the common-use facilities and take appropriate corrective action.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High School graduate with four (4) years customer service experience, preferably in a tourism or airline related industry, or an equivalent combination of education, training and experience. Leadership experience desirable. Associate degree in Management or related field desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Effective oral and written communication skills
- Ability to speak and understand English required, multi-lingual skills desired.
- Basic knowledge of Microsoft applications and keyboarding skills.
- Ability to lift 50+ lbs. for extended periods of time.
- Ability to follow instructions.
- Ability to operate a two-way radio
- Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends.
- Strong customer service skills
- High degree of proactive/reactive ability.
- Ability to establish and maintain effective working relationships with the general public, fellow employees, contracted personnel, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida drivers license

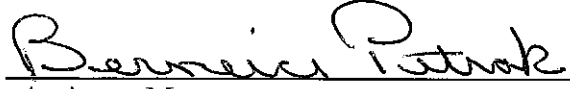
SUPERVISORY RESPONSIBILITIES:

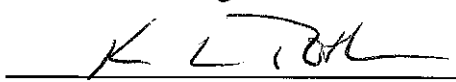
Exercise leadership over others doing closely-related work. Assign and allocate work, provide training, and interpret and apply directions originating at higher levels (GOAA and contracted personnel).

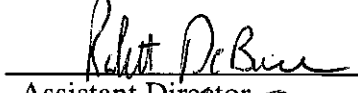
LATITUDE AND/OR INDEPENDENT JUDGEMENT:

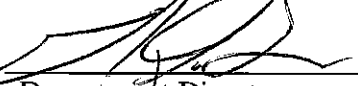
- Resolve scheduling conflicts relating to ticket counters, baggage claims, and baggage systems.
- Make routine operational decisions on equipment failures and alternate ways of processing passengers and baggage to minimize delays.
- Reassign GOAA and contracted personnel in operational areas without direct supervision.
- Customer assistance - answer questions, provide information.

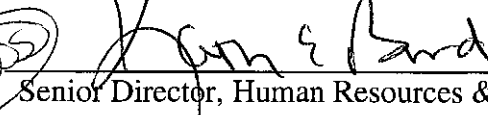
APPROVAL SIGNATURES:


Assistant Manager 5/15/2017
Date


Department Manager 5/15/17
Date


Assistant Director 5/16/2017
Date


Department Director 05-24-2017
Date


Senior Director, Human Resources & Risk Management 6-16-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Terminal Operations Agent Lead

Date: May 5, 2017

Department: Terminal Operations, Airline Division

Section: 413

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing	X					3
Walking		X				3
Sitting				X		1
Lifting		X				3
A. 0-20 lbs.			X			3
B. 21-50 lbs.						3
C. 50+ 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

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

Frequency

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

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes				X		3
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		3
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Baggage Conveyor Systems	X					3
Scissor Lift					X	2
Communication Radio	X					3
Computer				X		3

Supervisor Comments:

Bessie P. [Signature]

Assistant Manager

5/15/2017

Date

[Signature]

Department Director

05-24-2017

Date



Traffic Enforcement Specialist

Department: Airport Operations – Landside

Date: March 29, 2021

Title of Immediate Supervisor: Supervisor, Landside Operations

Pay Level: L11

POSITION SUMMARY: Maintain the safe and orderly movement of vehicular and pedestrian traffic at the Landside terminals and associated areas. Assist the public by providing direction and information regarding airport and parking information. Enforce parking ordinances and issue parking citations as necessary. Document information and complete reports and logs as required.

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

- Maintain the safe operation of Aviation Authority's public curbs. Provide traffic safety, parking enforcement, and enforcement of the Transportation Security Administration's (TSA) mandates concerning unattended vehicles. Issue parking citations in accordance with appropriate statutes and ordinances. Coordinate with the towing contractor for removal of unattended vehicles.
- Enter data and related notes into wireless on-line hand held device. Collect information and prepare written reports, logs, and correspondence as required.
- Provide testimony during traffic court proceedings regarding parking citations when required.
- Maintain constant vigilance, reporting suspicious activity or emergencies and assisting as needed.
- Assist the traveling public by providing information concerning flight activity, the airport, directions to Central Florida attractions and other locations, and any other assistance as appropriate.
- Maintain continuous focus on customer service with an emphasis on interpersonal skills, both written and verbal.
- Provide escort and crowd control services when required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent with three (3) years' experience in customer service/general public contact handling complaints and compliance with operational guidelines/regulations or an equivalent combination of education, training, and experience. Knowledge of airport operations and/or parking enforcement rules and regulations preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong oral communications skills, friendly customer service skills
- Basic computer skills
- Must be able to work rotating shifts, early mornings, late evenings, weekends, and holidays
- Ability to stand and walk for extended periods of time, often in adverse weather conditions and in areas with noxious fumes
- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure
- Ability to handle multiple tasks and pay close attention to detail
- Ability to solve problems independently
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult, and confrontational situations
- Ability to operate a two-way radio and wireless handheld device



Traffic Enforcement Specialist

Department: Landside Operations

Date: March 29, 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		3
	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
Stand/Walk amongst moving traffic		X					3
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
High Conflict			X				3
Must be able to work rotating shifts, early mornings, late evenings, holidays and weekends		X					3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
Communication Radio		X					3
Wireless on-line hand held device (ticket issue)		X					3
SUPERVISOR COMMENTS:							

BSK
Department Assistant Manager
4/16/2021
Date

M. Gifford
Department Director
APR 16, 2021
Date

Antony Vaccaro
Human Resources - Compensation
5/4/21
Date

Training Administrator, Customer Service & Employee Engagement

Department: Customer Service

Date: September 26, 2018

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

Pay Level: 22

POSITION SUMMARY: Administer and coordinate airport-wide customer service training and employee engagement programs. Track GOAA and airport community employee training compliance with required customer service training.. Schedule and coordinate training sessions. Facilitate the delivery of customer service training and employee engagement programs throughout 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:*

- Administer the scheduling of GOAA and airport community employee training sessions.
- Track the compliance and completion of required training programs.
- Assist with the development of training programs and materials.
- Contribute to the airport employee communications via Airport Employee Communication emails, website, blogs, digital monitors, I-Port and Pocket Guide.
- Collect and coordinates feedback from various communication channels for the identification of training opportunities and ways to promote awareness of customer service initiatives.
- Deliver training sessions on a regular basis to the airport community.
- Provide assistance with updates and maintenance of the employee airport website including content creation for customer service and employee engagement initiatives.
- Assist with administration of the day to day tasks for the MCO Recognition Program and assist with communication to airport community regarding the program.
- Participate as a member of the Customer Service Advisory Council (CSAC); attend meetings and working groups including serving in a lead role on the Culture Team.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor in a related field and (2) two years' experience administering training programs or an equivalent combination of education, experience. Training program development experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent interpersonal and customer service skills
- Demonstrated ability to deliver and facilitate training programs
- Proficient in Microsoft applications to include Word, PowerPoint, and Excel; computer proficiency to utilize other department specific systems
- Excellent oral and written communication skills; strong presentation skills – ability to communicate effectively in English; multi-lingual skills preferred
- Detail oriented and excellent organizational skills
- Demonstrated ability to effectively plan, schedule and track the compliance training sessions
- Demonstrated ability to handle deadlines
- Willing and able to work a flexible schedule including evenings and weekends as required to accommodate training employees with various shifts

Training Administrator, Customer Service & Employee Engagement

Department: Customer Service

Date: September 26, 2018

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

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


 Immediate Supervisor 10/3/18
 Date


 Department Director 10/4/18
 Date


 Human Resources - Compensation 10/10/18
 Date

JOB DESCRIPTION

Job Title: Unified Communications Specialist

Date: October 27, 2017

Department: Information Technology

Grade/Level: Non-Exempt; L16

Rotating Shift: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, User Services

POSITION SUMMARY: Coordinate and oversee all Mobile Device equipment, assist users as needed. Monitor Low Voltage contracts. Provide Oracle requisition support to Unified Communications, User Services, IT Security and IT Infrastructure areas. Provide a variety of both administrative and customer support 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.*

- Coordinate and oversee all Mobile Device equipment. Process requests, verify approvals and confirm eligibility for upgrades. Configure new devices, place Airwatch on them and assist users as needed. Verify invoices, prepare payment and chargeback statements. Maintain equipment inventory and confirm devices are returned from terminating staff.
- Provide Tier 1 support for all mobile device equipment. Ask appropriate questions for basic diagnosis of problem and forward to appropriate Technician or other IT staff for resolution. May research non-complex problems associated with the organization's end user devices and applications.
- Coordinate with internal staff and with vendors for problem resolution; follow up with users to confirm problem has been resolved
- Accurately and efficiently document all activities.
- Track Low Voltage contract data, monitoring amount of work orders and payment information. Submit pay applications to appropriate team members, route and track approvals.
- Provide Oracle requisition support for Unified Communications, User Services, IT Security and IT Infrastructure areas
- Process payments for Communication Systems invoices
- Track expenses in support of budget planning and analysis efforts
- Assist department staff with activities relating to end user support
- Assist with updating IT asset management spreadsheets and reconciling procurement against inventory per established guidelines and procedures
- Serve as Departmental Record Coordinator
- Confirm payroll for bi-weekly submittals; maintain all supporting documentation; maintain personnel files for the Information Technology Department, tracking leave requests for vacation, illness, etc.
- Maintain and validate asset management records, including an accurate account of mobile device equipment inventory, and coordinate the annual reconciliation per established guidelines and procedures
- Establish and maintain departmental files and records.
- Provide assistance as needed on work order processing and billing.
- Performs other duties as assigned.

EDUCATION/ EXPERIENCE REQUIREMENTS:

High School diploma and two (2) years experience in a corporate Information Technology environment, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to interface with users and staff and possess excellent oral and written communication skills
- Demonstrated customer service skills
- Must be clearly understood over normal telephone lines, command of the English language required
- Some overtime work may be required during peak or emergency periods
- Excellent organizational skills essential
- Demonstrated technical and diagnostic/analytical skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of 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.)

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines and procedures

APPROVAL SIGNATURES:

Jude O'Neale
Immediate Supervisor

11-14-17
Date

Margie Callahan
Manager

11-14-17
Date

J. Newome
Chief Information Officer

2017.11.21
Date

Jose Anthony Bond
Senior Director, Human Resources & Risk Management

12-1-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Unified Communications Specialist
 Department Information Technology

Date October 27, 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			2
	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				2
Writing		X				2

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

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

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

Supervisor Comments:

Judith O'Keefe
 Immediate Supervisor

11-14-17
 Date

J. Newcome
 Chief Information Officer

2017.11.21
 Date

Waste Management Agent

Department: Waste Management Services – Airline Division

Date: October 15, 2019

Title of Immediate Supervisor: Supervisor, Airline Operations – Waste Management

Pay Level: L10

POSITION SUMMARY: Responsible for the safe, efficient and effective receiving, containerizing, and removal of all international waste in compliance with regulatory standards. Responsible for monitoring and coordinating the pick-up of domestic trash compactors/open top containers. The employee must interact professionally and courteously with Greater Orlando Aviation Authority (GOAA) employees, subcontractors, and the public, as well as clearly understanding and interpreting GOAA, United States Department of Agriculture (USDA), and contractual rules, regulations, and specifications relating to regulated trash.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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, containerize, and arrange for the removal from GOAA premises of all regulated trash generated from international flights in accordance with USDA Regulations, GOAA policy and procedures, and contractually established schedules and procedures.
- Maintain thorough familiarity with USDA Regulations regarding the safe handling of and accounting for regulated trash processed by GOAA.
- Maintain accurate records in compliance with USDA requirements and with GOAA finance requirements associated with billing. Accurately monitor the location of each numbered container.
- Maintain sufficient inventory of empty regulated trash containers for distribution to customers.
- Monitor regulated trash on-site, coordinating removal within the USDA regulated time period. Order removal if needed outside of regularly scheduled pick-up.
- Advise supervisor, or in absence of supervisor, the USDA of improper regulated trash handling.
- Complete scheduled checks of all GOAA designated domestic compactors/open top containers, ordering 'pulls', complete and process associated documentation. Visually monitor recycle containers, and appropriately report any issues.
- Monitor compactors, verifying they have been run and that there are no jams or large items preventing the equipment from running. Clear jams or move large materials. Arrange for maintenance if required.
- Operate forklifts, weight scales, pallet jacks, motor vehicles, two-way radios and other devices deemed necessary to perform assigned duties. Monitor the disability lifts on the airfield, confirm they are plugged in and remain charged for use by the airlines.
- Confirm that all waste management equipment is in proper working order and/or notify the supervisor as appropriate, when repairs are required. Regularly check containers, trucks, etc. for holes, leaks or weak spots and report appropriately. Maintain the Waste Management Facility in a clean, safe condition.
- Perform necessary actions in order to prevent the introduction of Foreign Object Debris (FOD)
- Routinely interact with subcontractors, public, airline employees and supervisors in a professional, friendly manner.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and two (2) years of similar manual labor work experience, or an equivalent combination of education, training and experience. Compliance experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Forklift and pallet jack operation
- Must be able to count, operate a calculator, read a digital scale readout, and maintain reports
- Must be able to interpret basic contract specifications
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Must be able to lift up to 50 lbs. unassisted and regularly push large stacked containers on wheels
- Good written and verbal communication skills
- Ability to plan, organize, prioritize and handle multiple tasks, with an ability to work independently and in a team setting

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Forklift Operator license upon hire or within 90 days of hire.
- USDA Regulated Garbage training within 3 days of hire and annually thereafter

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 direct supervision with limited independence and judgement; make decisions that are within established guidelines and procedures in regards to conformance to USDA Regulated Trash procedures.
- Proactive/reactive abilities in regards to the safe execution of all assigned duties and responsibilities and the ability to solve routine problems

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

APPROVAL SIGNATURES:

 10/29/19

Immediate Supervisor Date

 10/17/19

Department Manager Date

 10/30/19

Department Assistant Director Date

 Nov 4, 2019

Department Director Date

 11-05-2019

Department Senior Director Date

 11-6-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service-Maintenance

Rotating Shift: N/A



Waste Management Agent

Department: Waste Management Services – Airline Division

Date: October 15, 2019

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting					X		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	1
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)						X	1
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing					X		3
Writing					X		3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes				X			3
Chemicals						X	3
Insects				X			3
Heights, Confined Areas			X				3
Excessive Noise					X		3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X			X	1
Communication Radio					X		3
Forklift			X				3
Pallet Jack				X			3
Weight Scale			X				3
SUPERVISOR COMMENTS:							
*Empty containers are on four wheels, and weigh 94 pounds. Contents may weigh an estimated average of 120 pounds. Agents regularly push and pull containers stacked three containers high, for short distances.							

Elle Carruth 10/29/19
Immediate Supervisor Date

Magg NOV 4, 2019
Department Director Date

Cathy Vance 11/5/19
Human Resources - Compensation Date

Wildlife Management Specialist

Department: Airfield Operations

Date: January 9, 2019

Title of Immediate Supervisor: Manager, Wildlife Program

Pay Level: L18

POSITION SUMMARY: Primary responsibility for prevention, control, mitigation and removal of wildlife hazards in and around the Air Operations Area (AOA) and airport property. Conduct monitoring and assessment surveys and counts to determine relative abundance and population densities for a variety of wildlife species. Research, track, investigate, capture, handle and/or transport a wide variety of birds and animals. Assist Airfield Operations with the safe and efficient operation and security of the AOA and related areas. Provide wildlife training to Airfield Operations staff per FAA guidelines.

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

- Monitor, study and record all wildlife activities on the AOA and airport property. Track and analyze the movement of resident and migratory wildlife species and offer sound wildlife management practices regarding AOA safety issues to the management. Prepare documentation and complete regulatory reports in accordance with various wildlife commissions and regulatory authorities.
- Conduct monitoring and assessment surveys and counts to determine relative abundance and population densities for a variety of wildlife species. Evaluate amount of dispersal and lethal removal for agency records.
- Assist in interpreting, planning, and implementing of the Wildlife Hazard Management Plan.
- Perform duties in compliance with GOAA's mandated Wildlife Management Program, as well as FAR 139.337 and all Federal Aviation Administration (FAA) wildlife Advisory Circulars. Recognize wildlife hazard attractants separation criteria for piston and turbine powered aircraft.
- Disperse various wildlife species from all areas of airport property including taxiways and runways. Evaluate methods for dispersal and use the appropriate method considering airline safety, recognition of protected species and related legal restrictions, etc. Dispersal may include the discharge of live ammunition and pyrotechnics.
- Communicate and coordinate intentions, actions and vehicle movements clearly and concisely with air traffic control.
- In the event of a wildlife strike to an aircraft, coordinate with the airline involved and participate in the process of inspecting runways and/or taxiways and gathering information as required by the FAA; provide identification expertise. Collect and preserve remains for forensic identification or regulatory purposes; prepare and ship specimen to Smithsonian Forensic Lab.
- Capture, handle, cage and transport animals including but not limited to alligators, snakes, feral cats, bobcats, birds of prey, bees, raccoons, etc.
- Communicate and coordinate with local wildlife rehabilitators, conservation associations, environmental groups and other non-government organizations to pursue best management practices with respect to wildlife mitigation and environmental preservation.
- Conduct pesticide applications for mosquito control including chemical loading and container disposal. Track pest complaints to determine proper application routes.
- Respond to calls regarding pests not addressed by the Authority's Pest Control contract. Determine whether wildlife staff or a contracted service should resolve. Coordinate arrangements with the appropriate contracted services maintaining the safety of customers and employees.
- Complete recurrent Wildlife Hazard Management Plan training once every 12 months.
- Assist with Airfield Operations as assigned, performing airfield escorts, runway and taxiway closures, perimeter and pavement inspections, building access, VIP arrivals, safety and security infractions, and monitoring and reporting illegal activity such as theft, trespassing and dumping. Recognize unsafe or illegal conditions and report as appropriate.
- Provide wildlife training to Airfield Operations per FAA guidelines.

- Interact with/escort contractors operating within airport property concerning applicable wildlife management regulations and general operations and safety practices.
- Participation in relevant groups and organizations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Environmental Science, Wildlife Science, Biology, or related field and two (2) years wildlife management related experience, or an equivalent combination of related education, training and experience. Knowledge of wildlife habitat management specific to the state of Florida, FAR Part 139 and CFR 1540 and 1542, firearms and associated dispersal equipment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida, Department of Agriculture and Consumer Services Public Health Pest Control license upon hire or within six (6) months 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)*

- Operates independently under general supervision and general direction, exercising sound judgment and discretion with respect to safety, time management, animal disposition and interaction with the public



Wildlife Management Specialist

Department: Airfield Operations

Date: January 9, 2019

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

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

John P. McKey

Immediate Supervisor 1/16/19
Date

MAGIBB

Department Director JAN 23, 2019
Date

Cathy Vaun

Human Resources - Compensation 1/23/19
Date