

Database Administrator

Department: Information Technology

Date: November 17, 2022

Title of Immediate Supervisor: Manager, Automation Software

Pay Level: L31

POSITION SUMMARY: Perform database administrations tasks relating to the maintenance, tuning, security and support of the Greater Orlando Aviation Authority's (GOAA) databases, including all interfaces and residing systems. Plan, upgrade, implement, secure, deploy, and administer application systems and technologies for 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:*

- Monitor and analyze database and interface performance and storage; ensure effective and efficient utilization of database resources, systems and processes.
- Update database software/applications in accordance with any maintenance contracts pending or as necessary to keep systems within recommended version guidelines.
- Implement the security and integrity of supported databases.
- Provide support for database, interfaces and data related installations and initiatives.
- Maintain database dictionaries and support tools.
- Develop and maintain accurate system documentation.
- Monitor software-licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Monitor and evaluate customization or development performed by outside consultants that may directly affect critical systems and applications.
- Recommend, test, and evaluate new technologies, software tools, and required skill sets; recommend and implement improvements.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Computer Science or related field and five (5) years experience in the administration of a medium to large corporate highly available database or an equivalent combination of education, training and experience. Experience is required with several of the following as it relates to database administration Windows Server, Linux, Oracle RDBMS, Oracle Applications (EBS), MS SQL Server, Microsoft Analysis (SSAS), Integration (SSIS), Reporting Services (SSRS), Power Shell, PLSQL, and TSQL; and is required in all aspects of database Administration and Monitoring including security, all components of related Agents, integrations, and automated processes, or an equivalent combination of education, training and experience. Experience with Storage Volume Managers, and Backup Strategies, Oracle Dataguard, DX Enterprise, Idera SQL diagnostic manager, Oracle Grid Control, Oracle Enterprise Manager, Open Text Exceed, SplashBI, Amadeus PROPworks and configuration and support of application servers and components is preferred

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess a thorough knowledge of data processing concepts, browser based technology, client server technology, ethernet topology, transport protocols, electronic mail, communication servers, and database servers
- Working knowledge of data encryption techniques and database querying and management tools

Deputy Chief Financial Officer

Department: Finance

Date: August 16, 2023

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: E2

POSITION SUMMARY: Responsible for all finance, accounting, financial reporting, and financial application activities for the Aviation Authority. Provide guidance and advice to other directors and staff regarding financial policies and procedures, and direct the department in implementing those policies and procedures.

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

- Develop and implement policy regarding accounting procedures, investments, budgets, and financing methods and options.
- Develop and distribute fiscal reports.
- Develop and present annual and supplemental budgets for consideration by the Chief Financial Officer, Chief Executive Officer and the Authority Board.
- Serve as coordinator on all financing matters.
- Negotiate complex financial arrangements with other entities.
- Serve as committee member on various Sunshine Committees.
- Confirm staff training and development programs are in place to provide opportunities for growth as well as continuity of work during absences, year-end, etc. Develop overall department performance standards; maintain consistency and excellent communication throughout department and with other Authority departments.
- Maintain a work environment that promotes the organizations values, ethics, integrity and legal responsibilities.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and financial reporting practices for enterprise fund accounting.
- Demonstrated skills in interpreting complex contracts and financings, negotiations, and implementation of financial applications software.
- Advanced computer skills in Microsoft Office Word and Excel.
- Demonstrated leadership skills and effective management style.
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Effective oral and written communication skills
- Excellent organizational skills
- Attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately six (6) employees
- Oversight responsibility for department of approximately forty (40) employees

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

- Executive level position expected to demonstrate high degree of independence, initiative, judgment, and authority.
- Judgment exercised in long- and short-term planning, negotiations, policy development, and financial initiatives.
- Decisions relating to financial and accounting procedures and policies, employee matters, funding and budgetary requirements.
- Errors in judgment may result in material effects on financial condition and the Authority's ability to meet its normal and recurring financial requirements.

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

APPROVAL SIGNATURES:

Immediate Supervisor/CFO _____ Date _____

Chief Executive Officer _____ Date _____

Vice President, Human Resources _____ Date _____

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Deputy Chief Financial Officer

Department: Finance

Date: August 16, 2023

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

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

Immediate Supervisor/CFO

Date

Chief Executive Officer

Date

Human Resources - Compensation

Date

Deputy Fire Chief

Department: ARFF

Date: January 4, 2023

Title of Immediate Supervisor: Fire Chief

Pay Level: FM1

POSITION SUMMARY: Manage the Greater Orlando Aviation Authority's (GOAA) ARFF combat shifts and administrative personnel, with primary emphasis given to providing the immediate delivery of fire and rescue teams to mitigate emergency situations that arise at the Orlando International Airport (OIA). Develop and administer related policies, procedures and 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:*

- Manage the ARFF department's combat shifts and administrative personnel.
- Assist in the overall planning, direction, and coordination of fire department functions to maintain Index E operations.
- Manage the FAA required programs under the ARFF department's purview.
- Counsel personnel as needed, and issue disciplinary actions in accordance with GOAA policies and procedures.
- Evaluate equipment condition and adequacy to maintain compliance with requirements.
- Participate in emergency and disaster planning, including exercise development and implementation.
- 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.
- Establish operating procedures, give special instructions and assignments.
- May assume command of fire department incidents, or act as ARFF representative in the EOC.
- Participate in budget preparation and administration, including all facets of procurement.
- Manage and participate in personnel hiring and assessment promotional processes.
- Oversight of the ARFF training program, monitoring compliance with FAA and State of Florida regulatory requirements.
- Attend and represent ARFF at airport and community meetings.
- Provide information to ARFF and airport community, via writing and public speaking.
- Assume the position and responsibilities of the Fire Chief in their absence. May act as shift commander as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Fire Administration, Fire Science, Public/Business Administration or related field and ten (10) years of fire/EMS experience with a minimum of five (5) years or more of progressively responsible fire management and/or command experience, or an equivalent combination of education, training and experience. ARFF management experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of ARFF, EMS, structural firefighting, emergency management, fire prevention, and public education.
- Knowledge of emergency preparedness procedures with ability to develop and implement.
- Skill in negotiating and resolving policy and personnel conflicts.
- Skill in developing presentations and ability to present through public speaking.
- Proficient with data processing and other specialized computer programs.
- Ability to effectively plan, assign and appraise the work of subordinates.
- Ability to effectively prepare and administer the departmental budget.
- Ability to make life and death decisions under extremely stressful emergency conditions.
- Ability to establish and maintain effective working relationships with other department leaders in GOAA and other associated agencies.
- Ability to communicate effectively orally and in writing.

LICENSES/CERTIFICATIONS REQUIRED

- State of Florida Firefighting Certificate of Compliance as prescribed by Florida State Statute 633
- Valid Florida driver's license for the operation of emergency vehicles
- 16-hour Emergency Vehicle Operators Course (EVOC) with certificate
- State of Florida Fire Officer II Certificate
- NIMS certification required (100, 200, 300, 400,700, 800)
- State of Florida EMT or Paramedic License

Required within 18 months of hire/promotion:

- State of Florida Fire Officer III Certificate, or higher

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly oversees three (3) District Chiefs, one (1) Division Chief, Training, and one (1) Lieutenant, Fire Prevention; Indirectly oversees approximately 89 department personnel

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

- Make independent decisions, develops policies, and administers discipline in accordance with established policies, procedures and guidelines.
- Procurement of goods and services as described in GOAA policy.
- Capability to develop or amend programs in accordance with current standards, best practices, and regulatory requirements. Maintain Index E operation.
- Confirm personnel operate effectively, efficiently, and safely in any environment.
- Mitigate emergencies, assuming Incident Command as necessary.

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APPROVAL SIGNATURES:

Brenda Beeler 2/13/23
Immediate Supervisor/ Fire Chief Date

[Signature] 02-14-2023
Chief of Operations Date

[Signature] 2/16/23
Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Protective Service Worker

Rotating Shift: N/A



Physical Requirements and Working Conditions

Deputy Fire Chief

Department: ARFF

Date: January 4, 2023

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

<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			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)						X	3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes						X	2
Chemicals						X	2
Insects						X	1
Heights, Confined Areas						X	2
Excessive Noise					X		2
Hazard Situations					X		3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Emergency Vehicles					X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
EMS Equipment					X		3
Hand Tools					X		3
Power Equipment					X		3
SUPERVISOR COMMENTS:							

Brenda Beitel 2/13/23
 Immediate Supervisor/Fire Chief Date

[Signature] 02/14/2023
 Chief of Operations Date

Angela Murrin 2/15/23
 Human Resources - Compensation Date

District Chief

Department: ARFF

Date: July 18, 2023

Title of Immediate Supervisor: Deputy Fire Chief

Pay Level: FC5

POSITION SUMMARY: Airport Rescue Firefighter (ARFF) Shift commander for the Orlando International Airport (OIA) responsible for overall management of assigned shift, providing the immediate delivery of fire and rescue service to mitigate emergency scenes, hazardous situations and special projects. Manage the emergency crews assigned to a work shift.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 and/or direct firefighting and/or emergency medical functions in hostile environments.
- Assume Incident Command of all major emergency scenes, unless relieved by the Fire Chief or Deputy Fire Chief.
- Liaison with Emergency Operations Center personnel.
- Maintain Index E operations using available resources, or making appropriate notifications if not possible.
- Provide recommendations to ARFF administration regarding field operations.
- Coordinate the utilization of staff and auxiliary services at field operations level.
- Perform tasks assigned by ARFF administration and confirm that shift duties are completed.
- Supervises, through the lieutenants, all shift personnel involved in fire suppression and emergency response activities, including the inspection of personnel on a daily basis. Plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; to maintain discipline; and training. Responsible for the timely completion of assigned staff performance reviews; counsel personnel as needed, issue disciplinary actions in accordance with GOAA policies and procedures.
- Perform all Lieutenant, Engineer, and Firefighter responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate Degree in fire science or related degree and a minimum of three (3) years experience as a Greater Orlando Aviation Authority ARFF Lieutenant, including one (1) year on probation
- Must possess a Florida Fire Officer II Certificate, or higher
- Qualified as relief officer in compliance with ARFF Standard Operating Guideline 900.13 Relief Officer Program
- ***Any Lieutenant promoted to District Chief prior to July 9, 2023 or on a District Chief promotional list effective October 2022 will not be subject to the changes of the minimum qualification in this Job Description.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge/skills/abilities of Lieutenants, Engineers, and Firefighters
- Ability and skills to effectively direct overall emergency scene operations
- Demonstrated leadership and/or supervisory skills during emergency and non-emergency operations
- Ability to work with other department supervisors on projects and emergency mitigation
- Ability to manage programs and delegate assignments, following through to completion
- Knowledge of and ability to enforce department guidelines and GOAA policies
- Ability to communicate with a command presence on multiple radios simultaneously
- Skill to function as Incident Commander with multiple agencies, using NIMS

LICENSES/CERTIFICATIONS REQUIRED:

- State of Florida EMT or Paramedic License
- Valid Florida driver's license for the operation of emergency vehicles
- State of Florida Firefighting Certificate of Compliance as prescribed by Florida State Statute 633
- 16-hour Emergency Vehicle Operators Course (EVOC) with certificate
- NIMS 100/200/300/400/700/800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

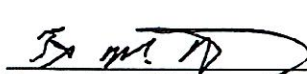
- Directly supervises a staff of approximately twenty seven (27) per assigned shift (including, Lieutenants, Engineers and Firefighters)


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


- Has latitude to make independent decisions during emergency operations, based upon department guidelines and training/experience
- As Incident Commander on multi-company operations, has the latitude to make any and all decisions that are needed to mitigate the emergency
- Has latitude to manage daily shift operations, including personnel issues, training, and assignments, safely in all environments
- Make personnel safety decisions, inform personnel, and take appropriate actions
- Manage resources to maintain an Index E operation at all times

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APPROVAL SIGNATURES:


 Deputy Fire Chief 7/19/23
Date


 Fire Chief 7/19/23
Date


 Chief of Operations 07-20-2023
Date


 Vice President, Human Resources 8/3/23
Date

FLSA: Non-Exempt Shift Premium: N/A
 EEO Category: Protective Service Worker Rotating Shift: N/A

District Chief

Department: ARFF

Date: July 18, 2023

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

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


 Deputy Fire Chief

 7/18/23
 Date


 Chief of Operations

 07-20-2023
 Date


 Human Resources - Compensation

 7/20/2023
 Date

Division Chief, Training

Department: ARFF

Date: August 25, 2023

Title of Immediate Supervisor: Deputy Fire Chief

Pay Level: FA2

POSITION SUMMARY: Management of an effective Aircraft Rescue and Fire Fighting (ARFF) training program at Orlando International Airport. Has direct oversight of the Emergency Medical Services (EMS) and Training 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:*

- Oversight, development and scheduling of all fire department EMS and Training programs, appropriate educational development programs, and continuing education for personnel including required FAA mandated full scale exercises and live fire training.
- Maintain personnel compliance as required by FAR 139 and State of Florida regulatory training programs.
- Oversee the documentation and tracking of department training and personnel regulatory compliance.
- Advise Deputy Fire Chief regarding areas of concern and recommended solutions.
- Liaison with GOAA departments, airlines, tenants, and outside agencies regarding ARFF training.
- Liaison with local fire departments and other ARFF training departments for best practices programs.
- Assist with research and procurement of training and EMS equipment.
- Develop and oversee implementation of the fire department promotional process; manage the Relief Officer Program for ARFF Lieutenants.
- Develop and manage succession training program for department personnel.
- Coordinate and monitor the travel and training, and EMS budget line items.
- Function in a primary role as Safety Officer on emergency scenes; may be assigned to the Emergency Operations Center (EOC) and/or as command staff on the scene of an 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 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.
- Represent fire department and GOAA on various committees as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Fire Administration, Fire Science, Public Administration or related degree and three (3) years training management experience in a Fire Service agency and two (2) years ARFF related experience, or an equivalent combination of closely related education, training, and experience. Florida Fire Officer II Certificate and Experience as an Officer in a Fire Service agency required. State of Florida Fire Officer III preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of NFPA code, FAA, fire service and EMS regulations
- Thorough knowledge of fire ground safety procedures
- Skill to function as Incident Commander with multiple agencies using NIMS
- Ability to develop and deliver a multitude of training programs
- Must have good interpersonal skills and the ability to provide training to a wide variety of customers
- Thorough knowledge of computer programs and data processing

- Must have effective oral and written communication skills
- Demonstrated leadership and/or supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license and Emergency Vehicle Operator Course (EVOC) certification
- State of Florida Firefighting Certificate of Compliance prescribed by Florida State Statute 633
- Current State of Florida Paramedic License
- State of Florida Fire Officer II, or higher
- State of Florida Instructor II, or higher
- State of Florida Live Fire Training Instructor I, or higher
- State of Florida Incident Safety Officer

The following are required upon hire or must be obtained within 18 months;

- American Heart Association (AHA) BLS, ACLS & PALS Instructor
 - Special Operations Classes (Rope Technician, Confined Space Technician, VMR Technician, Aerial Operations)
 - NIMS 100/200/300/400/700/800
- ***Division Chiefs hired prior to August 25, 2023 are not subject to the American Heart Association and Special Operations Classes attainment requirement.

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)




- Directly supervises a staff of approximately two (2) Administrative Lieutenants
- Lead and direct all shift personnel in training related functions (approximately 90 personnel)
- May supervise personnel assigned under command structure established by the Incident Commander



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

- Latitude to make decisions that protect the safety and wellbeing of ARFF personnel
- Latitude to make independent decisions during emergency operations based upon department guidelines and his/her training and experience
- Latitude to make decisions that will enhance the development/administration of training programs

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APPROVAL SIGNATURES:

	Sep 26, 2023
Immediate Supervisor	Date
	Sep 26, 2023
Chief of Operations	Date
	Sep 26, 2023
Vice President, Human Resources	Date

	Sep 26, 2023
Fire Chief	Date
	Sep 26, 2023
Chief Operating Officer	Date

FLSA: Non-Exempt
EEO Category: Professionals

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

Division Chief, Training

Department: ARFF

Date: August 25, 2023

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting				X			3
Lifting: 0 – 20 lbs 20 – 50 lbs 51+ lbs				X			3
					X		3
						X	3
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
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)						X	3
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 – Hazardous Situations						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
ARFF Emergency Vehicles					X		3
Training Equipment					X		3
Hand Tools						X	2
Power Tools						X	2
SUPERVISOR COMMENTS:							



 boxSIGN 40W0JLX-1R77WYXR

Sep 26, 2023

Immediate Supervisor

Date



 boxSIGN 15VPQK1-1R77WYXR

Sep 26, 2023

Chief of Operations

Date



 boxSIGN 1R6ZV3Z-1R77WYXR

Sep 26, 2023

Human Resources - Compensation

Date

Drawing/Contracts Coordinator

Department: Engineering and Construction

Date: May 16, 2022

Title of Immediate Supervisor: Manager, Contracts and Grants

Pay Level: L20

POSITION SUMMARY: Responsible for GOAA's electronic plans room, including archive of past project plans and specifications. Monitor project document review and production from start of design through project close-out and audit. Process various construction-related professional service agreements, addenda and contracts and non-construction professional service agreements. Work closely with consultants, contractors, external agencies, and GOAA staff.

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

- Oversee the electronic plans room, and retrieve project plans from off-site storage.
- Maintain a tracking system for project drawings and verify the GOAA's drawing standards are followed. Research and respond to requests for GOAA project drawing files.
- Work closely with the City of Orlando and is primary contact for submitting signed permit applications. Coordinate permit application tracking log.
- Coordinate and track review and approval of GOAA horizontal permit submittals.
- Receive and coordinate review of tenant and select GOAA design submittal packages at 30%, 60%, 95%, 100% and sealed permit drawing stages. Coordinate review team comments from consultants, contractors, and GOAA staff.
- Process approvals of project submittals for permitting, verifying all items have been provided, are in the proper order, and have all necessary exhibits attached.
- Verify CAD documents are reviewed prior to project close-out; and upload the approved CAD files into GOAA's content management system for archives.
- Process related contract documents in accordance with actions approved by the Construction Committee, the Professional Service Committee and/or GOAA Board. Maintain GOAA website uploads of department contracts.
- Monitor and maintain certificates of insurance and associated coverages in accordance with agreement requirements through third-party insurance tracking vendor.
- Administer electronic folders for related FM Global review of specific drawing sets. Create subfolders, authorize users, and archive folders.
- Upload grant-related project information in JACIP (Joint Automated Capital Improvement Plan).
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration, Library Science or related field and four (4) years of related work experience to include public administration, or an equivalent combination of related education, training, and experience. Experience with a construction firm, consulting firm, law firm, in an airport or other public sector environment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficient computer skills required, to include advanced knowledge of Microsoft Office Products and Visio, and advanced experience with web-based database software, Adobe Acrobat Pro and records management systems such as SharePoint required. Knowledge of AutoCAD software and GIS OASIS systems preferred.
- Proficient in the use of large format copier and plotter.
- Excellent oral and written communication skills, as well as interpersonal skills.

- Excellent organizational skills to manage multiple and diverse activities and projects.
- Able to multi-task while meeting critical deadlines.
- Demonstrate a high degree of accuracy and attention to detail.
- Demonstrated knowledge of construction specifications, contract terms, related construction, design, legal and scientific terminology preferred.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*




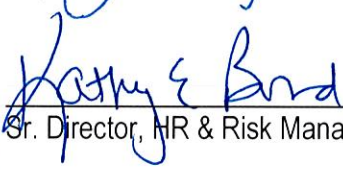
- None

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 considerable judgment and discretion.
- Provide training and determines compliance with prescribed procedures.
- Establish priorities to maximize productivity and efficiency.
- May identify/establish new procedures.

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

APPROVAL SIGNATURES:

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

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A


Drawings Contracts Coordinator

Department: Engineering and Construction

Date: May 16, 2022

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

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


 Immediate Supervisor 5/24/22
 Date


 Department Senior Director 5/24/22
 Date


 Human Resources - Compensation 5/24/2022
 Date

Electrician II

Department: Maintenance

Date: March 5, 2019

Title of Immediate Supervisor: Supervisor, Terminal Electrical

Pay Level: B8

POSITION SUMMARY: Install, repair and maintain electrical systems and equipment on the interior airport property, including landside terminal, airside buildings and other terminal associated 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 and maintain electrical equipment, including electrical services, switch gear, emergency generators and associated transfer equipment, UPS back up power systems, lighting and lighting contactors, photo controls, computerized lighting control relay panels, motor controls and transformers.
- Read wiring diagrams, electrical plans and specifications.
- Responsible for staying current with all electrical codes and advanced technology maintenance practices.
- Inspect and perform regular cleaning and prescribed maintenance tasks on associated equipment.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records in a paperless environment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three (3) years experience in a combination of troubleshooting and repair of motor controls, high voltage electrical systems up to 600 volts, lighting, power and Building Automation System Lighting BASL control systems and components, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough working knowledge of electrical codes, desire and aptitude to continue educational requirements (Safety Training, recertification training, ect.) and learn emerging technologies
- Basic understanding of BASL systems and Candela lighting override and control devices
- Familiarity with a mobile computerized maintenance management system desired
- Knowledge of applicable OSHA regulations, NFPA 70E standard and the rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools, including ladder safety articulating and scissor lifts/fall/ barrier protection, etc.
- Strong knowledge of essential safety equipment and protective devices and Lock out/Tag out (LOTO) safety procedures.
- Must be able to read and understand wiring diagrams, electrical drawings, and specifications
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Demonstrated skill to organize and prioritize work
- Good oral and written communication skills
- Ability to make sound decisions under pressure and solve problems independently

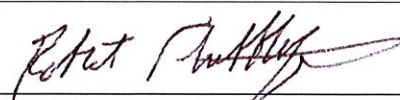
Electrician II

Department: Maintenance

Date: March 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.

<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	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		2
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
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas				X			3
Excessive Noise					X		2
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, etc.)					X		2
Golf Cart				X			3
Hi Lift/Arial boom lift,						X	3
Bucket Truck						X	3
Band saw						X	2
Fluke TRMS Clamp multi- voltage/amperage meter				X			3
Mobile Maintenance Management System					X		3
SUPERVISOR COMMENTS:							


 _____ 6/11/19
 Immediate Supervisor Date


 _____ 6-11-19
 Department Director Date


 _____ 6/11/19
 Human Resources - Compensation Date

Electrician III

Department: Maintenance

Date: March 6, 2019

Title of Immediate Supervisor: Supervisor, Terminal Electrician

Pay Level: B9

POSITION SUMMARY: Install, repair and maintain electrical systems and equipment on the interior airport property, including landside terminal, airside buildings and other terminal associated 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 and maintain electrical equipment, including electrical services, switch gear, emergency generators and associated transfer equipment, UPS back up power systems, lighting and lighting contactors, photo controls, computerized lighting control relay panels, motor controls and transformers.
- Read wiring diagrams, electrical plans and specifications.
- Responsible for staying current with all electrical codes and advanced technology maintenance practices.
- Inspect and perform regular cleaning and prescribed maintenance tasks on associated equipment.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records in a paperless environment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience in a combination of troubleshooting and repair of motor controls, high voltage electrical systems up to 600 volts, lighting, power and Building Automation System Lighting (BASL) control systems and components, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic understanding of BASL systems and Candela lighting override and control devices
- Familiarity with a mobile computerized maintenance management system desired
- Thorough working knowledge of electrical codes, desire and aptitude to continue educational requirements (Safety Training, recertification training, ect.) and learn emerging technologies
- Knowledge of applicable OSHA regulations and NFPA 70E standard and the rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools, including ladder safety articulating and scissor lifts/fall/ barrier protection, etc.
- Strong knowledge of essential safety equipment and protective devices and Lock out/Tag out (LOTO) safety procedures.
- Must be able to read and understand wiring diagrams, electrical drawings, and specifications
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- 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:

Electrician III

Department: Maintenance

Date: March 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					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		2
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
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas			X				3
Excessive Noise					X		2
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)					X		2
Golf Cart				X			3
Hi Lift /Aerial boom lift						X	3
Bucket Truck						X	3
Fluke TRMS Clamp multi- voltage/amperage meter				X			3
Band Saw						X	2
Mobile Maintenance Management System					X		3
SUPERVISOR COMMENTS:							


 Immediate Supervisor

4/11/19
Date


 Department Director

4-5-19
Date


 Human Resources - Compensation

4/18/19
Date

Electro-Mechanical Contracts Coordinator

Department: Maintenance

Date: June 22, 2022

Title of Immediate Supervisor: Manager, Maintenance Contracts

Pay Level: L21

POSITION SUMMARY: Responsible for the day-to-day monitoring and evaluation of electro-mechanical systems such as the Automated People Mover (APM) and the Elevator/Escalator and Moving Sidewalks associated with the terminal complex and support of facility operations. On-site monitoring and troubleshooting of operational services related matters. Plan, monitor and evaluate maintenance service and supply contracts verifying assigned contracts meet performance standards and specifications. Provide technical support, advice and assist in the scope development and bidding of new contracts.

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

- Monitor and evaluate electro-mechanical systems and contract compliance with emphasis on the levels and standards of service, schedules, frequency of service, productivity, and quality assurance.
- On-site monitoring and troubleshooting of operational services related matters, verify required services are being completed efficiently and effectively. Report deficiencies to management as required.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level of operational availability and cleanliness set forth in the contract documents.
- Approve and request additional work and/or repairs, verify work is invoiced appropriately.
- May serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts; acts as a liaison with other GOAA departments.
- Perform facility maintenance/equipment inspections, initiate repair orders as required, and verify repairs are completed.
- Monitor expenditures; validate project costs, repair estimates and work requests outside of contract scope.
- Provide technical expertise and evaluates proposed large/costly repairs to determine the plan of action is the best/most cost effective option.
- Verify preventative maintenance programs are implemented and effective.
- Review and verify contractor pay requests for accuracy and compliance with contract terms.
- Provide technical assistance in scope development, bidding, and awarding of contracts.
- Inputs and track appropriate data and generate related reports.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree 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 experience with Automated People Mover (APM), Elevator/Escalator and Moving Sidewalks systems and/or electro-mechanical contracts administration.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of Automated People Mover (APM), Elevator/Escalator and/or Moving Sidewalks systems
- Sound working knowledge of function and utilization of electro-mechanical equipment and/or evaluating the condition of mechanical and motorized equipment
- Basic knowledge of essential safety equipment and protective devices

- Demonstrated ability to exercise good independent judgment
- Basic computer-use skills, with emphasis on use of database, spreadsheet, word processing programs
- Basic knowledge of Computerized Maintenance Management Systems desirable
- Excellent oral and written communication skills
- Excellent interpersonal skills with the ability to function effectively in a diverse work place
- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Experience project scheduling, efficient time management, contract monitoring, and use of communication devices (two-way radios)
- Demonstrated attention to detail
- Self-motivated and able to work without direct supervision
- Must be able to work various shifts including; early mornings, late evenings, nights, weekends and holidays to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*



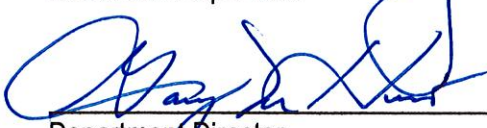
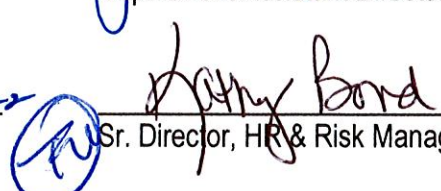
- None

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

- Independent judgment for technical issues is critical and required routinely on a daily basis.
- Exercise considerable independence and discretion under general supervision
- 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:

	10/3/22		10/3/2022
Immediate Supervisor	Date	Department Assistant Director	Date
	10/3/2022		10-5-2022
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Technicians

Rotating Shift: N/A

Electro-Mechanical Contracts Coordinator


Department: Maintenance

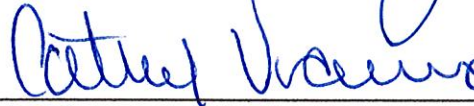
Date: June 22, 2022

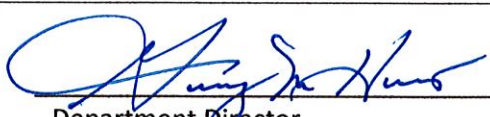
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting					X		1
Lifting:	0 – 20 lbs				X		1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		3
Pushing, Pulling and/or Digging					X		2
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
Must be able to work various shifts, early mornings, late evenings, holidays, and weekends							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
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
Radio/Cell Phone			X				3

SUPERVISOR COMMENTS:


 Immediate Supervisor 10/3/22
 Date


 Human Resources - Compensation 10/4/2022
 Date


 Department Director 10/3/2022
 Date

JOB DESCRIPTION

Job Title: Electronics Technician

Date: November 1, 2017

Department: Maintenance

Grade/Level: Non-Exempt; B9

Shift Premium: Yes

Title of Immediate Supervisor: Supervisor, Electronics

POSITION SUMMARY: Maintain, install and repair general electronic systems and power-operated doors at Orlando International Airport.

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.*

- Maintain, install and repair equipment associated with, but not limited to, the following systems:
 - Access Control Systems
 - Closed circuit television systems.
 - Public Address systems
 - Master clock systems
 - Sterile corridor door controls
 - Master Antenna Distribution (MATV) for broadcast television systems
 - Small computer Uninterruptible Power Systems
 - Automatic power-operated sliding doors and associated components
 - Gate opener and other remote control and signaling equipment
- Escort and assist contractors in performing warranty services.
- Remain current on all GOAA emergency response procedure and maintain the proper level of response as required.
- Complete maintenance work orders as assigned. Record time, materials, and equipment information correctly.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High School graduate with two years of technical/vocational training and five (5) years experience in troubleshooting microprocessor-based systems, strong background in analog and digital circuitry, or an equivalent combination of education, training, and experience. Associate degree in Electronics desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to read and interpret blueprints, schematic drawings and logic diagrams.
- Sound working knowledge of function and utilization of electronic test equipment.
- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations, and guidelines for safe operation of hand and power tools.
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment.
- Knowledge of automatic sliding door adjustment, testing, and troubleshooting procedures.
- Basic computer skills in Microsoft Word, Excel, Access and Outlook.
- Knowledge of applicable OSHA regulations and NFPA 70E standard.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's license
- Low voltage certification desired
- Certification from the American Association of Automatic Door Manufacturers (AAADM) desired


SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

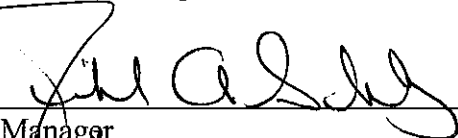
- Determines proper tools and equipment to be used for the assigned task and how they are to be used on a job.
- Exercise of sound independent judgment in recognizing conditions which contribute to material or equipment damage, or which could result in physical harm or injury to self or others.
- Determines when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

APPROVAL SIGNATURES:




Immediate Supervisor

11-17-17
Date




Manager

11-17-17
Date



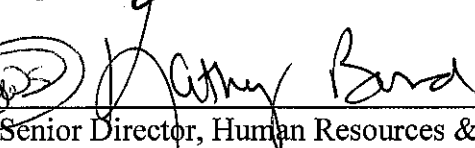
Assistant Director

11-17-17
Date



Department Director

11-17-17
Date



Senior Director, Human Resources & Risk Management

11-22-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Electronics Technician
Department Maintenance

Date November 1, 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

- 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			2
Lifting	A. 0 - 20 lbs.				X	1
	B. 21- 50 lbs.				X	1
	C. 51+ lbs.				X	1
Bending/Stooping			X			3
Pushing, Pulling, and/or Digging				X		2
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				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		2
Noxious Fumes					X	1
Chemicals				X		2
Insects					X	2
Heights, Confined Areas					X	3
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicle			X			3
Electronic Test Equipment			X			3
General office equipment (computer, copier, fax, etc.)				X		3
Powered/Manual Hand Tools			X			3
Sign Truck/Bucket Truck					X	3

Supervisor Comments:

 Immediate Supervisor
 11-17-17
 Date

 Department Director
 11-17-17
 Date



Electronics Technician (Revenue)

Department: Parking Operations

Date: April 16, 2021

Title of Immediate Supervisor: Manager, Parking Operations

Pay Level: B9

POSITION SUMMARY: Maintain, install, and repair parking revenue control equipment and associated systems.

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

- Maintain, install, remove, and repair equipment associated with, but not limited to, the following:
 - Automatic ticket dispensers
 - Cash terminals
 - Gate columns
 - Gate arms
 - Disk drives
 - Lane interface modules
 - Automatic vehicle identification equipment
 - Bus call box and associated hardware
 - Garage space-counting systems
 - Intercoms
 - Other associated parking revenue equipment.
- Calibrate, configure, and tune E-Pass/Sun Pass readers as needed.
- Maintain and repair facilities-mounted LED signs.
- Maintain, install, and repair emergency phones in all parking facilities.
- Maintain, install, and repair DVR's and cameras for all parking facilities.
- Inspect and perform regular cleaning and prescribed maintenance tasks on equipment.
- Remain current on all GOAA emergency response procedures and respond as required.
- Complete maintenance work orders as assigned. Record time, materials, and equipment information correctly.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate with two (2) years of college or technical/vocational training and five (5) years experience in troubleshooting microprocessor-based equipment, with particular emphasis on cash terminals and systems, and general electronic bench test equipment; or an equivalent combination of education, training and experience. Background in both analog and digital circuitry required. Associate degree in Electronics desired. Experience with SKIDATA and Gatekeeper access and revenue control equipment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read and interpret blueprints, schematic drawings, and logic diagrams to repair PC board to the component level
- Knowledge of functions and utilization of electronic test equipment
- Strong knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools
- Strong mechanical, diagnostic and analytical skills in order to diagnose problems and repair equipment



Electronics Technician (Revenue)

Department: Parking Operations

Date: April 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			3
Walking				X			3
Sitting				X			3
Lifting:	0 - 20 lbs					X	3
	20 - 50 lbs					X	3
	51+ lbs					X	1
Bending/Stooping				X			3
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)					X		3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals					X		2
Insects						X	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
Electronic Test Equipment				X			3
Powered/Manual Hand Tools				X			3

SUPERVISOR COMMENTS:

[Signature]
Immediate Supervisor

4/28/21
Date

[Signature]
Department Director

APR 28, 2021
Date

[Signature]
Human Resources - Compensation

4/20/21
Date



Emergency Communications Dispatcher

Department: Security

Date: April 27, 2023

Title of Immediate Supervisor: Supervisor, Emergency Communications

Pay Level: L19

POSITION SUMMARY: Dispatch Police, Fire, Medical and Airport Operations response personnel to emergency and non-emergency situations, including aircraft emergencies. Serve as Public Safety Answering Point (PSAP) and answer all 9-1-1 calls originating on airport property. Operate all related 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:*

- Serve as Public Safety Answering Point (PSAP) and is responsible for answering all 9-1-1 calls originating on airport property, including Telecommunications Device for the Deaf (TDD). Receive and analyze information, prioritize calls and disseminate information to emergency or non-emergency personnel.
- Dispatch Police, Fire and Medical response personnel and Airport Operations personnel to emergency and non-emergency situations including Aircraft emergencies.
- Apply professional communication techniques to calm emotional, irrational, irate, or reluctant callers; translates information to appropriate codes utilized by the agency; determine and assign level of priority and enter data to a computer aided dispatch (CAD) system for radio dispatch.
- Performs Emergency Medical Dispatch and crisis intervention using Emergency Medical Dispatch software and/or cards to ask vital questions and provide pre-arrival instructions for emergency medical calls.
- Operate 800 MHz CRT Public Safety Communications System, 400 MHz radio, and 911 computerized answering systems.
- Responsible for operation of AGT transportation console system and Power Distribution System.
- Operate numerous complex computerized safety and security systems.
- Initiate emergency notification or re-call procedures.
- Operate Florida and National Crime Information (FCIC/NCIC) Center system and relay information to Criminal Justice personnel when appropriate.
- Record and/or activate pre-recorded emergency evacuation or public service messages through the audio paging system.
- Responsible for the operation of audio recording system.
- May perform security surveillance via CCTV system.
- Report equipment malfunctions to appropriate parties when applicable and work in conjunction with contractors or technicians to facilitate repair.
- Maintain numerous operation and public safety logs.
- Assist the traveling public and airport tenants with general information, flight information and operations support.
- Airport paging and Airport Emergency Paging as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and minimum of two (2) years experience with fire/security alarm systems and emergency dispatching in fire, rescue, medical or police operations, or an equivalent combination of education, training and experience. Three years experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have knowledge and follow Public Safety Answering Point (PSAP) regulations
- Familiarity with 800 MHz public safety systems, 400 MHz radio systems, and 911 computerized answering systems preferred.
- Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Able to multitask, prioritize, analyze information and use independent judgement
- Must have the ability to prioritize multiple tasks and handle more than one task at a time
- Must have knowledge of principles of emergency dispatch and triage; and coordination of resources
- Able to accurately enter information into CAD and utilize various computerized information systems.
- Must have excellent hearing, vision and the ability to speak clearly, distinctly and effectively in English
- Must understand techniques of telephone interrogation
- Must be able to work in a confined, high noise area with no scheduled meals or breaks
- Must be able to type a minimum of 25 cwpm
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or Florida state ID

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

- Emergency Medical Dispatch (IAEMD) certified
- CPR certified
- TDD certified
- Florida Criminal Information Computer/National Criminal Information Center (FCIC/NCIC)
- NIMS 100, 200,700, 800
- Florida State Certification for Public Safety Dispatchers. F.S.S. 401.465
- Driver and Vehicle Information Database (DAVID)

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 considerable independence in prioritizing calls, disseminating information and determining critical police, fire and medical response. Example: Determines priority of call, how many units to dispatch, 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:

Paul Cook 5/15/2023
Department Manager Date

[Signature] 5/15/23
Department Assistant Vice President Date

[Signature] 5/15/2023
Department Vice President Date

[Signature] 06-18-2022
Chief of Operations Date

[Signature] 6/21/23
Vice President, Human Resources Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Protective Service Workers

Rotating Shift: Yes



Emergency Communications Dispatcher

Department: Security

Date: April 27, 2023

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		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	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
Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones		X					3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
GOAA/Personal Vehicle						X	2
SUPERVISOR COMMENTS:							
Due to the computers' sensitivity to heat, the temperature in the Communications Center cannot exceed 72 degrees. Most of the time and especially at night the temperature ranges from 68-70 degrees. All equipment is either alarmed for prompting the operator to an immediate response or designed for two-way communications. Therefore, the employee must be extremely mobile and able to instantaneously respond from a sitting to a standing or walking position.							

Paul Cook 5/15/2023
Department Manager Date

E. Brigg 5-15-2023
Department Vice President Date

[Signature] 6/21/23
Human Resources - Compensation Date

Emergency Communications Dispatcher/Trainer

Department: Security

Date: June 16, 2022

Title of Immediate Supervisor: Emergency Communications Training Administrator

Pay Level: L21

POSITION SUMMARY: Dispatch police, fire, medical and airport operations response personnel to emergency and non-emergency situations, including aircraft emergencies. Serve as Public Safety Answering Point (PSAP) and answer all 9-1-1 calls originating on airport property. Operate all related equipment. Responsible for Communications Center training and related documentation.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 Public Safety Answering Point (PSAP) and is responsible for answering all 9-1-1 calls originating on airport property, including Telecommunications Device for the Deaf (TDD).
- Receive and analyze information, prioritize calls and disseminate information to emergency or non-emergency personnel.
- Dispatch police, fire and medical response personnel and Airport Operations personnel to emergency and non-emergency situations including aircraft emergencies.
- Operate 800 MHz CRT Public Safety Communications System, 400 MHz radio, and 911 computerized answering systems.
- Train new hires on police, fire, medical, airport operations, train maintenance consoles and panels, alarms, etc. Responsible for Daily Observation Report and the documentation process during training and the probation period.
- Administer tests when applicable. Assist training administrator with scheduling, coordinating and instructing in-service training classes, refresher and remedial classes and seminars for Communication Center employees.
- Assist training administrator in maintaining training manuals and materials current; assist in revising training materials and curriculum as needed.
- Confirm certifying agency course goals and objectives are met. Maintain program continuity, and that students demonstrate the necessary skills for function in the assigned role.
- Complete regular quality review assessments for assigned areas.
- Responsible for operation of AGT transportation console system and Power Distribution System.
- Operate numerous complex computerized safety and security systems.
- Initiate emergency notification or re-call procedures.
- Operate Florida and National Crime Information (FCIC/NCIC) computer system and relay information to Criminal Justice personnel when appropriate.
- Record and/or activate pre-recorded emergency evacuation or public service messages through the audio paging system.
- Responsible for the operation of audio recording system.
- May perform security surveillance via CCTV system.
- Report equipment malfunctions to appropriate parties when applicable and work in conjunction with contractors or technicians to facilitate repair.
- Maintain numerous logs.
- Assist the traveling public and airport tenants with general information, flight information and operations support.
- Airport paging and airport emergency paging as needed.
- May occasionally perform supervisory responsibilities in absence of supervisor.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and four (4) years experience with computers, fire/security alarm systems and emergency dispatching in fire, rescue, medical or police operations or an equivalent combination of education, experience and training. In addition, must also have at least one (1) year experience as an Emergency Communications Dispatcher with the Greater Orlando Aviation Authority; and must be CTO certified.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to accurately enter information into CAD; teach and utilize various computerized information systems. Working knowledge of Microsoft Word, Excel, PowerPoint.
- Familiarity with 800 MHz public safety systems, 400 MHz radio systems, and 911 computerized answering systems
- Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Able to utilize adult educational practices and methods to deliver effective training and modify training practices according to individual learning styles and abilities
- Must be able to provide coaching, positive and corrective feedback clearly yet sensitively through oral or written communication
- Excellent organizational skills, with the ability to prioritize multiple tasks and handle more than one task at a time
- Must understand techniques of telephone interrogation
- Able to analyze information and use independent judgement
- Exhibit a professional demeanor and maintain appropriate professional relationships necessitated by the work at all times.
- 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
- Able to assist in training, assigning and reviewing the work of others
- Must be able to type a minimum of 25 cwpm
- Must maintain reliable, consistent attendance during training assignments
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends and be flexible to adjust schedule as necessary to facilitate training.

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 (NCIC/FCIC)
- NIMS: 100, 200, 700, 800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under general supervision

- Judgment required to recommend training curriculum and materials revisions
- Exercise considerable independence in prioritizing calls, disseminating information and determining critical police, fire and medical response. Example: Determines priority of call, how many units to dispatch, and which unit(s) to dispatch.
- Exercise independent judgment when assuming supervisory duties in supervisor's absence

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

APPROVAL SIGNATURES:

<u>Jammi Hackett Filbert</u>	<u>6/16/2022</u>	<u>Paul Cook</u>	<u>6/16/2022</u>
Immediate Supervisor	Date	Department Manager	Date
<u>E. B. Smith</u>	<u>6-23-2022</u>	<u>Harry E. Bond</u>	<u>6-27-22</u>
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Protective Service Worker

Rotating Shift: Yes

Emergency Communications Dispatcher/Trainer

Department: Communications Center

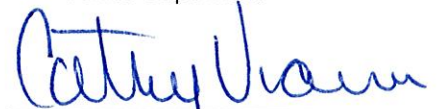
Date: June 16, 2022

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	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
Ability to handle more than one task at a time		X					3
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
Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones		X					3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
GOAA/Personal Vehicle						X	2
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.							

 6/16/2022
 Immediate Supervisor Date

 6.23.2022
 Department Director Date

 6/23/2022
 Human Resources - Compensation Date

Engineer

Department: ARFF

Date: August 9, 2023

Title of Immediate Supervisor: Lieutenant

Pay Level: FC3

POSITION SUMMARY: Responsible for the safe driving and maintenance of all ARFF emergency vehicles and apparatus. Serve as part of an emergency crew in the suppression and extinguishment of fires and the mitigation of emergency or hazardous incidents or events. Perform EMS skills based on certification level.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 firefighting and/or emergency medical functions in hostile environments as necessary.
- Operate and completely understand the capabilities of all classes of ARFF vehicles.
- Responsible for safe operation of fire department vehicles, including emergency response.
- Maintain gear and equipment in a clean, serviceable condition.
- Complete daily station duties and vehicle/equipment inspection.
- Perform responsibilities of a firefighter.
- Following probation, will work out of classification as Lieutenant, assuming the responsibilities of that position.
- May operate as a member of a Rescue Task Force Team during ASHER or other potentially hazardous events.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- A minimum of three (3) years experience as an Aviation Authority ARFF Firefighter, including one (1) year on probation
- A minimum of an eighty (80) hour Pump Operator course from an accredited educational institution
- Must qualify as a relief driver on all apparatus in compliance with ARFF Standard Operating Guideline 900.11 Relief Driver Program

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated knowledge of the pumping capabilities of each type of fire vehicle
- Skill in fire suppression techniques using auxiliary extinguishment aids, including sprinklers, standpipes, etc.
- Knowledge of State of Florida driving laws regarding heavy vehicles
- Knowledge of GOAA policies and ARFF procedures on vehicle operations
- Skill and ability to effectively operate emergency vehicles to, from, and on emergency scenes
- Ability to train Firefighters on apparatus and equipment
- Knowledge/skills/abilities of Firefighter position
- Must complete Relief Officer program for Lieutenant within one year of promotion to Engineer
- Ability to maintain good physical conditioning
- Ability to communicate effectively orally and in writing

LICENSES/CERTIFICATIONS REQUIRED:

- State of Florida EMT or Paramedic License
- Valid Florida driver's license for the operation of emergency vehicles

- State of Florida Firefighting Certificate of Compliance as prescribed by Florida State Statute 633
- 16-hour Emergency Vehicle Operators Course (EVOC) with certificate
- NIMS 100/200/300/700

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 the direct supervision of the Lieutenant and has the latitude to direct his/her subordinates during work tasks
- Make decision on appropriate agent and method for extinguishment of all types of fires
- Make personal safety decisions, inform personnel, and take appropriate actions

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

APPROVAL SIGNATURES:


boxSIGN 48WV3JX-17K3QP6
 Aug 15, 2023
 Date

Deputy Fire Chief
 Aug 22, 2023
 Date



boxSIGN 4KZV7Y-17K3QP6
 Aug 22, 2023
 Date

Chief of Operations
 Date

Vice President, Human Resources
 Date


boxSIGN 1Y74K25-17K3QP6
 Aug 15, 2023
 Date

Fire Chief
 Aug 22, 2023
 Date


boxSIGN 408WV3K-17K3QP6
 Aug 22, 2023
 Date

Chief Operating Officer
 Date

FLSA: Non-Exempt

EEO Category: Protective Service Worker

Shift Premium: N/A

Rotating Shift: N/A

Engineer

Department: ARFF

Date: August 9, 2023

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

<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 20 – 50 lbs 51+ lbs				X			3
					X		3
						X	3
Bending/Stooping						X	3
Pushing, Pulling and/or Digging					X		3
Reaching over head					X		3
Kneeling, Crawling						X	3
Climbing (ladders, stairs, hills)					X		3
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)				X			3
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes						X	2
Chemicals						X	2
Insects						X	1
Heights, Confined Areas						X	2
Excessive Noise					X		2
Other – Hazardous Situations					X		3
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle/Fire Apparatus					X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Power Equipment					X		3
Hand Tools					X		3
EMS Equipment					X		3
SUPERVISOR COMMENTS:							


boxSIGN 10/23/14 17:30PM

Aug 15, 2023

Immediate Supervisor

Date


boxSIGN 11/19/21 17:30PM

Aug 22, 2023

Chief of Operations

Date


boxSIGN 10/22/23 17:30PM

Aug 22, 2023

Human Resources - Compensation

Date

Engineering & Construction Project Coordinator

Department: Engineering and Construction

Date: August 17, 2022

Title of Immediate Supervisor: Senior Director, Engineering and Construction

Pay Level: L23

POSITION SUMMARY: Provide project administrative support and coordination for the Engineering and Construction departments. Assist management staff 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 a variety of Engineering and Construction project administrative support to executive and management staff. Project administration duties include, but are not limited to the following:
 - Assist with the implementation of capital programs, researching objectives and coordination of annual budget request.
 - Assist in the establishment of consulting services.
 - Assist in the research and compliance review of active building codes and regulations, including local, state, and federal permitting agencies. Review of department policies, procedures and safety measure for updates as needed.
 - Assist the Director, Construction with coordination of construction activities including the coordination of the analysis and review of claims. Provide support during site inspection visits.
 - Assist the Director, Engineer with coordination of engineering activities including the coordination of the review and maintenance of technical design standards.
- Provide complex administrative assistance for the Senior Director, Engineering and Construction and department management staff. Designated as the single point of contact department coordinator for the processing and approval of internal communications, scheduling of internal and external meetings, schedule prioritizing to assist others with calendar needs, reports and presentations, contracts and agreements, board items, etc. Track document progress and update various department staff as needed.
- 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.
- Organize and maintain a variety of complex files, including business files, contract files, project files, communication files, etc. for multiple ongoing programs and activities; prioritize as needed.
- Develop, maintain and monitor basic to complex logs, records, spreadsheets, reports and project records as needed.
- Coordinate with various staff to collect, edit and record Board and Committee agenda materials received for processing and approval of Executive management.
- Develop, edit and maintain presentations for Board and Committee presentations, and other various presentations as assigned.
- Coordinate with Board Services and Committee coordinators for the processing and approval of Board and Committee agenda materials including memos, exhibits, reports, presentations, etc.
- 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. Authorized procurement card user; reconcile monthly activity.
- Process project invoices and permit applications/documents for signature. Establish and maintain filing systems as needed.
- Manage the distribution of work and provide guidance to department administrative staff as assigned.

- 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:

Bachelor degree and three (3) years' experience related to project management, public administration and/or executive administrative support 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:

- Project management skills
- Basic negotiation skills
- Excellent people skills required to interact with Aviation 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
- Ability to read and interpret contracts and agreements
- Excellent oral and written communications skills in English

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May directly supervise a staff of approximately one (1)

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

- Work independently under minimum supervision, exercising considerable judgment and discretion.
- Expected to manage job responsibilities in a timely manner to meet deadlines.
- Establish priorities to maximize productivity and efficiency.
- 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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Scott Hedden 10/6/22
Immediate Supervisor/Senior Director Date

[Signature] 10/2/22
Chief Executive Officer Date

[Signature] 10-7-2022
Sf. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professional

Shift Premium: N/A

Rotating Shift: N/A

Engineering & Construction Project Coordinator


Department: Engineering and Construction

Date: August 17, 2022

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

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


10/6/22
 Immediate Supervisor/Senior Director Date


10/20/22
 Chief Executive Officer Date



10/17/2022
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Equipment Operator II

Date: November 10, 2017

Department: Maintenance

Grade/Level: Non-Exempt; B2
Shift Premium: Yes (if assigned)

Title of Immediate Supervisor: Supervisor, Airfield & Grounds

POSITION SUMMARY: Operate mowing and grounds maintenance equipment, maintain airport ground and landscaped areas.

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

- Operate mowing equipment to mow all areas of airport grounds. Maintain landscaped areas, flowerbeds and planters. Trim and fertilizes trees. Assist in renovation of landscaped areas as required. Maintain ditch and canal banks.
- Dispense fertilizers, herbicides, and pesticides for landscape maintenance.
- Operate and use small power tools and hand tools to perform all phases of horticultural and landscaping renovation and maintenance.
- Responsible for maintaining contact with the Control Tower, whether by radio or alternative methods, for safe maintenance operations on the AOA.
- Responsible for staying current on all GOAA emergency response procedures and performs emergency response as required.
- Perform daily equipment inspections and operational tests to confirm the equipment is capable of responding in an emergency. Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Complete maintenance work orders as assigned, record all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records.
- May assist Equipment Operator III in assignments that require the use of specialized equipment, receive training and operating experience on the equipment.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and three (3) years experience in the operation of mowing and grounds maintenance equipment, or an equivalent combination of education, training, and experience.

EQUIPMENT OPERATED:

- All-terrain mowers
- Front-end loader (Bobcat), water truck, scrubber
- Edger, weed eater, landscaping hand tools, chainsaw
- Spray equipment
- All equipment operated by the Maintenance Support position.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations, and guidelines regarding the safe operation of mowing and grounds maintenance equipment.
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment.
- Must be knowledgeable of alternative methods of field communication with Control Tower.
- Must be able to apply horticultural chemicals safely, in compliance with all rules, regulations and laws.
- Proficient operation of mowing and grounds maintenance equipment.

LICENSES REQUIRED:

- Valid Florida Commercial Driver's License, Class "B" with tanker endorsement
- Air brakes designation

CERTIFICATIONS:

- None

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.)

- Constant exercise of sound independent judgment to operate equipment safely and within the operational limitations of the equipment.
- Frequently determines what equipment is appropriate for the assigned task and how it is to be used on a job.
- Exercise good judgment to administer safe application of agricultural chemicals.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

APPROVAL SIGNATURES:



Immediate Supervisor

11-16-17

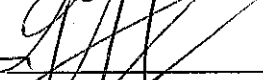
Date



Manager

11/16/17

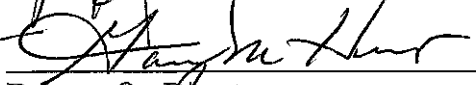
Date



Assistant Director

11-16-17

Date



Department Director

11-17-17

Date



Senior Director, Human Resources & Risk Management

11-17-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Equipment Operator II

Date November 10, 2017

Department Maintenance

Section 654

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

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

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

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

Frequency

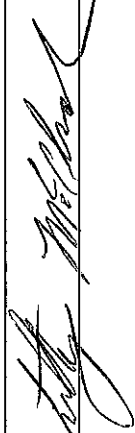

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather	X					3
Noxious Fumes			X			3
Chemicals			X			3
Insects		X				3
Heights, Confined Areas					X	3
Excessive Noise	X					3
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Company Vehicle				X		3
Front-end loader (Bobcat)				X		3
Water Truck				X		3
All terrain mower	X					3
Scrubber				X		3
Spray equipment				X		3
Edgers, weed eaters, hedge trimmers, chainsaws	X					3
May operate all equipment used by Maintenance Support, which includes: flat bed, dump and pick-up trucks, cars, Mad Vac sweeper, small all-terrain vehicles, forklift.				X		2

Supervisor Comments:

Immediate Supervisor _____ Date _____
 Department Director _____ Date 11-17-17

Equipment Operator III

Department: Maintenance

Date: December 18, 2018

Title of Immediate Supervisor: Supervisor, Airfield & Grounds or Manager, OEA General Aviation Pay Level: B4

POSITION SUMMARY: Operate grounds maintenance and construction equipment. Maintain airport grounds, construct, renovate and maintain landscaped areas at Orlando International Airport (OIA) or at Orlando Executive Airport (OEA) 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:*

- Operate mowing equipment to mow all areas of airport grounds. May be designated as lead tractor operator for mowing crew while engaged in mowing on the AOA.
- Responsible for communication with the Control Tower and determining the safe entry and exit to areas on the AOA.
- Construct and renovate landscaped areas as required; maintain landscaped areas not covered under outside maintenance contracts.
- Prepare and dispense fertilizers, herbicides, and pesticides for landscape maintenance. Maintain ditch and canal banks.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required.
- Operate standard construction equipment to perform small construction projects and repairs.
- Operate and uses small power tools and hand tools to perform all phases of horticultural and landscaping renovation and maintenance.
- Perform daily routine equipment inspections and operational tests to confirm the equipment is capable of responding in an emergency. Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records.
- May assist Heavy Equipment Operators and Equipment Operator/Trades in assignments that require the use of specialized heavy construction equipment, receives training and operating experience on the equipment.
- May apply chemicals in lakes, drainage ditches, and canals to control aquatic plant growth.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years experience in the operation of construction and industrial lift equipment on landscape construction or maintenance projects, or an equivalent combination of education, training, and experience.

EQUIPMENT OPERATED:

- Batwing mower (primary equipment), slope mower, bucket and high reach truck, front-end loader, roller, sweeper, spray rig
- All equipment operated by the Equipment Operator II position

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 communications equipment and speaking clearly in English when operating such equipment.
- Must be knowledgeable of alternative methods of field communications with Control Tower.
- Must be able to apply horticultural chemicals safely, in compliance with all rules, regulations, and laws.
- Proficiency in construction and maintenance of landscaped areas. Ability to install landscape materials according to blueprints and specifications

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida commercial driver's license "B" with tanker endorsement
- Air Brakes designation

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)*

- Constant exercise of sound independent judgment to operate construction and lift equipment safely and within the operational limitations of the equipment.
- Determine what equipment is appropriate for the assigned task and how it is to be used on a job.
- Exercise good judgment to administer safe application of agricultural chemicals.
- 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:


 12/20/19
 Immediate Supervisor - QIA Date

 1/17/19
 Immediate Supervisor/Manager - OEA Date

 12/20/18
 Department Manager - OIA Date

 12-21-18
 Department Assistant Director - OIA Date

 12/21/18
 Department Director - OIA Date

 1/14/19
 Department Director - OEA Date

 1-17-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: Yes

Rotating Shift: N/A



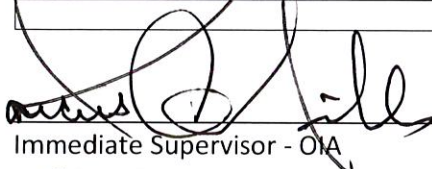
Equipment Operator III

Department: Maintenance


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.

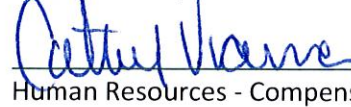
Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	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			3
51+ lbs				X		3
Bending/Stooping		X				3
Pushing, Pulling and/or Digging		X				3
Reaching over head				X		2
Kneeling, Crawling				X		2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)					X	2
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing			X			3
Writing					X	2
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	2
Slope and Batwing Mower		X				3
Roller, Sweeper, Spray Rig			X			3
Front-end loader			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, edgers, weed eaters, hedge trimmers, chainsaws, Mad Vac sweeper, small all-terrain vehicles, forklift, bucket and high reach truck.						2
SUPERVISOR COMMENTS:						

 1/10/2019
 Immediate Supervisor - OIA Date

 1-9-19
 Department Director - OIA Date

 1/11/19
 Immediate Supervisor - OEA Date

 1/14/19
 Department Director - OEA Date

 1/15/19
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Equipment Operator/Trades

Date: November 10, 2017

Department: Maintenance

Grade/Level: Non-Exempt; B6
Shift Premium: Yes (if assigned)

Title of Immediate Supervisor: Supervisor, Airfield & Grounds

POSITION SUMMARY: Operate pavement maintenance, industrial lift and construction equipment. Perform pavement and masonry repairs, and maintains drainage 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.*

- Operate sweepers and scrubbers to remove foreign object debris, and grease from paved aircraft operating areas. Perform concrete and asphalt patching, repairs and construction.
- Perform small masonry and ceramic tile repairs. Maintain and repair joints in pavement and parking garage structures.
- Transport equipment to job sites as required.
- Apply chemicals in lakes, drainage ditches, and canals to control aquatic plant growth.
- Inspect and maintain drainage systems to maintain free flow of water through the system. Monitor water levels at drainage structures; adjust water control structures to maintain authorized levels. Maintain and repairs water control structures, install pipes and culverts.
- Operate equipment to assist other maintenance trades.
- Responsible for maintaining contact with the Control Tower, whether by radio or alternative methods, for safe maintenance operations on the AOA.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required, respond on all aircraft related alerts.
- Perform daily routine equipment inspections and operational tests to confirm the equipment is capable of responding in an emergency. Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records.
- Assist Heavy Equipment Operators in assignments that require the use of specialized heavy construction equipment, receive training and operating experience on the equipment.
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and five (5) years experience operating construction/industrial lift equipment on pavement construction or maintenance projects, or an equivalent combination of education, training, and experience.

EQUIPMENT OPERATED:

- Low boy trailer (31 ton or less), industrial lift
- Walk behind saw, various hand saws
- Soil compactor
- Joint sealant trailer
- Paving machine
- All equipment operated by the Equipment Operator III position.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations, and guidelines for 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 communications equipment and speaking clearly in English when operating such equipment.
- Must be able to apply aquatic chemicals safely, in compliance with all rules, regulations, and laws.
- Proficiency in construction and repair of concrete and asphalt pavements, masonry repairs.
- Ability to read and interpret blueprints and specifications.
- Must be knowledgeable of alternative methods of field communications with Control Tower

LICENSES REQUIRED:

- Valid Florida Commercial Driver's License, Class "A" with tanker endorsement
- Air brakes designation

CERTIFICATIONS:

- None

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 sound independent judgment to operate construction and lift equipment safely and within the operational limitations of the equipment.
- Determine what equipment is appropriate for the assigned task and how it is to be used on a job.
- Exercise good judgment to administer safe application of agricultural/aquatic chemicals.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor, will be undertaken next.

APPROVAL SIGNATURES:



Immediate Supervisor

11.16.17

Date



Manager

11.16.17

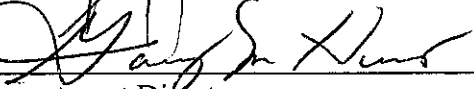
Date



Assistant Director

11-16-17

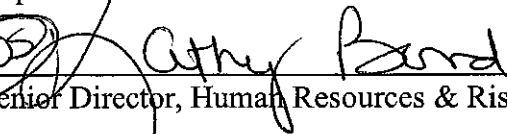
Date



Department Director

11-17-17

Date



Senior Director, Human Resources & Risk Management

11-17-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Equipment Operator - Trades
 Department Maintenance

Date November 10, 2017
 Section 654

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			3
B. 21-50 lbs						3
C. 51+ lbs. (with assistance)				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		2
Typing/CRT (attention to detail)					X	1
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing			X			3
Writing					X	2
Other						

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

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

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather	X					3
Noxious Fumes			X			3
Chemicals			X			3
Insects		X				3
Heights, Confined Areas				X		3
Excessive Noise	X					3
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicle				X		3
Low boy trailer (31 ton or less), industrial lift		X				3
Walk-behind saw, various hand saws	X					3
Soil compactor			X			3
Joint sealant trailer			X			3
May operate equipment operated by lower level positions, including: mowers (slope, batwing, all terrain), trucks (bucket, high reach, water, flatbed, pick up), roller, sweeper, Mad Vac sweeper, scrubber, front end loader/bobcat, forklift, pavement breaker attachment & paving machine, joint plow attachment, spray equipment, small all-terrain vehicles, landscaping tools, chainsaws.						2

Supervisor Comments:

[Signature]

Immediate Supervisor

Date

[Signature]

Department Director

Date

11-17-17

Events and Art Collection Coordinator

Department: Public Affairs

Date: February 14, 2019

Title of Immediate Supervisor: Assistant Director, Public Affairs

Pay Level: L20

POSITION SUMMARY: Overall responsibility for the Greater Orlando Aviation Authority's (GOAA) art collection, including: regular inspection, cleaning, restoration, storage, purchase/acquisition, display, inventory, appraisal, budget, and records maintenance. Plan, coordinate and execute a variety of annual and special events.

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

- Responsible for the planning, organization and implementation of special events for Public Affairs and other departments such as, Liberty Weekend, the annual Art Show, airline inaugural events, VIP arrivals, check press credentials, etc.. Independently research programs, and make or coordinate all related arrangements. Act as GOAA representative at various events.
- Participate in department's community outreach initiatives including speaking at educational facilities.
- Responsible for the development and distribution/display of current community and cultural event information.
- Coordinate the physical cleaning, restoration, installation or removal of large pieces with other departments. Work with other departments when to move art as needed for painting or other maintenance projects.
- Coordinate or participate in the Art Collection RFP/purchase/acquisition process. Visit artists or review works on-line or through other media; research similar pieces to verify fair pricing.
- Conduct an annual inventory of all GOAA artwork that are located throughout multiple buildings and storage facilities. Maintain inventory in both spreadsheet and pictorial formats. Arrange for an art expert to complete an appraisal every 5-7 years, and work with the Risk Management department to maintain adequate insurance coverage.
- Establish mailing lists; prepare press kit and collateral materials.
- Proofread a variety of materials as assigned.
- Research and respond to information requests received from the public.
- Perform regular inspection of all GOAA artwork. Verify art, frames, display cases, etc. are clean and in good conditions. Work closely with art professionals on the restoration, framing, installation, and exhibition of art.
- When cleaning, restoration, display, storage of art is necessary, obtain quotes and negotiate prices, terms, services, transportation, etc. as required. Perform research to confirm quoted prices are competitive with the market.
- Responsible for developing and monitoring of the art budget, and maintain all related receipts and documentation.
- Assist with administrative duties in the Public Affairs office.
- Provide VIP and press escort services
- May serve as Public Affairs media liaison when assigned, which may include presence at the terminal during off-hours.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor degree and three (3) years experience, to include public relations and/or communications responsibilities, or an equivalent combination of education, experience and training. Knowledge of art and maintaining an art collection desirable.




Events and Art Collection Coordinator


Department: Public Affairs

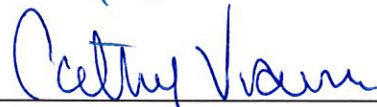
Date: February 14, 2019

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				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
Willing and able to work a flexible schedule including evenings, weekends, and holidays						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
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Other						
SUPERVISOR COMMENTS:						

 2/27/19
 Immediate Supervisor Date

 3/29/19
 Department Senior Director Date

 4/13/19
 Human Resources - Compensation Date

Executive Assistant

Department: Executive Administration

Date: January 11, 2023

Title of Immediate Supervisor: Chief Administrative Officer

Pay Level: L18

POSITION SUMMARY: Provide executive level administrative support for the Chief Administrative Officer (CAO). 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 executive level administrative support for the Chief Administrative Officer (CAO). Designated by the Chief Administrative Officer as the single point of contact department coordinator for the processing and approval of internal communications, scheduling of internal and external meetings, schedule prioritizing to assist others with calendar needs, reports and presentations, contracts and agreements, board items, etc. Track document progress and update various 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; prioritize as needed.
- 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, etc. as required.
- Coordinate with various Department Vice Presidents, Managers and others to collect, edit and record Board and Committee agenda materials received for processing and approval of Executive management.
- Develop, edit and maintain presentations for speaking engagements on behalf of the CAO, ACI-NA conferences, Board presentations, and other various presentations as assigned
- Coordinate with Board Services and Committee coordinators for the processing and approval of Board and Committee agenda materials including memos, exhibits, reports, presentations, etc.
- Attend meetings as requested to record minutes, task instructions, requested amendments, etc. Coordinate the schedule for deliverables and the submittal and approval process.
- Draft, proofread and edit a variety of documents, reports and correspondence. Gather documents and verify data for letters, briefings, presentations and reports.
- Draft written correspondence: prepare and/or review written communications on behalf of the Chief Administrative Officer as requested.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the CAO, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response; gather and analyze information required for review.
- Prepare agendas, schedule meetings and conference calls and manage the Chief Administrative Officer's calendar.
- Assist with the CAO's public records requests responsibilities as needed.
- Work closely and effectively with the CAO to keep well informed of upcoming commitments and responsibilities, following up appropriately.
- Authorized procurement card user; reconcile monthly activity.
- File documents, open and distribute mail.
- 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 Timekeeping Coordinator for the department; assist Managers with payroll, invoice processing, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and two (2) years of dedicated administrative support work experience for executive management, licensed professionals 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.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum 60 cwpm; transcription 35 wpm or other acceptable method
- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Able to draft, proofread, and edit a variety of documents and reports
- Excellent organizational skills
- Demonstrated attention to detail; administrative and organizational skills
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Must be able to work independently on projects from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and prioritizing as needed
- Able to read, write and interpret basic legal and financial information
- Strong interpersonal and problem solving skills with the ability to work effectively with diverse groups including high profile individuals
- Knowledge of Florida Sunshine Meeting Law preferred
- Ability to determine appropriate course of action in more complex situations and have sound decision making ability
- Intermediate computer skills and proficient in Microsoft Office programs required; experience using Oracle Financials and an electronic timekeeping system a plus.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Must be able to perform routine and non-routine tasks independently with minimal supervision. Good judgment in working with sensitive material and dealing with confidential matters
- Moderate level of authority and judgement to make decisions based on established policy and provide direction to other staff
- Demonstrate good judgement in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Set work priorities and make office operations decisions
- Interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.

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

APPROVAL SIGNATURES:

 4/17/2023
Immediate Supervisor/CAO Date
 4/12/23
Vice President, Human Resources

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Executive Assistant

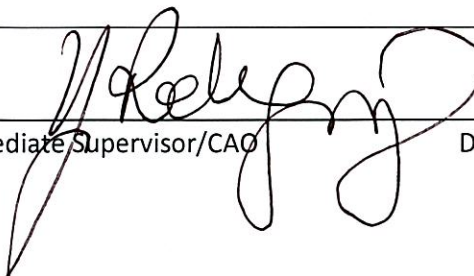
Department: Executive Administration

Date: January 11, 2023

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

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


 _____ 4/17/23
 Immediate Supervisor/CAO Date


 _____ 4/13/2023
 Human Resources – Compensation Date



Executive Assistant

Department: Finance

Date: July 25, 2019

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: L18

POSITION SUMMARY: Provide executive level administrative support to the Chief Financial Officer (CFO). May assist other staff 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:*

- Provide executive level administrative support to the Chief Financial Officer with tasks that include but are not limited to: answer/screen telephone calls and direct or respond as appropriate up to level of assigned authority; schedule appointments and maintain calendar, prioritize scheduling to assist others with calendar needs; arrange internal and external meetings and prepare meeting rooms as appropriate, fax and copy documents, etc.
- Develop, edit and maintain presentations for speaking engagements on behalf of the CFO, such as rating agencies, investor conferences, ACI-NA conferences, Board presentations, and other various presentations as assigned.
- Manage centralized procedures for tracking all documents requiring Chief Financial Officer's approval; coordinate with department representatives to provide complete package of documents for signatures, prioritize as needed.
- Draft written correspondence: prepare and/or review written communication on behalf of the Chief Financial Officer as requested.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the CFO, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response: gather and analyze information required for review.
- 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.
- Provide a bridge for communication between the CFO and internal departments.
- Manage daily schedule and prepare appropriate materials for scheduled meetings such as committees and board meetings.
- Open and sort mail, handling and/or responding as appropriate, prioritizing, and adding related materials to optimize efficiency of review; monitor follow up action steps on correspondence.
- Create and maintain an effective file system and manage document organization in CFO's office ensures the appropriate filing and distribution of such data.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit complex expense reports.
- Work closely and effectively with the CFO to keep her well informed of upcoming commitments and responsibilities, following up appropriately.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business administration or related field and two (2) years administrative support experience at an executive level providing similar functions or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to type 60 CWPM and transcription or speed writing skills required
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook

- Strong organizational skills and attention to detail
- Strong interpersonal and problem solving skills with the ability to work effectively with diverse groups
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to determine appropriate course of action in more complex situations and have the ability to make decisions.
- Must be able to work independently on projects from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities
- Must be flexible and comfortable in a fast-paced office environment
- Proficient in oral and written communications with excellent grammar skills, exercise creativity, and maintain a positive attitude
- Demonstrated ability to maintain confidentiality

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under general supervision, exercising sound judgement and discretion
- Schedule and coordinate meetings with senior management, and other outside officials, consultants, banks, airline officials, tenants and other Authority departments
- Set work priorities, analyze telephone inquiries and make referrals, make office operations decisions.
- Interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.

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

APPROVAL SIGNATURES:

Laetle M. Shannon 8/15/2019
 Immediate Supervisor/CFO Date

William R. [Signature] 8/21/19
 Chief Executive Officer Date

Mathy E. Bond 8/26/19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Executive Assistant

Department: Finance

Date: July 25, 2019

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

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

Karen M. Shannon 8/15/2019
 Immediate Supervisor/CFO Date

Robert N. Brown 8/21/19
 Chief Executive Officer Date

Cathy Vance 8/23/19
 Human Resources - Compensation Date

Executive Assistant

Department: Operations Administration

Date: February 24, 2022

Title of Immediate Supervisor: Chief of Operations

Pay Level: L18

POSITION SUMMARY: Provide executive level administrative support to the Chief of Operations, Director, Airport Operations, and other executive staff. Respond to high volume of telephone calls under the Airport customer complaint line, assist with customer service issues or refer issues to appropriate department. Serve as recording secretary for assigned Sunshine 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:*

- Provide complex administrative support for the Chief of Operations, Director, Airport Operations, and other executive staff including but not limited to: answer/screen telephone calls and direct or respond as appropriate up to level of assigned authority; schedule appointments and maintain calendar, prioritize scheduling to assist others with calendar needs; process travel requests and reconcile travel forms, coordinate travel schedules, etc.
- Draft and review written correspondence on behalf of the Chief of Operations, Director, Airport Operations, and other management staff as requested. Draft Board items, customer service related correspondence, and correspondence to both internal and external agencies (i.e. rental car companies, contractors, governmental agencies, etc.).
- Serve as recording secretary for assigned Sunshine Committees in accordance with the Florida Sunshine Law, to include assisting with the coordination and preparation of agenda items, recording and transcribing of meeting minutes, and maintenance of records in accordance with applicable record retention laws. Follow up on action items for next meeting. Serve as a back-up to other Sunshine Committee meetings including Board meetings.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Chief of Operations, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response: gather and analyze information required for review.
- Provide a bridge for communication between the Chief of Operations and internal departments.
- Manage centralized procedures for tracking all documents requiring executive staff's approval; coordinate with department representatives to provide complete package of documents for signatures, prioritize as needed.
- Research and develop complex reports, spreadsheets, presentations, etc. for special projects/assignments including Operation's board meeting presentations. Often requires compiling and evaluating data from multiple sources into presentations or reports; researching information using independently evaluated sources. Provide frequent support to management on special projects.
- Serve as point of contact for escalated customer service issues requiring senior management intervention. Respond to calls or visitors independently where possible, or refer to management when necessary.
- 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.
- Assist with the development and monitoring of budget. Prepare and submit payroll for assigned personnel.
- Schedule and coordinate meetings with senior management, consultants, government officials, business and industry representatives. Prepare meeting rooms and meeting packets as appropriate.
- 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.
- Serve as a lead for other Operations administrative staff to include training of new administrative support staff.

- Serve as a Coordinator for Customs and Border Patrol (CBP) security seals, verify applications and supporting documents for accuracy, serve as the liaison between CBP and the employee.
- Assist in coordinating payroll activities with Operation's payroll coordinators.
- Assist other Executive office staff as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and two (2) years of administrative support experience at an executive level, or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 60 CWP; transcription 35 WPM or other acceptable method
- Proficient written and verbal communication skills with excellent grammar skills
- Able to draft, proofread, and edit a variety of documents and reports
- Intermediate computer skills and proficient in Microsoft Office programs required; experience using Oracle Financials and an electronic timekeeping system a plus
- Demonstrated organizational skills, attention to detail
- Must be able to work independently on projects from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and prioritizing as needed
- Strong interpersonal and problem solving skills with the ability to work effectively with diverse groups
- Able to read and interpret basic legal and financial information
- Ability to determine appropriate course of action in more complex situations and have the ability to make decisions
- Demonstrated ability to deal professionally and effectively with high profile individuals
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Knowledge of Florida Sunshine meeting law preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

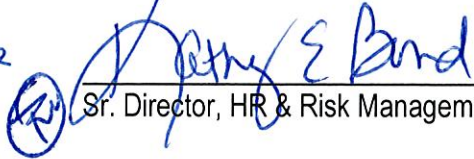
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Must be able to perform routine and non-routine tasks independently with minimal supervision. Good judgment in working with sensitive material and dealing with confidential matters
- Moderate level of authority and judgement to make decisions based on established policy and provide direction to other staff
- Set work priorities, analyze telephone inquiries and make referrals, 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:

 04-20-2022
Immediate Supervisor Date

 4-20-2022
Sf. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Executive Assistant

Department: Operations Administration

Date: February 24, 2022

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

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

Date

04-20-2022



 Human Resources - Compensation

Date

4/2/2022



Fence and Gate Technician

Department: Maintenance

Date: February 16, 2018

Title of Immediate Supervisor: Supervisor, Airfield & Grounds

Pay Level: B8

POSITION SUMMARY: Responsible for the preventative maintenance program, inspection, and repair on fences, motorized gates (operators), non-motorized gates, revenue control gates, and other items associated with the secured perimeter fence line barriers at Orlando International Airport (OIA) and Orlando Executive Airport (OEA). Work may include replacement, relocation, and welding. Performs small construction, equipment modification and repair projects 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:*

- Maintains complete and up-to-date records of all repairs made and preventative maintenance performed. Record all preventative maintenance and repair activities in the work order system
- Salvage and store any used fencing, gates, and components that are in usable condition to be utilized at some time in the future when feasible
- Assist in interpreting, planning, and implementing the Preventative Maintenance Program pertaining to the motorized gates
- Straighten and weld gates as needed
- Adjust or replace electrical or mechanical components on gates as required
- Replace unserviceable gate rollers and maintain (grease) non-sealed gate rollers
- Adjust chain tension and clutches as needed
- Lubricate limit switches, main shafts, secondary shafts, and idler sprockets
- Inspect, tighten, and/or adjust all fasteners and hardware so they are properly secured
- Perform welding activities, both arc and heliarc when required
- May perform small construction and repair projects pertaining to the maintenance and upkeep of airport(s) grounds and terminals
- Responsible for the periodic access and repair of perimeter fencing, including barbwire fencing, located within certain mitigation areas as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years experience in security gate and fence preventative maintenance and repair, fabrication of chain link and security fence or an equivalent combination of education, training and experience. Hands on experience in MIG (light tubing) arc and heliarc welding, stick (steel) welding, TIG (aluminum) welding. Experience in airport security gate and fence preventative maintenance, small construction project maintenance and repair experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations and guidelines for safe operation of equipment used.
- Capable of properly operating field communications equipment, including global positioning system.
- Knowledge of Class "E" Federal Aviation Administration (FAA) mandated security fencing requirements and FAA Regulations Part 139 and Part 107 desired.
- Knowledge of equipment used in security gate and fence repairs and preventative maintenance programs, to include gate deduction for cantilever and double drive gates.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES (continued):

- Possess the specialized knowledge and ability required to perform the various maintenance and repair tasks associated with motorized and non-motorized gates and fences.
- Ability to read and interpret blueprints and specifications.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License
- Certifications in Practical Applications in Gas Tungsten Arc Welding and Gas Metal Arc Welding (MIG & TIG) or equivalent training/certification is desired at time of hire, must be obtained 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)


- 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 actions to be taken to maintain or restore fencing and gates.
- Determine when a task has been completed properly, and which among those assigned by the Supervisor will be undertaken next.

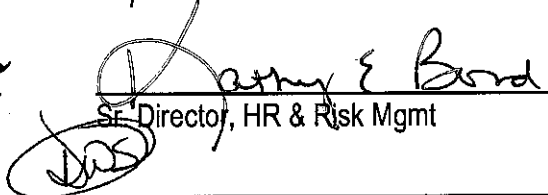
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APPROVAL SIGNATURES:

 2/19/18
 Department Manager Date

 2/20/18
 Department Assistant Director Date

 2-20-18
 Department Director Date

 3-2-18
 Sr. Director, HR & Risk Mgmt Date

FLSA: Non-Exempt

Shift Premium:

Yes (if assigned)

EEO Category:

Skilled Craft Worker

Rotating Shift:

N/A



Fence and Gate Technician

Department: Maintenance

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				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	1
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing					X	1
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather	X					3
Noxious Fumes				X		2
Chemicals				X		2
Insects	X					3
Heights, Confined Areas				X		3
Excessive Noise			X			2
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)					X	3
Welding/Fence Equipment		X				3
Communications Radio			X			3
SUPERVISOR COMMENTS:						

Anthony McClellan
Department Manager
2/19/18
Date

Robert J. ...
Department Director
2/20/18
Date

Cathy Vance
Human Resources - Compensation
2/28/18
Date

Financial Analyst, Capital Assets

Department: Finance

Date: November 15, 2019

Title of Immediate Supervisor: Chief Accountant, General Ledger

Pay Level: L23

POSITION SUMMARY: Responsible for activities related to the capitalization of capital assets for the proper presentation in the financial statements. Reconcile Fixed Asset (FA) module to General Ledger. Investigate discrepancies/out of balance conditions and apply corrective actions accordingly. Perform monthly, quarterly, and year-end closing of capital assets and general ledger. Prepare monthly journal entries, reconciliations, schedules, and reports for review by the Chief Accountant.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 evaluate potential capital assets transactions to determine if cost consists of a capital asset or expense.
- Analyze capital projects completion status to determine capital asset classifications and record transfers to the FA system.
- Analyze and process in the FA system all additions, transfers, retirements, and depreciation of capital assets.
- Research GASB, GAAP, other governmental agencies, and similar industries to determine treatment of unusual transactions.
- Research GASB, keep informed of new statements that will affect the Authority disclosures and prepare CAFR notes relating to capital assets.
- Perform financial analysis on complex construction projects to calculate the allocation of capitalized interest to the cost of the asset.
- Analyze monthly GL and financial statement variances related to capital assets and provide explanations.
- Perform monthly closing functions of the FA system, reconcile to GL and assist with the closing of GL.
- Prepare the monthly and quarterly supporting schedules related to capital assets.
- Prepare fuel inventory reconciliation, analyze variances, and research any significant discrepancies.
- Prepare material control inventory reconciliation, research any discrepancies and correct it.
- Perform monthly bank reconciliations of approximately five bank accounts, including ten zero balance accounts.
- Analyze, reconcile and prepare the journal entry to clear interfund transactions.
- Analyze calculation and prepare monthly Airline Revenue Sharing entry.
- Test Oracle R-12 – Fixed Asset module when patches are made as they relate to capital assets and general ledger.
- Provide back up to the general ledger financial analyst when deemed necessary.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting and four (4) years of experience managing capital fixed assets for existing and in process/construction assets, or an equivalent combination of education, training, and experience. Experience in construction accounting and/or complex capital assets projects preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Subject Matter Expert for processing capital assets transactions, complex work in progress capital projects, classification and depreciation methods

- Resourceful; quick learner: self-motivated
- Extensive analytical skills and high level problem-solving skills
- Extensive knowledge of computerized accounting systems including General Ledger and Fixed Assets modules; experience with Oracle preferred
- Extensive Knowledge of Excel
- Extensive knowledge of financial statements analysis, bank reconciliations and inventory
- Ability to handle multiple responsibilities while meeting deadlines
- Ability to analyze and manipulate large amounts of data to produce useful data sets
- Ability to understand and carry out complex oral and written instructions
- Must be able to interact and work effectively with people, sometimes under difficult and stressful situations
- Ability to communicate clearly and effectively, orally and in writing
- Meticulous attention to detail

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)*

- Effective organizational skills to prioritize daily and monthly duties to meet deadlines.
- Ability to think through problems and exercise sound judgement in problem solving.
- Contact financial institutions pertaining to reconciliation of bank statements to request desired information.
- Contact and inquire of internal personnel and vendors to obtain information for proper recording of capital assets.

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APPROVAL SIGNATURES:

[Signature] 1/14/2020
 Immediate Supervisor Date

Elsie Alfonso 1.14.20
 Department Manager Date

Elsie Alfonso 3.26.20
 Department Assistant Director Date

Maui Dummo 1/14/2020
 Department Director Date

Karen M. Shawna 1/17/2020
 Chief Financial Officer Date

[Signature] 6-19-2020
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A


Financial Analyst, Capital Assets

Department: Finance

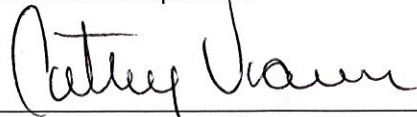
Date: November 15, 2019

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.

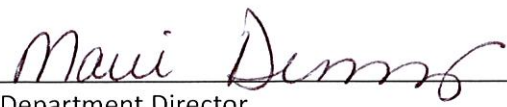
<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours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


1/14/2020

 Immediate Supervisor Date


3/27/20

 Human Resources - Compensation Date


1/23/2020

 Department Director Date



Financial Applications Specialist

Department: Finance

Date: September 10, 2018

Title of Immediate: Supervisor, Financial Applications

Pay Level: L23

POSITION SUMMARY: Troubleshoot, maintain, and provide day-to-day user support of the Authority's financial applications including, but not limited to, general ledger, budget, revenue, payroll. Assist in supporting the business use of various related financial applications including, but not limited to, lease management, Oracle E-Business Suites, Viewpost, report writing, SharePoint, and timekeeping systems. Assist in the evaluation of new financial applications, upgrades, and enhancements. Participate in the implementation and upgrade of new or existing 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:*

- Initial point of contact to assist end users with various financial applications. Responds to support calls from end users, assess priorities, troubleshoot and resolve application problems in a timely manner. Escalate more complex issues to System Administrators.
- Track and monitor trouble requests for timely and consistent resolution; follow up and closure of incidents to maintain customer satisfaction.
- Troubleshoot functionality issues in existing applications; develop and test recommendations for system enhancements.
- Conduct end user training of financial applications as needed.
- Assist in 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.
- Assist in the evaluation of new financial applications or new modules, and participate in implementation and upgrades of new or existing financial applications in conjunction with the Business Applications department.
- May design custom reports with the assistance of Information Technology, develop ad hoc reports and assist with testing changes and enhancements for all financial applications.
- Assist in the development and improvement of business process workflows.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, Business, Computer Science or a closely related field and two (2) years experience providing functional/technical support to financial or business application users, or an equivalent combination of education, training and experience. 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
- Knowledge of Office 2016 and Windows 7 platform
- Strong technical troubleshooting skills required
- 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
- Basic understanding of accounting or bookkeeping is a plus

LICENSES/CERTIFICATIONS REQUIRED:

- Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None


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

- Work independently under moderate supervision, exercising considerable judgement and discretion
- Interact with persons of various levels throughout the Authority; may include outside consultants.
- Create commitment to common goals, identify competing interests and assist 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:

	2.5.2019		2/5/19
Immediate Supervisor	Date	Department Director	Date

	2/5/19		2-11-19
Chief Financial Officer	Date	Sr. Director, HR & Risk Management	Date



FLSA: Exempt
EEO Category: Professionals

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

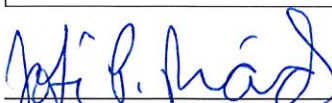
Financial Applications Specialist

Department: Finance


Date: September 10, 2018

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

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


2.5.2019
 Immediate Supervisor Date


2/5/19
 Department Director Date


2/6/19
 Human Resources - Compensation Date

Fire Chief

Department: ARFF

Date: June 16, 2023

Title of Immediate Supervisor: Chief of Operations

Pay Level: FM2

POSITION SUMMARY: Direct the Greater Orlando Aviation Authority (GOAA) Aircraft Rescue and Firefighting Department (ARFF), which perform aircraft and structural fire protection, fire prevention inspection and education, and emergency medical services. Perform as a principled, accountable fire service professional leading with a strong and confident presence. Provide leadership by example while demonstrating the highest levels of personal and professional integrity. Communicate a sense of vision backed by specific goals and objectives with the ability to measure success.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 counsel and administrative leadership in all matters of public safety pertaining to the development and maintenance of airport fire protection and emergency medical services
- Coordinate the functions and operation of the department in a manner consistent with GOAA policy.
- Plan, assign, and coordinate activities performed by a large group of employees engaged in varied fire/rescue emergency response situations. The Fire Chief may assume command of any ARFF or other emergency operations warranting personal direction.
- Responsible for the compilation, submission, and execution of operating and capital budgets for fiscal operations.
- Supervise the planning, organization, and control of ARFF policies and procedures to maintain Index E operations.
- Establish departmental goals and objectives.
- Analyze fire service needs, as well as the availability of resources, existing programs, and other related factors in developing innovative programs to meet those needs.
- Conduct ARFF staff meetings to ensure proper coordination and meeting of department needs. Attend other meetings as directed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Fire Administration, Fire Science, Public/Business Administration or related field and ten (10) years of fire/EMS experience with a minimum of five (5) years or more of progressively responsible fire management and/or command experience, or an equivalent combination of education, training and experience. Master degree and ARFF management experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of ARFF and structural fire suppression, fire prevention, public education and emergency medical services
- Knowledge of the theories, principles, and practices of effective public administration, with particular reference to Fire District policies, personnel, and budget administration.
- Knowledge of goal achievement techniques and the government/public entity process
- Knowledge of emergency preparedness procedures and emergency management
- Demonstrated leadership and/or supervisory skills during emergency and non-emergency operations
- Skill in negotiating and resolving procedural conflicts/issues
- Skill in public speaking
- Ability to plan, assign, and appraise the work of subordinates

- Ability to establish and maintain effective working relationships at all levels
- Ability to make life and death decisions under extremely stressful emergency conditions
- Strong written, oral and presentation skills
- Excellent interpersonal, team and collaboration skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license for the operation of emergency vehicles (required at time of hire or must be obtained within 30 days).

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

- State of Florida Firefighting Certificate of Compliance prescribed by Florida State Statute 633
- 16-hour Emergency Vehicle Operators Course (EVOC)
- Florida Fire Officer II certification
- NIMS certification required (100, 200, 300, 400, 700, 800)
- State of Florida EMT or Paramedic

Preferred Certifications

- Executive Fire Officer (EFO) certification from the National Fire Academy (NFA)
- Chief Fire Designation from the Center for Public Safety Excellence
- Florida Fire Officer III or higher

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees; indirectly supervise a staff of eighty three (83) employees (including administrative and combat fire personnel)

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

- This position has the latitude to make independent decisions, develop and issue policies, and administer discipline in accordance with established policies and procedures
- Approval authority for procurement of goods and services as described in GOAA policy
- Authority and responsibility to make decisions in the best interest of GOAA in emergency situations
- Mitigate emergencies, assuming Incident Command as necessary
- Manage resources to maintain an Index E operation at all times

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

APPROVAL SIGNATURES:

 06/16/2023

 Immediate Supervisor Date

 6/19/23

 Chief Executive Officer Date

 6/21/23

 Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrator

Rotating Shift: N/A

Fire Chief

Department: ARFF

Date: June 16, 2023

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


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



 Immediate Supervisor

 06-16-2023

 Date



 Chief Executive Officer

 6/19/23

 Date



 Human Resources - Compensation

 6/21/2023

 Date

Firefighter

Department: ARFF

Date: July 18, 2023

Title of Immediate Supervisor: Shift Lieutenant

Pay Level: FC2

POSITION SUMMARY: Responsible for the initiation of fire attack and extinguishment, the control of fire alarm scenes, patient care in emergency/trauma situations and for mitigating other hazardous situations and/or events. Performs EMS skills based on certification level.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 firefighting and/or emergency medical functions in hostile environments as necessary
- Responsible for safe operation of fire department vehicles, including emergency response
- Responsible for maintaining safe, clean gear and equipment
- Responsible for daily station maintenance and other firefighting duties
- Maintain firefighting and EMS skills by participation in training exercises
- Conduct fire safety inspections of buildings and fuel stations/apparatus
- Participate in fire safety, fire extinguisher, and customer service programs
- Maintain a clean and safe work environment
- Following probation, will work out of classification as a Structural Relief Driver, assuming the responsibilities of the Engineer position when needed
- May operate as a member of a Rescue Task Force Team during ASHER or other potentially hazardous events
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- High school graduate or GED.
- Aircraft Rescue Firefighting experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be a non-user of tobacco products for at least one year immediately preceding application for all Firefighter applicants.
- Knowledge of firefighting agents and the various devices used to apply them
- Knowledge of fire department apparatus and equipment operation
- Knowledge of airfield and ability to perform airfield operations
- Knowledge of aircraft frequenting MCO and ability to ingress/egress
- Skill in using standard fire suppression techniques
- Demonstrated knowledge of auxiliary extinguishment aids including sprinklers, standpipes etc.
- Demonstrated knowledge of streets, hydrants and buildings on the airport and adjacent areas
- Familiarity with Orange County EMS Protocols
- Skilled use of manual and powered hand tools
- Ability to communicate using multiple radios simultaneously
- Ability to maintain good physical conditioning
- Ability to communicate effectively orally and in writing.



Firefighter


Department: ARFF

Date: July 18, 2023

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

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X				3
Walking			X				3
Sitting				X			3
Lifting: 0 - 20 lbs				X			3
20 - 50 lbs					X		3
51+ lbs						X	3
Bending/Stooping					X		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
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)				X			3
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes						X	2
Chemicals						X	2
Insects						X	1
Heights, Confined Areas					X		3
Excessive Noise					X		2
Hazard Situations					X		3
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Emergency Vehicles				X			3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
EMS Equipment					X		3
Hand Tools					X		3
Power Equipment					X		3
SUPERVISOR COMMENTS:							

 7/19/23
Deputy Fire Chief Date

 07-20-2023
Chief of Operations Date

 7/20/2023
Human Resources - Compensation Date

GIS Administrator

Department: Information Technology

Date: July 8, 2020

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L28

POSITION SUMMARY: Manage activities involving GOAA's Enterprise Geographic Information System (GIS), GIS related projects and their requirements. Provide application and data administration utilizing various tools for the Authority's GIS infrastructures. Develop and implement methodologies and procedures for creation and use of spatial and other GIS data. Manage specified projects involving geospatial and CAD drawings and data pertaining to all aspects of the Greater Orlando Aviation Authority Airports properties and assets. Responsibilities also include analysis of processes; development of automation concepts and options; assessment of costs and benefits; preparation of automated systems and components; document development for functional requirements, design and test; applications development; user training and sustaining support of geographic information system for multiple business units.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 and maintain GOAA's enterprise geographic information systems to include the Geodatabases and ArcGIS Portal and Server applications and services in the production, development, and failover environments.
- Administer, develop, and maintain GIS related web/system applications through ArcGIS Portal and Server, Maximo Spatial, ArcPad, MS Access, which in turn provides GOAA Staff with the capability to create maps, analyze spatial data, support decision-making, and collect data. Manage the development, design, training and quality assurance for GIS software web/systems applications. Train and support various GOAA staff in the use of GIS related desktop and browser based applications.
- Manage activities involving GIS related projects. Support the coordination, planning and organization of GIS projects. Develop project scope, manage and monitor schedule to maintain effective and timely completion, and provide overall quality assurance for the project.
- Manage or participate in projects involving collection, input, conversion, organization, maintenance, manipulation and checking of geospatial data and CAD drawings pertaining to all aspects of the airport controlled by the Greater Orlando Aviation Authority.
- Manage, develop, and implement methodologies for the creation and use of spatial data including; data collection methods, digitizing, geometry creation and editing, geocoding, aerial imagery, spatial placement, conversion of CAD/GIS data, CAD/GIS layer, BIM data and attribute standards, analyze and interpret spatial data used in the production of maps, reports, and other products, the creation of spatial database schema's. Provide overall GIS data quality assurance.
- Manage and process the purchase of GOAA's CAD/GIS software, and CAD/GIS software maintenance/subscription packages. Determine budgetary requirements for GIS software/systems and provide long-range planning related to GIS. Support GOAA staff with CAD/GIS related hardware and software research.
- Conduct and coordinate CAD/GIS desktop technical support for GOAA staff. Automate production tasks for CAD/GIS related work. Develop, analyze, and create reports on spatial data in support of GOAA staff.
- Coordinate and work closely with multi-disciplinary GOAA management, staff, consultants, contractors, local governments, FDOT, and FAA in the development, implementation, maintenance, sharing, and presentation of geospatial information.
- Consult with GOAA departments in the development of their GIS goals and objectives. Coordinate GIS activities between GOAA and other external agencies.
- Maintain current knowledge of trends and developments in the geographic information systems field in support of future organizational needs.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related geospatial data discipline with five (5) years of related professional work in a geospatial technology environment 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. Proven experience with a variety of GIS related software, programming languages and tools. Experience in the implementation of and post-implementation support of at least one GIS enterprise environment.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Considerable knowledge of GIS data base systems and ability to update and create maps using GIS software
- Working knowledge of computers, GIS software/hardware and applications
- Knowledge of drafting/design techniques and procedures.
- Skill in preparing documents and maps with accuracy and ability to proof documents for thoroughness and accuracy.
- Ability to interpret local ordinances, rules, and regulations.
- Ability to read blueprints, tax maps and other site-related drawings.
- Excellent communication and people skills are required in order to engage visitors, technical and legal consultants, contractors, and various GOAA management and executives in matters related to systems applications.
- Strong technical writing skills.
- 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
- ESRI Enterprise Certifications and/or Professional Certificate in Geographic Information Systems 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 very independently with little supervision or direction – substantial latitude in initiative and judgment
- Latitude to supervise, manage, and direct the work in several projects, major work areas or functions of the organization, technical staff, and consultants; usually involving two or more functional areas, or phases of work of primary importance
- Coordinate operations and activities; set up standards of performance; provide counsel for unusual problems; evaluate performance and compliance with policies, programs, negotiations, 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:

Chonno Clay 9/24/20
Immediate Supervisor Date

Pete Pelletier 9/24/2020
Department Director Date

[Signature] 9/15/20
Department Manager Date

[Signature] 9-28-2020
Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GIS Administrator


Department: Information Technology

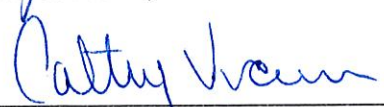
Date: July 8, 2020

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		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:							


9/24/20
 Immediate Supervisor Date


 Department Director Date


9/25/20
 Human Resources - Compensation Date

GL Financial Analyst

Department: Finance

Date: March 9, 2021

Title of Immediate Supervisor: Chief Accountant, General Ledger

Pay Level: L24

POSITION SUMMARY: Responsible for monitoring and analyzing the general ledger transactions. Investigate discrepancies/out of balance conditions and apply corrective actions accordingly. Perform monthly, quarterly, and year-end closing of the general ledger and preparation of financial statements, related notes and schedules.

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

- Preparation of monthly, quarterly and annual financial statements, footnotes and their associated schedules for the Orlando International Airport, Orlando Executive Airport, and combined financial statements.
- Perform financial analysis, including but not limited to the following areas: financial statement flux and variance analysis, debt service analysis, financial statement analysis of financial condition, generation of special reports as requested, report distribution list maintenance, and cash flow analysis.
- Perform monthly, quarterly, and year-end closing of the general ledger.
- Investigate discrepancies/out of balance conditions and apply corrective actions accordingly.
- Prepare the monthly and annual Debt Service schedules.
- Prepare and reconcile monthly and year-end hotel schedules, reconciliations and entries.
- Review and research upcoming GASB pronouncements, prepare entries and reconciliations for implementation of new pronouncements. Brief management of upcoming pronouncements and their effect on the Authority.
- Prepare schedules and summaries to verify compliance with policy and bond covenants.
- Record interest, amortization and principal transactions for new and established debt issues.
- Serve as a lead with responsibilities related to General Ledger functions, including but not limited to: the work performed by the Financial Analyst, Capital Assets and other special projects ; may participate in review of work produced by others.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting and four (4) years of related work experience, or an equivalent combination of education, training and experience. Knowledge and experience in a variety of financial areas and handling multiple responsibilities required. Public accounting experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive accounting analytical skills, critical thinking and high level problem solving abilities.
- Extensive knowledge of Excel, computerized accounting systems including General Ledger and Fixed Assets modules; experience with Oracle preferred
- Current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and financial reporting practices for Enterprise Fund accounting.
- Extensive knowledge of financial statement analysis, bank reconciliations and inventory
- Ability to handle multiple responsibilities with various financial areas
- Strong general ledger skills

- Ability to analyze and manipulate large amounts of data to produce useful data sets
- 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
- Meticulous attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

- Certified Public Accountant required

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Must be proactive and take initiative with respect to execution of responsibilities and achievement.
- Must be able to determine when additional analysis or follow up is needed.
- Must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines, and be able to handle a great variety of tasks and responsibilities simultaneously and efficiently including prioritizing of daily and monthly work.
- Ability to think through problems and exercise sound judgement in problem solving

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APPROVAL SIGNATURES:

Paul L. Smith II *3/5/2021*
 Immediate Supervisor Date

Elsie Alfonso *3/15/21*
 Department Assistant Director Date

Marie Dennis *3/22/21*
 Department Director Date

Kathleen M. Sharman, CFO *3.22.21*
 Chief Financial Officer Date

Nathaniel Bond *4-7-2021*
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



GL Financial Analyst

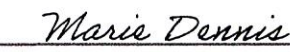
Department: Finance

Date: March 9, 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		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							
<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
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
SUPERVISOR COMMENTS:							


 3/5/2021
 Immediate Supervisor Date

 3/30/21
 Human Resources - Compensation Date


 3/22/21
 Department Director Date

Cathlynn Vianna

From: Sharda Sanassi
Sent: Friday, March 26, 2021 9:20 AM
To: Cathlynn Vianna
Cc: Marie Dennis
Subject: Job Description: GL Financial Analyst
Attachments: GL Financial Analyst - L24 - 3-2021 - sign page 2.pdf

Good Morning,

Please see the attachment.

Thank you,

Sharda Sanassi
Executive Assistant to the Chief Financial Officer
Finance Department
Greater Orlando Aviation Authority
Annex Building
5855 Cargo Road
Orlando, FL 32827-4399

Office: (407) 825-2090
Mobile: (407) 236-3028
Email: sharda.sanassi@goaa.org
Website: www.orlandoairports.net



Grants Financial Analyst

Department: Finance

Date: March 12, 2021

Title of Immediate Supervisor: Manager, Finance (Construction)

Pay Level: L23

POSITION SUMMARY: Provide oversight of the grant program at the Greater Orlando Aviation Authority (GOAA) including construction and operating grants. Provide financial analysis and review grant eligibility. Provide analysis and monitoring of the Authority's Capital Improvement Plan, including but not limited to appropriate recording of Construction in Process, transfer of fixed assets and capitalized interest.

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

- Administration of GOAA's grants program, including management briefings regarding the status of all Authority grants
- Analyze weekly cash entries and bill various granting agencies. Knowledge of individual grant agreements and allowable, allocable and reasonable costs applicable to each grant is required.
- Record and recognize the grant revenue and receivable, and reconcile the grant draw amount to the receivable journal entry generated.
- Prepare the quarterly reports for the FAA, including but not limited to the Federal Cash Transaction Report
- Prepare grant closeouts ensuring compliance with Federal and State requirements and accurate funding percentages.
- Maintain accurate recording of construction in progress, capitalized interest and quarterly transfer of fixed assets. High level problem-solving skills may be required to reconcile data issues. Prepare all appropriate accounting schedules associated with the above.
- Investigate discrepancies and apply corrective actions accordingly.
- Prepare Mid-Year and Annual Schedule of Federal Awards and State Financial Assistance, and prepare all supporting documentation for the annual audit.
- Prepare month end and year-end spreadsheets and footnotes, as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting and four (4) years of related work experience, or an equivalent combination of education, training and experience. Public accounting and Grant experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated knowledge of allowable, allocable and reasonable costs as applied to grants, specifically related to Uniform Guidance (2 CFR 200) preferred
- Current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and accounting for grants.
- Extensive knowledge of Excel, computerized accounting systems including General Ledger and Fixed Assets modules; experience with Oracle preferred
- Ability to analyze and manipulate large amounts of data to produce useful data sets
- Extensive accounting analytical skills, critical thinking and high level problem solving skills.
- Meticulous attention to detail
- Demonstrated organizational skills

- Must be able to communicate and interpret effectively with people of diverse educational backgrounds.
- Strong general ledger skills
- Able to meet deadlines in a heavily deadline driven position
- Ability to communicate clearly and effectively, orally and in writing

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)


- None

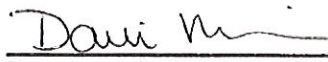
LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)


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

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

APPROVAL SIGNATURES:

 3-26-21
 Immediate Supervisor Date

 3-26-21
 Department Assistant Director Date

 3/26/21
 Department Director Date

 3.26.21
 Chief Financial Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Grants Financial Analyst

Department: Finance

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

[Signature] 3/24/21
 Immediate Supervisor Date

[Signature] 3/24/21
 Department Director Date

[Signature] 3/20/21
 Human Resources - Compensation Date

Cathlynn Vianna

From: Marie Dennis
Sent: Monday, March 29, 2021 11:11 AM
To: Cathlynn Vianna; Randolph Hudgins
Subject: Udated job description
Attachments: signature needed - Grants Financial Analyst position.pdf

Attached is the updated job description for Violet.

Thanks

Marie

Marie Dennis, CPA

Director of Finance
Greater Orlando Aviation Authority
Office Annex Building
5855 Cargo Rd
Orlando, FL 32827
Phone: 407-825-3590
Cell phone: 407-902-9875



Graphic Arts Technician

Department: Maintenance

Date: May 15, 2019

Title of Immediate Supervisor: Supervisor, Graphics

Pay Level: B7

POSITION SUMMARY: Responsible for design and production of various graphics projects throughout the Greater Orlando Aviation Authority (GOAA). Utilize and apply graphic-signage techniques required to design, manufacture, install and maintain Authority's graphics at a high level of quality; complete assignments consistent with Graphics Section procedures, Department of Transportation rules, and GOAA's Architectural Graphics Design program as stated in the GOAA Graphics Standard Policy.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 design and production of various graphics projects throughout Orlando International Airport (OIA), Tradeport, and Orlando Executive Airport (OEA); including Marketing and International Development, Strategic Planning and Community Relations; verify that the design and production of the various projects meet the guidelines established by the Graphics Standard Policy of the Greater Orlando Aviation Authority.
- Determine and apply proper preparation techniques on surfaces to be graphically illustrated; use proper material for letter application in applying the finished product to sign faces including onsite interior and exterior signage.
- Develop graphic projects from inception to finalization.
- Perform regular cleaning and prescribed operator maintenance tasks on graphic equipment.
- Responsible for staying current on all GOAA emergency response procedures and ensuring 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:

Associate degree in Graphic Design or related field with a strong creative and technical background and three (3) years experience in both Signage and Graphic Arts as they pertain to Computer Aided Signage (CAS), Computer Aided Graphic Design (CAGD), or an equivalent combination of education, training and experience. Bachelor of Arts degree in Graphic Design desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of Corel Draw, Adobe products and PhotoShop, Gerber (Omega software) or similar software programs
- Must be capable of using computer-aided graphics equipment, e.g., 4-axis plotters, large format digital color printers, and scanners
- Ability to handle desk and file management procedures maintained by the Graphics Advantage computer based system
- Graphic design work and hands-on production as it pertains to interior, exterior, DOT, marketing and special event-type signage
- Intermediate knowledge of Microsoft Office, Word, Excel, and PowerPoint preferred
- Basic knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe operation of hand and power tools

Graphic Art Technician

Department: Maintenance

Date: May 15, 2019

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance	
Standing			X			2	
Walking			X			2	
Sitting		X				3	
Lifting: 0 - 20 lbs		X				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		2	
Typing/CRT (attention to detail)		X				3	
Speaking & Hearing		X				3	
Detailed Inspection/Reading/Editing		X				3	
Writing			X			2	
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			3	
Excessive Noise					X	2	
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance	
GOAA/Personal Vehicle				X		2	
General Office Equipment (Computer, Copier, Fax, etc.)		X				3	
Scissor Lift and/or Bucket Truck					X	3	
Hand Tools		X				3	
Plotters			X			3	
Large Format Printer, Traffic Printer			X			3	
Engraver			X			3	
Roller Applicator Table			X			3	

[Signature] 5-22-19
 Immediate Supervisor Date

[Signature] 5-22-2019
 Department Director Date

[Signature] 5/23/19
 Human Resources - Compensation Date

Graphics & Sign Technician

Department: Maintenance

Date: April 25, 2023

Title of Immediate Supervisor: Supervisor, Graphics

Pay Level: B3

POSITION SUMMARY: Provide overall assistance to the Graphics Division, including sign installation, removal, and preparation. Maintain appropriate 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:*

- Install, remove interior and exterior signage & graphics on GOAA property.
- Assist Graphic Art Technicians as directed in product fabrication.
- Use proper preparation techniques on surfaces and use proper materials for letter application when applying finished product to sign faces as directed.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma or GED and three (3) years of related practical work experience; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe operation of hand and power tools
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Must have good understanding of the applicable installation methods, materials, and safety measures

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 type of equipment, tools, and material to be used for assigned jobs, and work method and practices to ensure a professional completion.


Graphics & Sign Technician


Department: Maintenance

Date: April 25, 2023

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

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


 _____ 7/12/23
 Immediate Supervisor Date


 _____ 7/17/23
 Department Assistant Vice President Date


 _____ 7/18/23
 Human Resources - Compensation Date

Graphics Painter

Department: Maintenance

Date: May 15, 2019

Title of Immediate Supervisor: Supervisor, Graphics

Pay Level: B6

POSITION SUMMARY: Perform skilled work to maintain the appearance of directional airline signage throughout the terminal complex. Use knowledge of various specialty finishes to maintain a high level of quality. Assist with sign projects in the Graphics Shop.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 preparation and spraying of all interior and exterior backlit sign panels with a 2-part Acrylic Polyurethane.
- Refinish office furniture, shelving, tables and other furnishings and equipment using various applications of stain, varnishes, and sealant.
- Assist Graphic Art Technicians with installation of backlit sign faces and with overhead roadway sign changes.
- Remove old vinyl and reflective materials from plaques and aluminum sign faces for reuse.
- Perform regular cleaning and prescribed operator maintenance tasks on spray equipment and spray booth.
- Responsible for staying current on all GOAA emergency response procedures and ensuring 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 graduate or GED and five (5) years experience in commercial and industrial painting with emphasis in brush, rolled, and spray booth 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 varying surfaces types 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, spray painting equipment and power tools during the application of chemicals and paints.
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment.
- Basic knowledge of Microsoft Office, Word, Excel, and PowerPoint preferred
- Must be able and willing to work occasional non-standard work schedule, including week-ends, evenings and nights as required for installations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

Graphics Painter

Department: Maintenance

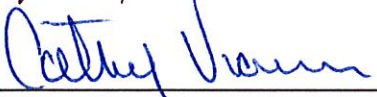
Date: May 15, 2019

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	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	2
Reaching over head				X		3
Kneeling, Crawling					X	1
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	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
Spray Equipment (in the booth)		X				3
Hand Tools				X		3
Scissor Lift /Bucket Truck					X	3
SUPERVISOR COMMENTS:						


 5-22-19
 Immediate Supervisor Date


 5-22-2019
 Department Director Date


 5/23/19
 Human Resources - Compensation Date

Ground Transportation Enforcement Specialist

Department: Ground Transportation Services

Date: August 7, 2019

Title of Immediate Supervisor: Assistant Manager, Ground Transportation Services

Pay Level: L15

POSITION SUMMARY: Maintain the safe and orderly movement of commercial ground transportation operations and pedestrian traffic at the landside terminal and surrounding roadways. Assist the public by providing direction and information regarding the airport, commercial ground transportation and parking. Enforce the Ground Transportation Rules and Regulations (GTRRs) and issue Notices of Violation (NOVs) as necessary.

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

- Assist the traveling public by providing direction and information regarding the airport, commercial ground transportation and parking.
- Maintain the safe, orderly, and efficient movement of commercial ground transportation by reporting facility deficiencies, monitoring commercial vehicle movement, and issuing NOVs in accordance with the GTRRs when appropriate.
- Respond to commercial ground transportation vehicle incidents or other emergencies in commercial ground transportation areas.
- Provide testimony during Ground Transportation Committee Hearings, court proceedings, and City of Orlando Vehicle for Hire Administrator Meetings involving NOVs.
- Maintain constant vigilance reporting suspicious activity or emergencies and assisting as needed.
- Document information and complete reports and logs as required.
- Provide escort and crowd control services when required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate Degree in a related field and two (2) years experience in ground transportation or airport operations, or an equivalent combination of education, training and experience. Knowledge of Ground Transportation Rules and Regulations preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of Ground Transportation Rules and Regulations, City of Orlando regulations governing commercial ground transportation, and OIA rules and policies
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired
- Ability to operate a two-way radio
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays and weekends based on operational needs
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and in potentially stressful and confrontational situations
- Basic computer skills and knowledge of Microsoft Offices programs required
- 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
- 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)*

- Exercise considerable independence under general supervision
- Makes day to day operational decisions based on interpretation of Ground Transportation Rules and Regulations, City of Orlando regulations governing commercial ground transportation, and Authority rules and policies. Refers unique problems to management.


This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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 10-17-19
Date

 _____
 Ratus A. Hussain 10/17/2019
Date
 Department Manager

 _____
 Department Assistant Director 10/17/19
Date

 _____
 Department Director OCT 17, 2019
Date

 _____
 Department Senior Director 10-21-2019
Date

 _____
 Sr. Director, HR & Risk Management 11-1-19
Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service - Maintenance

Rotating Shift: Yes

Ground Transportation Enforcement Specialist

Department: Ground Transportation Services

Date: August 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.

<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	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	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			3
Noxious Fumes				X			3
Chemicals						X	1
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							3
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
Two way Radio			X				3
SUPERVISOR COMMENTS:							



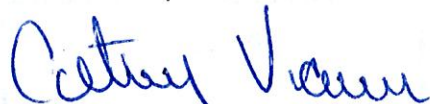
Immediate Supervisor

 10/20/19
Date



Department Director

 08/25, 2019
Date



Human Resources - Compensation

 10/29/19
Date

Ground Transportation Services Specialist

Department: Ground Transportation Services

Date: October 15, 2019

Title of Immediate Supervisor: Supervisor, GT Permit Services

Pay Level: L15

POSITION SUMMARY: Responsible for issuing parking authorization media in accordance with Ground Transportation Rules and Regulations (GTRR), Greater Orlando Aviation Authority (GOAA) policy, and applicable City of Orlando and State of Florida regulations. Conduct orientation meetings for new companies to provide overview of GTRR, Authority policy and applicable City of Orlando regulations. Provide excellent customer service both in-person and over the phone in a heavy customer contact 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:*

- Issue and/or renew permits for:
 - Ground transportation (GT) operators, including but not limited to concessionaires, non-concessionaires, taxicabs, off-airport parking operators, off-airport rental car companies, vehicle-for hire and out-of-town shuttles
 - Mobile food units
 - Employee parking lot, management card holders, cargo parking, airline non-based crew (NBC), and disabled parking
 - Temporary, special, construction, and others as required
- Verify all necessary documentation has been accurately completed and researched, including but not limited to applications, insurance certificates, fictitious name searches, certificates of good standing, vehicle specifications and registrations, compliance checks, etc.
- Collect and reconcile fees, prepare activity billings, prepare direct pays, track monthly gross receipt statements, etc. as appropriate. Assist in the handling and resolution of related customer disputes, investigating issues as needed. Make collection attempts and suspend permit privileges when accounts become delinquent.
- Coordinate with Finance, Commercial Properties and Risk Management regarding rent-a-car and parking company gross receipt reports, payments, bonds, letters of credit, billing receipts, insurance compliance and collections.
- Maintain accurate records and reports in applicable electronic systems/databases, including but not limited to revenue control systems, lease management system, financial system, etc.
- Conduct orientation meeting for new ground transportation companies including City of Orlando regulations that apply at Orlando International Airport and Ground Transportation Rules & Regulations (GTRR).
- Obtain required information from a variety of sources, including Florida Secretary of State, lease management system and financial system to complete validation process of new GT Operator applications.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and two (2) years experience in handling customer service issues and verifying compliance with rules, regulations and policies in a heavy customer contact environment or an equivalent combination of education, training and experience. Cash handling experience required. Knowledge of Parking or Ground Transportation operations desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong computer skills in Microsoft Office products required. Experience with revenue control systems, lease management systems, Oracle or similar systems desired



Ground Transportation Services Specialist

Department: Ground Transportation Services

Date: October 15, 2019

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

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

Immediate Supervisor

10/17/19 Date

Department Director

Oct 17, 2019 Date

Human Resources - Compensation

10/21/19 Date

JOB DESCRIPTION

Job Title: Heavy Equipment Operator

Date: October 26, 2016

Department: Maintenance

Grade/Level: Non-Exempt; B8

Title of Immediate Supervisor: Supervisor, Airfield & Grounds

POSITION SUMMARY: Operates pavement maintenance, industrial lift, and construction equipment, including specialized heavy equipment, performs pavement and masonry repairs, and maintains drainage systems.

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.*

- Operates specialized heavy construction and lift equipment. Operates sweepers and scrubbers to remove foreign object debris, and grease from paved aircraft operating areas. Performs concrete and asphalt repairs. Transports equipment to job sites as required.
- Operates equipment required to apply chemicals in lakes, drainage ditches, and canals to control aquatic plant growth. Inspects and maintains drainage systems to ensure free flow of water through the system. Monitors water levels at drainage structures, adjusts water control structures to maintain authorized levels. Maintains and repairs water control structures. Operates equipment to assist other maintenance trades. Assists Equipment Operator/Trades in performing small masonry and ceramic tile repairs.
- Responsible for maintaining contact with the Control Tower, whether by radio or alternative methods, to ensure safety of maintenance operations on the AOA. Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required; responds to all aircraft related alerts.
- May be subject to call back due to operational needs and/or emergency situations.
- Performs daily equipment inspections and operational tests to ensure equipment is capable of responding in an emergency. Performs regular cleaning and prescribed operator maintenance tasks on equipment.
- 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.
- Trains other Equipment Operators in the use of specialized heavy construction and lift equipment. Must be able to operate all construction and maintenance equipment utilized by the department.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and five (5) years experience operating specialized heavy construction and lift equipment full time, or an equivalent combination of education, training, and experience.

EQUIPMENT OPERATED:

- Low boy trailer (50 ton or less), trac hoe, crane, bulldozer, motograder, Gradall, airboat
- All other equipment operated by the Equipment Operator/Trades

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Basic knowledge of essential safety equipment and protective devices.
- Extensive knowledge of specific rules, regulations, and guidelines regarding the safe operation of heavy construction and lift equipment.
- Thorough working knowledge of safe rigging and operational limitations of construction and lift equipment.
- Ability to interpret grade stakes and cut grade accordingly.
- Ability to read and interpret blueprints and specifications.
- Must be capable of properly operating field communications equipment.
- Must be able to apply aquatic chemicals safety, in compliance with all rules, regulations, and laws.
- Proficiency in construction and repair of concrete and asphalt pavements, masonry repairs.
- Must be knowledgeable of alternate methods of field communications with Control Tower.

LICENSES REQUIRED:

- Valid Florida Commercial Driver's License, Class "A" with tanker endorsement
- Air brakes designation

CERTIFICATIONS:

- Successful completion of GOAA's Heavy Equipment Certification Program for the Trac Hoe, Crane, Gradall, Airboat and other equipment used by the Heavy Equipment Operators.

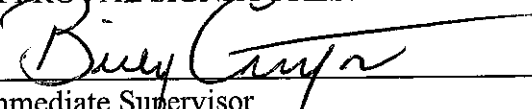
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Constant exercise of sound independent judgment to ensure heavy construction and lift equipment is being operated safely and within the operational limitations of the equipment.
- Determines what equipment is appropriate for the assigned task and how it is to be used on a job.
- Determines when a task has been completed properly, and which task among those assigned by the Supervisor, will be undertaken next.
- Exercises good judgment to ensure safe application of agricultural/aquatic chemicals.

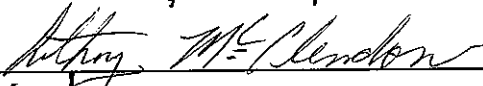
APPROVAL SIGNATURES:



Immediate Supervisor

10-27-16


Date



Manager

10/26/16

Date



Assistant Director

10/28/16

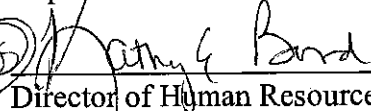
Date



Department Director

10/31/16

Date



Director of Human Resources

11-2-16

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Heavy Equipment Operator
 Department Maintenance

Date October 26, 2016
 Section 654

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.						3
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	1
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing			X			2
Writing					X	1
Other						

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

Frequency

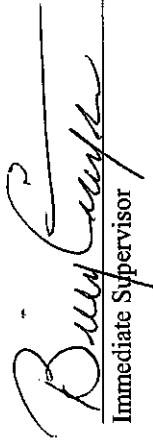
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather	X					3
Noxious Fumes		X				3
Chemicals			X			3
Insects		X				3
Heights, Confined Areas			X			3
Excessive Noise	X					3
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Cranes, bulldozers, motogriders, Trac Hoe		X				3
Airboat				X		3
Low boy trailer (50 tons or less)						3
Gradall			X			3
May operate all equipment used by the Equipment Operator-Trades, which includes: industrial lift, walk-behind saws, soil compactor, joint sealant trailer, mowers (slope, batwing, all-terrain), trucks (bucket, high reach, water, flatbed, pick up), cars, roller, sweeper, Mad Vac sweeper, scrubber, front end loader, bobcat, forklift, pavement breaker attachment & paving machine, joint plow attachment, spray equipment & rig, small all-terrain vehicles, edgers, weeddeaters, hedge trimmers, chainsaws.						3

Supervisor Comments:


Billy Canyon
Immediate Supervisor

11-3-14

Date


Department Director

11-1-16

Date

Human Resources Generalist

Department: Human Resources

Date: August 11, 2023

Title of Immediate Supervisor: Senior Manager, Human Resources

Pay Level: L21

POSITION SUMMARY: Perform professional level day to day administration and support of Human Resources activities in the following functional areas; leave management services, benefits administration, and/or wellness program administration, staffing and recruiting, employee relations, retirement, HRIS and training. Assist in special projects and research and analysis of non-routine matters 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:*

- Assist the HR HRIS function as follows: review, testing and implementation of CSOD upgrades and patches, generate and analyze data to create accurate reports and perform statistical analysis, forecasting, day-to-day input of changes to process reports and Status Change Forms in the HRIS for system updates and payroll purposes. Collaborate with functional and technical staff to coordinate application of upgrade or fix.
- Assist the HR Recruitment function as follows: develop/recommend appropriate recruitment strategies; evaluate candidates' qualifications and assist the department in identifying the most qualified for interview; participate on assigned interview panels. Schedule interviews; process offer letters; make job offers and coordinate background investigations.
- Assist the HR Benefit function as follows: the day-to-day administration of benefits for medical, dental, vision, life, FMLA, STD, LTD, COBRA, Shared Leave, Military Leave, LOA, and flexible spending account and health savings account for all active and retired employees, as applicable. Administer and maintain on-line eligibility for medical, dental and vision for active employees, retirees, and COBRA participants. Process insurance billing and submission of bills to finance for payment. Coordinate the Wellness Program activities.
- 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 assigned related logs in a timely manner.
- Maintain all pertinent data in the applicable systems.
- Maintain up-to-date knowledge of related policies, procedures, and employment law, and verify all are followed throughout the process.
- Assist in the new hire orientation process, and for drafting/developing a variety of employee communications
- Assist management in developing and administering the annual benefits budget
- Develop reports, interpret data and formulate related responses.
- Serve as Recording Secretary for Retirement Benefits Committee and Labor Contract Negotiation meetings.
- Serve as backup for payroll and retirement audit purposes
- Serve as backup to cover the Human Resources reception area and assist with special projects as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Human Resource Management or a related field, and three (3) years of Human Resources work experience, to include recruitment related responsibilities and organization development or an equivalent combination of education, training, and experience.

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)*

- 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
- Work independently under moderate supervision

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

APPROVAL SIGNATURES:


box SIGN 1R4ZV3Z-13LW87VZ
 Aug 11, 2023

 Immediate Supervisor Date


box SIGN 42KZV7VX-13LW87VZ
 Aug 11, 2023

 Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A

Human Resources Generalist

Department: Human Resources

Date: August 11, 2023

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

<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:							



bxksign 14V2023 13JUN23
Aug 11, 2023

Immediate Supervisor

Date



bxksign 4N2023 13JUN23
Aug 11, 2023

Department Vice President

Date



bxksign 14V2023 13JUN23
Aug 21, 2023

Human Resources - Compensation

Date

HVAC Technician II

Department: Maintenance

Date: March 11, 2019

Title of Immediate Supervisor: Supervisor, HVAC

Pay Level: B7

POSITION SUMMARY: Install, operate, repair, and maintain air conditioners, heating systems, boilers, water coolers, ice machines, air compressors, exhaust fans, and associated electrical, pneumatic and direct digital 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:*

- Install, operate, repair, and maintain air conditioning systems, including all types from small window units through larger chilled water systems, water pumps, water coolers, ice machines, air compressors, and exhaust systems.
- Install, operate, repair, and maintain heating systems up to 200-HP boilers.
- Read wiring diagrams and troubleshoot electrical control circuits on all equipment.
- Install, troubleshoot, and repair pneumatic and electrical controls and provide minor troubleshooting of direct digital controls.
- 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, with a minimum of 1200 hours air conditioning training courses, and three (3) years of skilled labor experience in installation, operation, repair and maintenance of systems listed above, or equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be able to troubleshoot electrical and pneumatic controls; troubleshooting of direct digital control circuits desirable.
- Must be able to read and understand wiring diagrams.
- Thorough working knowledge of the principles of liquid chillers and their components, i.e. lubrication system, purge system, main electrical starts, load control, temperature controls and safety devices.
- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of the rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools.
- Knowledge of rules, regulations, and guidelines regarding the proper utilization of various protective devices when handling chemicals.
- Good written and oral communication skills
- Familiarity with a mobile computerized maintenance management system desired
- 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

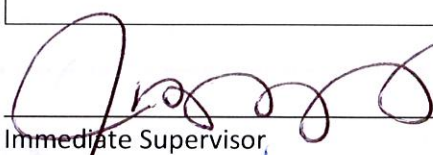
HVAC Technician II

Department: Maintenance

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					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	3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
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 Radios		X					3
Ladders				X			3
Air Handlers/Air Handling Equipment				X			3
Bucket Truck						X	2
Mobile Maintenance Management System					X		3
SUPERVISOR COMMENTS:							



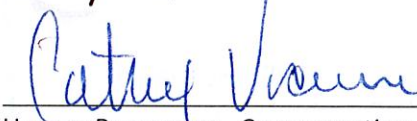
Immediate Supervisor

 4/5/19
 Date



Department Director

 4-5-19
 Date



Human Resources - Compensation

 4/18/19
 Date

HVAC Technician III

Department: Maintenance

Date: March 6, 2019

Title of Immediate Supervisor: Supervisor, HVAC

Pay Level: B9

POSITION SUMMARY: Install, operate, repair, and maintain air conditioners, heating systems, boilers, water coolers, ice machines, air compressors, exhaust fans, and associated electrical, pneumatic and direct digital 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:*

- Install, operate, repair, and maintain air conditioning systems, including all types from small window units through larger chilled water systems, water pumps, water coolers, ice machines, air compressors, and exhaust systems.
- Install, operate, repair, and maintain heating systems up to 200-HP boilers.
- Read wiring diagrams and troubleshoot electrical control circuits on all equipment.
- Assist the supervisor in providing training for HVAC Technician I and HVAC Technician IIs.
- Install, troubleshoot, and repair pneumatic and electrical controls and provides minor troubleshooting of direct digital controls.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED, with a minimum of 1200 hours air conditioning training courses and five (5) years of skilled labor experience in installation, operation, repair, and maintenance of systems listed above, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be able to troubleshoot electrical and pneumatic controls; troubleshooting of direct digital control circuits desirable
- Must be able to read and understand wiring diagrams
- Thorough working knowledge of the principles of liquid chillers and their components, i.e. lubrication system, purge system, main electrical starts, load control, temperature controls and safety devices
- Basic knowledge of essential safety equipment and protective devices
- Knowledge of the rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools
- Knowledge of rules, regulations, and guidelines regarding the proper utilization of various protective devices when handling chemicals
- Good written and oral communication skills
- Familiarity with a mobile computerized maintenance management system desired
- 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
- Environmental Protection Agency (EPA) approved Section 608 certification
- Class "A" or "B" contractor's license desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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


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

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

APPROVAL SIGNATURES:

 4/5/19

Immediate Supervisor Date

 4/15/19

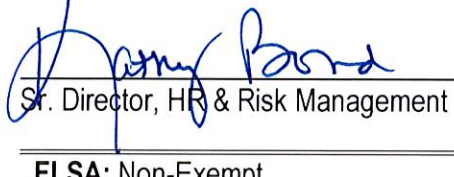
Department Manager Date

 4/5/19

Department Assistant Director Date

 4-5-19

Department Director Date

 4-19-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Skilled Craft Worker

Rotating Shift: N/A

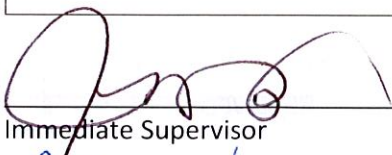
HVAC Technician III

Department: Maintenance

Date: March 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					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	3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		3
Noxious Fumes				X			3
Chemicals				X			3
Insects			X				3
Heights, Confined Areas			X				3
Excessive Noise		X					3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
2 Way Radio		X					3
Ladders				X			3
Air Handlers/Air Handling Equipment				X			3
Bucket Truck						X	2
Mobile Maintenance Management System					X		3
SUPERVISOR COMMENTS:							



 Immediate Supervisor

4/15/19

 Date



 Department Director

4-5-19

 Date



 Human Resources - Compensation

4/18/19

 Date

Information Center Aide

Department: Customer Experience

Date: October 15, 2019

Title of Immediate Supervisor: Assistant Manager, Airport Information

Pay Level: L11

POSITION SUMMARY: Provide information and assistance to passengers, employees and visitors in order to provide excellent customer service utilizing accurate knowledge of Orlando International and Orlando Executive Airports. Respond to inquiries for internal and external paging. Assist with special events.

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

- Provide the customer with information and assistance, utilizing accurate knowledge of Orlando International and Orlando Executive Airports and the Central Florida region.
- Operate audio paging systems (English and foreign languages) to page passengers and provide information and directions to callers. Assist with TDD calls as needed. Log pages, enter and maintain information records in computer.
- Problem-solve and assess situations that impact airport customer experience.
- Greet all passengers in a friendly and professional manner, and assist special needs passengers.
- Interact with airlines, customs and immigration, and Transportation Security Administration (TSA) employees in resolving passenger matters.
- Continuously update reference materials, which are shared with other Authority departments and external organizations.
- Log all inquiries and requested data on a day-to-day basis.
- Distribute and collect airport comment cards. Maintain inventory and replenish supplies and brochures in the information center both.
- Provide staff with key information regarding incidents, airline delays and emergencies.
- Assist the public during an emergency and keep management apprised of the situation.
- Provide foreign language assistance as needed.
- Assist with the planning and implementation of special events for the airport and Convention Center.
- May occasionally perform specialist responsibilities in absence of the specialist.
- May be assigned to greet arriving diplomats/dignitaries
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and two (2) years experience in providing face-to-face customer service to a diverse customer base in a busy environment, preferably in an airport environment, or an equivalent combination of education, training and experience. Familiarity with the Central Florida region required. Foreign language is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum required 25 CWPM; 35 CWPM preferred
- Strong customer service skills with the 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
- Familiar with multi-line telephone system equipment

- Excellent oral and written communication skills, clear speaking voice, and a pleasant personality; people oriented
- Must be capable of properly operating field communication equipment such as a two way radio and speaking clearly in English when operating such equipment
- Basic computer skills and knowledge of Microsoft office programs
- Ability to diffuse and prevent confrontations while managing a busy, constant and sometimes stressful workload
- Fluent in English; knowledge of one or more additional languages desired
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work under close supervision with limited independence
- The quality of professionalism and judgment displayed directly affects the public image of the Authority
- Special assistance (general public, foreign language, hearing impaired, etc.) and problem solving skills required in assessing situations
- Make day-to-day decisions based on rules, established policy and procedure
- Handle many inquiries from the traveling public in an extremely busy environment, assist stranded passengers, diffuse and mitigate confrontations

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

APPROVAL SIGNATURES:

Betty Gardenas 10-23-19
 Immediate Supervisor Date

[Signature] 10-23-19
 Department Manager Date

[Signature] 10/23/19
 Department Director Date

[Signature] 10-24-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service-Maintenance

Rotating Shift: Yes



Information Center Aide

Department: Customer Experience

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	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						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 willing and able to work rotating shifts, early morning, late evenings, holidays, and weekends						3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Telephones	X					3
Audio paging systems			X			3
SUPERVISOR COMMENTS:						

Betty Cardenal 10-23-19
Immediate Supervisor Date

R.K. Jh 10/23/19
Department Director Date

Anthony Vance 10/23/19
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Interior Contracts Coordinator

Date: September 27, 2017

Department: Maintenance Department

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Interiors

POSITION SUMMARY: Assist the Manager in planning, organizing, and supervising interior terminal refurbishment projects for existing facilities from inception through completion. Review proposed interior finishes projects to maintain compliance with all applicable standards and codes. Oversee the administration of Interiors contracts and assist with contract development.

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.*

- Monitor and evaluate contractor performance to maintain compliance with all applicable standards, specifications, and contract requirements. Complete on-site inspections and conducts contractor evaluations. Provide technical assistance in developing scope, specifications, bidding and awarding of assigned contracts, which may include those in the following areas:
 - a. Floor finishes and coverings
 - b. Wall finishes and coverings
 - c. Window shading and hardware
 - d. Ceiling systems and treatments
 - e. Furniture selection, upholstery and layout
 - f. Other areas as determined by appropriate authority.
- Read and interpret architectural drawings and specifications for interior finishes.
- Attend meetings such as Pre-bid, Concessions Procurement Committee (CPC), Bid-Openings, and Pre-Performance for all new and existing Interiors contracts; respond to questions and provide guidance as needed.
- Assist in the development, monitoring and tracking of the Interiors Operations and Maintenance budgetary requirements.
- Review and verify contractor pay requests for accuracy and compliance with contract terms.
- Serve as the Authority's Authorized Representative (AAR) for the performance of specified contracts and acts as liaison with other GOAA departments and regulatory agencies as required.
- Maintain and track GOAA Carpet Inventory, updating the carpet database from delivery to installation of each carpet roll.
- Responsible for the administration and oversight of the Authority's Holiday Decorations Program.
- Remain current on all GOAA emergency response procedures and the applicability to the Interiors Division.
- Establish and maintain records and reports appropriate to area of responsibility. Perform administrative duties and act as the Manager, Interiors designee as required.
- Perform other duties, as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree or technical training in related field and five (5) years experience in a large scale operation/maintenance organization performing similar work, or an equivalent combination of education, training and experience. Interior design experience desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of current interior design techniques and processes; interior products, building materials and finishes.
- Ability to read and understand construction project documents and drawings
- Computer skills – word/database management (Excel, Word, Outlook, ArcView, CADD, Publisher)
- Office equipment; use of two-way radio
- Effective oral and written communication skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License


SUPERVISORY RESPONSIBILITIES:

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT:


- Work independently under moderate supervision, exercising considerable judgment and discretion.
- Coordinate operations and activities of Interiors related projects
- Provide recommendations to resolve problems
- Evaluate performance and compliance with project and program objectives

APPROVAL SIGNATURES:



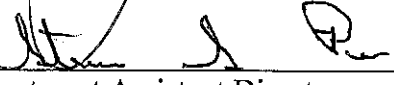
 Immediate Supervisor

9.29.17
 Date



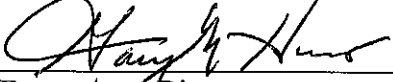
 Manager

10/2/17
 Date



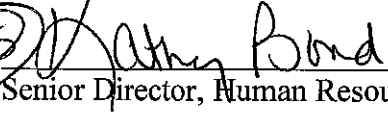
 Department Assistant Director

10/2/17
 Date



 Department Director

10.3.17
 Date



 Senior Director, Human Resources & Risk Management

10-11-17
 Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Interior Contracts Coordinator
 Department: Maintenance

Date: September 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		3
A. 0 - 20 lbs.						3
B. 21 - 50 lbs.					X	3
C. 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						

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	2
Chemicals					X	2
Insects					X	2
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
Two Way Radio				X		3
GOAA Vehicle		X				3

Supervisor Comments:

Blagan
 Immediate Supervisor

10.3.17

Date

Stang
 Department Director

Date

10-3-17

Date

Investments Financial Analyst

Department: Finance

Date: April 12, 2021

Title of Immediate Supervisor: Manager, Treasury

Pay Level: L23

POSITION SUMMARY: Record investment related transactions including purchases, sales and maturities, interest rates, and fair market value adjustments. Prepare monthly reconciliation, schedules and reports. Assist with the monthly, quarterly, and year-end close-out. Prepare investment related schedules and notes and other related notes to the 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:*

- Record investment transactions in Sympro database including daily money market interest rates, investment purchases and maturities and money market transactions.
- Perform daily reconciliation of Central Bank cash to allocate overnight balances and maintain balances in Sympro database
- Monitor money market transactions to ensure accuracy
- Update market prices in Sympro for all investments
- Update cash flow forecast data and prepare reports as required
- Access online trust statements and prepare monthly reconciliation of investment accounts
- Maintain files of trustee statements and investment confirmations
- Prepare journal entries relating to fair market value adjustments, accrued interest, overnight interest earnings and accruals and investment related adjustments
- Prepare and maintain spreadsheets to track interest earnings to transfer Revenue accounts
- Monitor and clear investment related interfund transactions
- Prepare schedules to monitor and evaluate debt service reserve balances
- Perform and prepare monthly, quarterly and annual financial statements, footnotes and associated supporting schedules relating to cash, cash equivalents and investments
- Perform and prepare investment related financial statement fluctuation analysis
- Test Sympro and Oracle to facilitate upgrades when necessary
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting and four (4) years of related work experience, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and financial reporting practices for Enterprise Fund accounting.
- Extensive knowledge of Excel, computerized accounting systems including investment or treasury software; experience with Oracle preferred
- Ability to analyze and manipulate large amounts of data to produce useful data sets
- Extensive accounting analytical skills, critical thinking and high level problem solving skills.
- Meticulous attention to detail

- Demonstrated organizational skills
- Must be able to communicate and interpret effectively with people of diverse educational backgrounds.
- Able to meet deadlines in a heavily deadline driven position
Ability to communicate clearly and effectively, orally and in writing

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, high level of discretion and initiative is required
- Responsible for continuous projects and must be able to handle a great variety of tasks and responsibilities simultaneously and efficiently including prioritizing daily and monthly work
- Contact financial institutions and other outside entities pertaining to reconciliation of investment accounts to request information and resolve discrepancies
- Coordinate with appropriate internal personnel to facilitate the proper recording of investments, reconciliations and preparation of related financial statement notes and explanations
- Must be able to determine when additional follow up or analysis is needed

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

APPROVAL SIGNATURES:

Marie Dennis 4/20/21
Department Director Date

Kathleen M. Sharman, CFO 4.21.21
Chief Financial Officer Date

Henry E. Bond 4.28.2021
Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Investments Financial Analyst

Department: Finance

Date: April 12, 2021

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

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

Kathleen M. Sharman, CFO 4.26.21
 Chief Financial Officer Date

Cathy Vaern 4/27/21
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Irrigation Technician III

Date: June 13, 2017

Department: Maintenance

Grade/Level: Non-Exempt; B6

Rotating Shift: No

Shift Differential: Yes (if applicable)

Title of Immediate Supervisor: Supervisor, Plumbing

POSITION SUMMARY: Maintains and repairs ornamental fountains and other irrigation systems; monitors irrigation needs in landscaped areas; adjust irrigation systems to meet requirements; recommends irrigation systems changes and / or modifications; reviews proposed irrigation installation plans and provides input to final plans.

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.

- Reviews construction drawings and specifications for proposed irrigation systems, their installation and /or modification recommending changes to ensure compliance with GOAA standards.
- Documents changes and modifications to GOAA irrigation systems.
- Monitors performance of computerized irrigation systems and reports problems to the appropriate Contract Compliance Coordinator for repair.
- Repairs and maintains components of irrigation computer controller systems.
- Makes repairs to components of irrigation systems.
- Maintains the drainage system of GOAA landscape planters.
- Responsible for staying current on GOAA irrigation valves for emergency response.
- Performs emergency work on irrigation systems to include locating and shutting off irrigation system valves.
- Responsible for the operations and chemical stability of GOAA fountains; treats fountains chemically, removing algae residue, making adjustments and necessary repairs as appropriate.
- Adjusts irrigation systems sprinkler heads for efficient coverage.
- Responsible for staying current on GOAA emergency response procedures and ensuring proper response, when required.
- Completes maintenance work orders as assigned, recording time, materials, and equipment information correctly and promptly to ensure accurate maintenance and repair records are properly maintained.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalent, and five (5) years experience in large irrigation systems installation and repair with two (2) years experience in maintenance and repair of ornamental water fountains; or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to read and interpret construction blueprints and specifications.
- Sound working knowledge of computerized irrigation systems, basic knowledge of electronic and mechanical irrigation systems.
- Must be able to apply algacides and other chemicals safely, in compliance with all rules, regulations, and laws.
- Basic knowledge of essential safety equipment and protective devices.
- Must be capable of properly operating field communications equipment.

LICENSES REQUIRED:

- Valid Florida Driver's License

CERTIFICATIONS:

- None

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.)

- Normal day-to-day repair requirements, adjustments or modifications to the overall system
- Exercises good judgment to ensure safe application of chemicals
- Determines when a task has been properly completed and which task will be undertaken next

APPROVAL SIGNATURES:

Alfred Jensen
Immediate Supervisor

7-3-17
Date

[Signature]
Manager

6-19-17
Date

[Signature]
Assistant Director

6/29/17
Date

[Signature]
Department Director

6-19-17
Date

[Signature]
Senior Director, Human Resources & Risk Management

7-6-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Irrigation Tech II/III
Department Maintenance

Date June 13, 2017
Section 684

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

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

Frequency

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

Importance

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

- 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					3
Heights, Confined Areas				X		2
Excessive Noise			X			2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Saws/Hand Tools	X					3
Operate GOAA Vehicle			X			3

Supervisor Comments:

Alfred's Luvina
 Immediate Supervisor

[Signature]
 Department Director

Date *6-19-17*

IT Auditor

Department: Internal Audit

Date: June 5, 2023

Title of Immediate: Senior Vice President, Internal Audit

Pay Level: L28

POSITION SUMMARY: Perform information technology (IT) audits throughout the Authority. Perform and assist with 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, including tests of electronic records. Verify that accounting records are accurate and reliable, assets are safeguarded, and internal controls are adequate. Determine level of compliance with policies, procedures and contracts, and assist with special projects. Perform individual and team assignments on multiple/concurrent audit engagements.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 recommendations to the Senior Vice President, Internal Audit regarding the audit plan in relation to IT audits, the scope of IT audits for both Authority and contracted entities, and IT auditing procedures.
- 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.
- Develop audit programs and techniques needed to evaluate and test internal controls, including technically complex IT controls in financial and management data systems.
- Perform IT Risk Assessments throughout the Authority. Develop a strong understanding of the technology environment with attention to complex and emerging risks. Perform assessments to determine whether the IT governance of the Authority supports the Authority's strategies and objectives.
- Identify and assess control elements to mitigate IT risks regarding the confidentiality, integrity and availability of business information. Evaluate the efficiency and effectiveness of IT infrastructure and application controls, including security and internal controls. Make recommendations to improve the design, effectiveness, efficiency and security of internal controls and operating processes throughout the Authority.
- Review of adequacy, accuracy, and reliability of systems of outside auditees to verify that all revenue due the Authority is reported and submitted timely.
- Provide assurance over financial reporting integrity by evaluating the effectiveness of IT general controls (ITGC), IT application controls, and manual dependent controls.
- Participate in IT initiatives, perform assessments, and monitor compliance activities, including but not limited to the Payment Card Industry Data Security Standard (PCI DSS).
- Review and audit the Authority's Business Continuity Program including disaster recovery procedures.
- Perform pre-implementation and post-implementation reviews. Recommend controls that will generate reports of irregularities and will deter fraud for Authority management.
- Review the design, development, and modification of information systems and applications and promote effective and reasonable controls.
- 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. Ability to integrate quantitative and qualitative considerations in arriving at conclusions and recommendations.
- Serve as the primary internal audit liaison with the IT department. Responsible for developing good working relationships with IT department personnel and partnering with IT on process improvements and initiatives.
- Prepare concise, well organized, and complete workpapers which clearly record procedures performed and results, and appropriately defend dispositions in the workpapers in accordance with professional audit standards and departmental requirements.

DUTIES AND RESPONSIBILITIES (continued):

- Utilize proper workpaper technique and perform thorough workpaper review to make sure all significant issues are identified and/or resolved prior to management review.
- Prepare findings fully supported by documentary evidence and develop appropriate recommendations demonstrating good use of judgment and interpretation and application of professional standards. Appraise the adequacy of the corrective action taken to improve deficient conditions.
- Review findings and recommendations with higher level management, supervisors, departments, tenants, and contractors to clarify information during and at the conclusion of the examination to document deficiencies, recommend corrective action, and suggest improvements in policies, procedures, processes, operations, systems, revenue enhancement and recovery, and reductions in cost.
- Prepare draft audit reports and analyses to communicate the results of audit activities and recommendations to management expressing opinions on the adequacy and effectiveness of the system.
- Provide staff with technical guidance and training on key IT risks and controls as well as available technology-based audit techniques.
- Supervise and review work of non-IT staff assigned to IT audits, when applicable. Coordinate and assist with contracted IT reviews as needed.
- Perform or assist with special projects, non-IT audits, or other assignments as requested.
- Remain current on trends and developments in the field of IT and IT auditing.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, Business, Engineering, MIS, Information Technology, Computer Science or a related field and at least two (2) years of Information Technology auditing experience is required. Prior work experience within IT or IT Security is preferred. Experience with automated workpaper systems is also preferred (Auto Audit desired).

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficient knowledge and experience working with common IT Governance frameworks and standards which include but is not limited to ISACA's COBIT framework, ISO, NIST, ITIL, data protection and information security requirements, security access and control, data warehousing and IT general and application controls.
- Knowledge of networking, operating systems, database and application information security principles.
- Advanced knowledge and application of the Institute of Internal Auditors' International Professional Practices Framework, ISACA's Standards for Information Systems Auditing and information system security and control practices.
- Knowledge of professional standards including AICPA Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing and Attestation Standards, GAO Governmental Accounting Principles, and Government Auditing Standards (GAS).
- Considerable knowledge of and skill in applying internal auditing and technology principles and practices, identifying risks, analyzing and evaluating internal controls, developing and performing risk assessments, and applying management principles and preferred business practices.
- Advanced knowledge of accounting, auditing, and internal control literature and concepts.
- Knowledge of procurement and contracting practices, statistical sampling methodologies, qualitative and quantitative analysis, and financial, cost and management accounting theory and practice.
- Knowledge of management and organization theory.
- Knowledge of computer assisted auditing tools and techniques, such as databases, queries, macros and formulas, to facilitate data extraction and analysis. Knowledge of data analytic software (ACL desired).
- Requires application and use of Microsoft Word, Access, and Excel. Experience in creating flowcharts.
- Knowledge of IT, control and application environments, including change control, physical and logical security.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of information systems, hardware and software capabilities and applications, programming and systems development conversion.
- Knowledge of auditing Microsoft Windows Server Infrastructure, RedHat/Oracle Linux, Exchange Server, Sharepoint, SQL Server, relational database management systems (RDBMS) such as Oracle and SQL, VMWare, Microsoft Active Directory, and Oracle eBusiness Suite is preferred.
- Able to analyze and evaluate systems, contracts and operations with respect to IT and general business practices.
- Ability to evaluate business processes and IT technology, identify risks and evaluate controls.
- Strong and effective oral and written communication skills demonstrated by the ability to articulate complex information and issues clearly and concisely, reflecting proper grammar.
- Experience and ability to deliver effective presentations.
- Strong problem solving and analytical skills.
- Strong critical and creative thinking skills to assess and resolve problems or issues by gathering and assessing information and using judgment that is consistent with standards, practices, policies, procedures, regulations or law.
- Proven ability to communicate and maintain effective working relationships with all levels of Authority management, staff, and outside auditees; demonstrate tact and professional etiquette.
- Considerable skill in planning and project management, and able to work effectively under stressful conditions and deadlines.
- Ability to travel

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- CISA certification is required at the time of hire or within 18 months of employment; a second certification is required to be obtained within 24 months of employment. Preferred certifications include CIA, CISSP, CGEIT, CRISC, GSNA, GSEC, or CISM; other applicable certifications may be considered.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

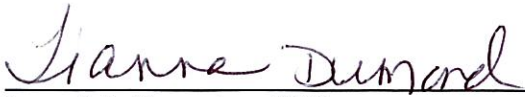

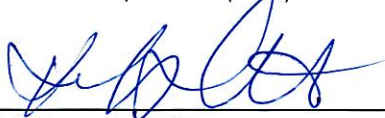
- Supplemental Staff may be assigned periodically.

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

- Responsibility and primary accountability for the performance of IT audit engagements. Proposes recommendations for the Annual Audit Plan related to IT.
- Determines audit objectives, scope and specific audit procedures as required to meet audit objectives.
- Independent judgment as to potential deficiencies in internal control, IT environment and organizational controls. Evaluate adequacy of subsequent corrective action.
- Work requires independence, objectivity, initiative, judgment, discretion, and motivation for planning and execution of all phases of IT audit engagements to address collective risks identified.
- Able to set work priorities within the assigned audit program, continually managing multiple tasks and projects, shifting priorities and deadlines, and adjust work schedule as needed which at times can create a highly stressful environment.
- Decisions requiring important administrative, auditing, or accounting procedures, questions beyond the Auditor's expertise, and the initial and final acceptance of workpapers and audit reports are referred to the Director of Internal Audit.
- Execute all aspects of fieldwork requiring minimal direction and supervision.

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

APPROVAL SIGNATURES:

	
Tranna Dumond	
_____ Immediate Supervisor (SVP)	_____ Vice President, Human Resources
6/7/2023	6/21/23
_____ Date	_____ Date
	
_____ Chief Executive Officer	
6/20/23	
_____ Date	

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

IT Auditor

Department: Internal Audit

Date: June 5, 2023

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

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

Janet Dumond 6/7/2023
 Immediate Supervisor (SVP) Date

[Signature] 6/7/23
 Chief Executive Officer Date

[Signature] 6/14/2023
 Human Resources - Compensation Date

IT Contracts Manager

Department: Information Technology

Date: June 1, 2018

Title of Immediate Supervisor: Assistant Director, Information Technology

Pay Level: L31

POSITION SUMMARY: Oversee the Information Technology contracts for hardware, software, and professional services. Serve as the primary contact with IT consultants, contractors, and vendors for all contractual issues. Responsible for all information technology-related professional service agreements, addenda and contracts. Responsible for billing of IT contracts and 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:*

- Maintain database of IT agreements, track and report contract status including contract expiration dates, contract issues and resolutions, addenda and amendments; process renewals, amendments, Project Initiation Forms, etc. in a timely manner
- Review proposals, work through with appropriate IT Manager to confirm deliverables are correctly identified, then coordinate with contractor to finalize agreements
- Oversee and prepare all Information Technology contract documents in accordance with actions approved by the applicable committee(s) and/or the Authority Board. Coordinate contract terms, rates, and language with appropriate department responsible for timely execution of documents
- Negotiate rates and hours with contractors for contract renewal changes; participate in development of new agreements
- Liaison with legal counsel regarding contract disputes as needed
- Maintain current billing rates for contractors, consultants and sub-consultants providing services to the Information Technology Department; validate position/labor rates submitted for professional services agreements, request for proposals, and statements-of-work; resolve payment/invoice issues
- Validate invoice billing and rates for contractor and consultant professional services. Provide reports periodically and on-demand for financial status of purchase orders for materials and services
- Coordinate schedule of renewals for hardware and software support agreements with Purchasing. Notify responsible parties of upcoming renewals
- Produce budget reports and monitor Capital and O&M spend profiles
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor degree in Public Administration, Business, Finance or related field and five (5) years of contract management experience preferably with a public entity or an airport authority, or an equivalent combination of education, training and experience. Contract experience in a Purchasing role required. Must be familiar with administrative and contract support for an information technology function. MBA preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong communication skills in the areas of writing, speaking and listening
- Excellent interpersonal skills
- Detail oriented
- Strong contract writing and document preparation skills
- Demonstrated ability to manage several project schedules simultaneously.



IT Contracts Manager

Department: Information Technology

Date: June 1, 2018

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

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

SUPERVISOR COMMENTS:

Eric P. Pelletier 6/5/2018
Immediate Supervisor Date

J. Neumann 6.5.18
Chief Information Officer Date

Cathy Vance 6/7/18
Human Resources - Compensation Date

IT Project Analyst

Department: Information Technology

Date: April 17, 2023

Title of Immediate Supervisor: Manager, IT Projects

Pay Level: L28

POSITION SUMMARY: Responsible for performing project management duties including project data gathering, analysis and reporting. Coordinate activities of project teams and assist in coordinating the Information Technology relationship with all levels of customers and stakeholders. Apply understanding of project requirements, targets and goals. Maintain system quality and conformance to standards.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 Project Management tasks including project data gathering, analysis and reporting as assigned.
- Monitor project progress, including schedules, budget analysis, cost analysis, quality assurance, and customer service.
- Develop deliverables related to project initiation including feasibility studies, risk assessment, project initiation reports, staffing, project organization outline, standards and control procedures, etc. Assist with preparing specifications for solicitations.
- Maintain project change control process, including a structure to manage and track changes in project scope; Recommend adjustment of resources as necessary to maintain project success and completion.
- Participate in and/or manages various highly complex projects of a nature that can involve the Authority IT and end user department, third party consultants, and telecommunications, applications and infrastructure providers.
- Provide support for IT management through the development and production of regular and ad hoc reports. Identify and resolve risks, and initiate action to identify and resolve problems and confirm goals are met. Maintain system quality and conformance to standards.
- Serve as liaison between Information Technology and customer/user regarding requests, standards, expectations, etc. Participate in business process re-design teams.
- Prepare and deliver presentations for management.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and five (5) years experience in a business analyst, project management, or information technology role in a business and systems environment, or an equivalent combination of education, training and experience. High level of skill with project portfolio management tools required, experience with MS Project desired. Experience with technical alternatives and basic knowledge of emerging technologies is desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proven track record on managing information technology (IT) projects.
- Knowledge of IT project delivery methodologies to identify project risks and issues and facilitate resolution with business stakeholders.
- Knowledge of project cost and performance analysis.
- Knowledge of IT systems design, development and operation life cycle.
- Knowledge of business processes and information technology (IT) project delivery methodologies to identify project risks and issues, and facilitate resolution with business stakeholders and manage development projects and enhancements/mitigations.

- Capability to recognize and embrace change as well as create a positive change environment.
- Ability to synthesize project information and establish the appropriate scope of a project.
- Ability to understand, interpret, and apply terms and conditions of an agreement with outside parties.
- Ability to gather and analyze facts/systems/data, draw conclusions, identify and define problems, and suggest solutions
- Ability to communicate effectively both orally and in writing with all levels of management and staff and maintain positive/cooperative working relationships with information technology teams and customers.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Associate in Project Management (CAPM) 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)*

- Works independently with little supervision or direction
- Supervises and directs the work of several major programs and project functions which may include consultants and contractors
- Oversees the work of a major area or project function, and has responsibility for quality and quantity of work, costs, methods, maintenance of discipline, etc.
- Provides counsel for solution of unusual problems

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

APPROVAL SIGNATURES:

 4/17/2023
 Immediate Supervisor Date

 4/18/2023
 Department Vice President Date

 4/20/2023
 Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A


IT Project Analyst

Department: Information Technology

Date: April 17, 2023

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting: 0 – 20 lbs					X		3
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 4/19/2023
 Date


 Department Vice President 4/18/2023
 Date


 Human Resources - Compensation 4/18/2023
 Date

IT Security Analyst

Department: Information Technology

Date: April 4, 2022

Title of Immediate Supervisor: Manager, Information Technology Security

Pay Level: L28

POSITION SUMMARY: Analyze and respond to computer security incidents. Isolate and correct problems related to security. Assist in the digital forensics process. 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.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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.
- Help to 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.
- Member 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 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 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 two (2) 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 Windows Defender for Endpoint
- Linux & Windows, proficiency at the command line level
- Experience using network security products such as endpoint protection, Azure Security Portals, DLP, WebGateway, Splunk, NeXpose, GRC tools
- Experience using tools such as Nessus, Nmap, Ettercap, Hashcat, Metasploit, Aircrack, Burp Suite, Acunetix, FTK, Sleuth Kit, Wireshark, Tcpdump, Netcat, KAPE, Volatility 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 for 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, NIST, etc. that includes administration, technical and physical safeguards.

SPECIAL KNOWLEDGE, SKILLS, and 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 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
- Desired: Security+, CISSP, SSCP, SANS GIAC, Palo Alto, Microsoft, Linux or CISCO certifications.

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


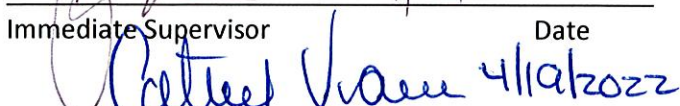
IT Security Analyst

Department: Information Technology

Date: November 2, 2018

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting			X				3
Lifting: 0 – 20 lbs 20 – 50 lbs 51+ lbs						X	1
						X	1
						X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)		X					3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	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 4/18/22

 Human Resources - Compensation _____ Date 4/19/2022


 Director of Information Technology _____ Date 4/18/2022

JOB DESCRIPTION

Job Title: K-9 Handler

Date: September 29, 2017

Department: Security/Canine

Grade/Level: Non-Exempt; L21

Rotating Shifts: Yes

Title of Immediate Supervisor: Supervisor, K-9 Handler

Shift Premium: No

POSITION SUMMARY: Provide Explosives Detection Canine Team (EDCT) response to the Orlando International Airport and surrounding communities. Establish and conduct effective inspections, sweeps and training in accordance with Transportation Security Administration (TSA) standards. Maintain health and welfare of assigned canine.

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 regular aviation security EDCT inspections, including the searching for and/or detection of any explosive threat article. Conduct emergency/routine security sweeps for the detection or deterrence of explosive threats in the airport environment.
- Monitor, determine and conduct appropriate and effective training of assigned canine in compliance with TSA standards as required
- Determine the disposition of explosive threat items during emergency situations.
- Make recommendations to Incident Commander for bomb threat incidents.
- Identify and preserve evidence used to support law enforcement investigations regarding security threat incidents. May be called to provide testimony during proceedings.
- Perform daily health and welfare care of the canine, including home care, and meet grooming and veterinary requirements to provide peak performance.
- Wear specified Personal Protective Equipment (PPE), i.e. body armor, when responding to designated calls; maintain PPE in good repair and a state of readiness with easy access when needed.
- Compile data and prepare reports for various activities such as training, daily logs, incident reports utilizing the TSA required portal.
- Maintain familiarity with and abide by all required instructions and procedures to include, but not limited to: TSA Standard Operating Policies & Procedures, Cooperative Agreement, GOAA Policies and Procedures, and EDCT Section guidance. Initiate and maintain associated reports for EDCT and Section.
- Handle and transport explosive training aids in compliance with TSA and Occupational Safety & Health Administration (OSHA) standards.
- Interact with various departments and agencies in maintaining Airport Security.
- Assist the supervisor, and perform other duties, as assigned.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Associate degree in Criminal Justice, Business, Public Administration or related field and five (5) years experience in security, law enforcement or an airport environment, or an equivalent

combination of training, education and experience. Previous experience handling working dogs desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of 49 CFR Part 1542
- Knowledge of explosives handling and transportation
- Able and willing to provide daily health and welfare care of the canine including transporting and home care
- Must have the ability to respond to the airport within 45 minutes
- Must be able to work in highly stressful situations and be in good physical condition
- Must be able to wear specified PPE body armor (approximately 6.6 lbs.) when responding to designated calls
- Must possess good oral and written communication skills
- Must be willing and able to work rotating shifts, to include nights, evenings, weekends and holidays
- Basic computer skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license
- Must successfully complete and obtain TSAEDCT certification within nine months of hire, and annual certifications thereafter
- Requires three year commitment upon successful completion of the TSA EDCT handler course.

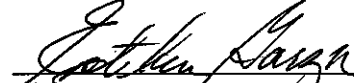
SUPERVISORY RESPONSIBILITIES:

- None

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


- Must independently decide best training techniques for optimum EDCT performance
- Works independently under moderate supervision, exercising considerable judgment and discretion

APPROVAL SIGNATURES:



Immediate Supervisor

10/11/17
Date



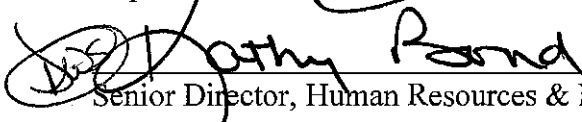
Manager

9/28/17
Date



Department Director

10/3/17
Date



Senior Director, Human Resources & Risk Management

10-18-17
Date

Job Description Supplement Physical Requirements and Working Conditions

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X	X		2
Lifting			X	X		3
A. 0 - 20 lbs.						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		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Other						

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

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

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes				X		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, to include nights, evenings, weekends and holidays	X					3
Must be able to wear specified PPE body armor (approximately 6.6 lbs.) when responding to designated calls.				X		3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Automobile/truck			X			3
Towing/attaching trailer					X	3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

K-9 Handler position requires a multitude of non-standard physical activity conducted in various locations and conditions. Must be in good physical condition and able to conduct work activities in all conditions. This is a critical public safety position.

[Signature]
 Immediate Supervisor

9/28/17
 Date

[Signature]
 Department Director

10-16-17
 Date

Landside Operations Specialist

Department: Airport Operations – Landside Division

Date: May 6, 2021

Title of Immediate Supervisor: Supervisor, Landside Operations

Pay Level: L18

POSITION SUMMARY: Maintain the safe and orderly operation of the Landside Terminal and associated areas. Act as the primary Authority representative in responding to incidents, emergency situations, inquiries, and complaints. Perform inspections, enforce Ground Transportation Rules and Regulations (issues Notices of Violation as appropriate), and assist the public and airport tenants. Perform curb management and traffic control duties as directed. Prepare written reports and correspondence.

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

- Respond to Landside Terminal and associated areas for fire alarms/medical emergencies, vehicle accidents, bomb threats, civil disturbances, and other unique situations.
- Conduct daily inspections of the Landside Terminal and associated areas, maintaining optimal conditions for customer use; produce and follow up on work orders, etc. as needed.
- Patrol areas of responsibility as an added layer of security, noting anomalies and assisting as required. First responders to unattended baggage calls.
- Collect information and prepare written reports, logs, and correspondence as required.
- Enforce the Authority Ground Transportation Rules & Regulations and issue Notices of Violation (NOV) when appropriate.
- Provide assistance in the Emergency Operations Center (EOC).
- Provide testimony during Ground Transportation Hearings and court proceedings regarding Ground Transportation NOVs, parking citations, and other legal proceedings.
- Enter data and related notes into wireless on-line hand held device.
- 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.
- Provide escort, crowd control, curb management, traffic control, lost and found, and baggage handling system assistance when required.
- Maintain continued focus on customer service with an emphasis on interpersonal skills, whether written or verbal.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and four (4) years' experience in an area related to aviation/airport operations, or an equivalent combination of education, training, and experience.

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
- Strong oral and written communication skills, and friendly customer service skills
- Proficient in Microsoft Office programs
- 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

Landside Operations Specialist

Department: Airport Operations – Landside Division

Date: May 6, 2021

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

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


 Department Assistant Manager

 5/21/2021
 Date


 Department Director

 MAY 21, 2021
 Date


 Human Resources - Compensation

 5/24/2021
 Date

Lead Access Control Technician

Department: Security

Date: September 24, 2020

Title of Immediate Supervisor: Supervisor, Access Control

Pay Level: L16

POSITION SUMMARY: Issue access control media in accordance with 49 CFR 1542 requirements and TSA directives. Maintain files and reports, and collect appropriate fees. Assist Supervisor with office administrative tasks. Provide excellent customer service in a busy office 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:*

- Review application request for completeness, proper signature authority and date. Verify identity, work authorization and citizenship through required forms of identification; verify contract data, successful completion of required training courses, and US Customs approvals.
- Enter data into the access control system, prepare and issue access control media.
- Collect fees associated with access control media.
- Capture and transmit electronic fingerprint data.
- Assist Supervisor with office administrative tasks.
- Issue keys and AOA Vehicle Decals for entire airport community.
- Issue receipts for returned access control media and update access control systems.
- Generate a variety of related reports as assigned.
- Serve as department Business Continuity Program Recovery Coordinator.
- 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.
- Provide training to new hires and contracted personnel as coordinated with the Supervisor.
- Provide customer service and resolve issues within established procedures and guidelines.
- Serve as operational Point of Contact for Authorized Signatory documentation and portal.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School graduate and four (4) years general office experience in a busy/fast paced environment, or an equivalent combination of education, training and experience. Experience must include cash handling and customer service responsibilities. Familiarity with fingerprinting and I-9, 49 CFR 1542, and other identity documents/forms preferred. Knowledge of Florida Statutes related to records management a plus.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

Lieutenant

Department: ARFF

Date: August 9, 2023

Title of Immediate Supervisor: District Chief

Pay Level: FC4

POSITION SUMMARY: Supervise and participate as part of emergency crews in the suppression of fires and mitigation of emergency or hazardous incidents and events. Perform EMS skills in accordance with EMS certification level.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 and/or direct firefighting and/or emergency medical functions in hostile environments as necessary.
- Enforce codes, ordinances, rules, regulations and procedures.
- Respond to and control emergency scenes.
- Supervise the combat readiness of all personnel and equipment.
- Counsel personnel and serve as liaison for personnel under their supervision.
- Complete daily activity reports, records and projects.
- Conduct annual performance reviews on assigned shift Firefighters and Engineers.
- Following probation, will work out of classification as District Chief, assuming the responsibilities of that position and serving as Incident Commander.
- May operate as a member of a Rescue Task Force Team during ASHER or other potentially hazardous events.
- Perform Engineer and Firefighter responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Florida Fire Officer I Certificate, or higher and a minimum of two (2) years experience as an ARFF Engineer, including one (1) year on probation. Qualified as relief officer in compliance with ARFF Standard Operating Guideline 900.13 Relief Officer Program.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Skill in directing mitigation tactics on all types of emergency scenes
- Demonstrated leadership and/or supervisory skills
- Ability to communicate as Incident Commander using multiple radios simultaneously
- Ability to communicate effectively, both orally and in writing
- Ability to perform data processing skills and utilize various computer programs
- Knowledge of NIMS and ability to implement during emergency situations
- Knowledge/skills/abilities of Engineer and Firefighter
- Must complete the Relief Officer program for District Chief within one year of promotion to Lieutenant
- Ability to maintain good physical conditioning

LICENSES/CERTIFICATIONS REQUIRED:

- State of Florida EMT or Paramedic License
- Valid Florida driver's license for the operation of emergency vehicles
- State of Florida Firefighting Certificate of Compliance as prescribed by Florida State Statute 633

- 16 hour Emergency Vehicle Operators Course (EVOC) with certificate
- NIMS 100/200/300/400/700
- State of Florida Fire Officer I, or higher

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*




- Supervise assigned Engineers and Firefighters (approx.21 per shift)
- Indirect supervision of staff assigned under their group or division during emergency operations



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

- Has latitude to make independent decisions, based upon his/her training and experience during emergency situations. Works with minimum amount of supervision during non-emergency work periods, providing direction to Engineers and Firefighters.
- Confirm personnel operate effectively, efficiently, and safely in all environments
- Make personal safety decisions, inform personnel, and take appropriate actions

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

APPROVAL SIGNATURES:

	Aug 15, 2023
Deputy Fire Chief	Date
	Aug 22, 2023
Chief of Operations	Date
	Aug 22, 2023
Vice President, Human Resources	Date

	Aug 15, 2023
Fire Chief	Date
	Aug 22, 2023
Chief Operating Officer	Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Protective Service Worker

Rotating Shift: N/A

Lieutenant

Department: ARFF

Date: August 9, 2023

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

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

Timothy M. Mentzer
 Aug 15, 2023

[Signature]
 Aug 22, 2023

Immediate Supervisor Date

Chief of Operations Date

Angela Miranda
 Aug 22, 2023

Human Resources - Compensation Date

Lieutenant, EMS

Department: ARFF

Date: August 9, 2023

Title of Immediate Supervisor: Division Chief, Training

Pay Level: FA1

POSITION SUMMARY: Organize coordinate and maintain an effective Aircraft Rescue and Firefighting (ARFF) Emergency Medical Services (EMS) Program 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:*

- Serve as the EMS Coordinator for the ARFF department, managing compliance with Florida State Statutes and EMS Protocols.
- Act as liaison for Orange County Office of the Medical Director (OC-OMD); attend required sub-committee meetings.
- Responsible for maintaining all department, vehicle, and personnel EMS licensures and certifications.
- Manage patient reporting requirements and records, including quarterly aggregate EMS reporting and quality assurance (QA) documentation.
- Manage State and Federal compliance with medications, fluids, and controlled substances procurement, security, storage, inventory, reporting, use, and disposal.
- Serve as the coordinator for the EMS equipment contracts and the EMS Records Management System (RMS).
- Develop, coordinate, conduct, and document EMS training, including special exercises.
- Serve as the Health and Safety Officer, department Safety Committee Chairperson and Infection Control Officer.
- Coordinate and manage the biomedical waste program including storage and disposal.
- Research, recommend and procure medical supplies and training.
- Manage the GOAA Automated External Defibrillator (AED) Program.
- Serve as the ARFF Department liaison to research and provide all official records requests.
- Respond to emergency scenes as needed and function as an ICS Safety Officer, when required
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Florida Fire Officer I Certificate and three (3) years training experience using methods and techniques of instruction in EMS, or an equivalent combination of closely related education, training, and experience. Three (3) years ARFF related experience required, may include the probationary year. Associate degree or higher in a related field and experience as an Officer in a Fire Service agency preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of Health and Safety and Infection Control procedures
- Knowledge of State of Florida fire service and State of Florida EMS regulations, statutes and rules
- Knowledge of applicable FAA regulations, NFPA codes, and fire ground safety procedures
- Ability to develop and implement EMS training programs
- Technical skill to perform Advanced Life Support practices and training
- Must have good interpersonal skills and ability to deal with various customers
- Effective oral and written communication skills
- Demonstrated leadership and/or supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license and Emergency Vehicle Operator Course (EVOC) certification
- State of Florida Firefighting Certificate of Compliance prescribed by Florida State Statute 633
- Current State of Florida Paramedic License
- State of Florida Fire Officer I, or higher
- State of Florida Instructor I, or higher

The following are required at time of hire or must be obtained within 18 months:

- State of Florida Live Fire Training Instructor 1, or higher
- State of Florida Health & Safety Officer
- State of Florida Incident Safety Officer
- Designated Infection Control Officer
- American Heart Association (AHA) BLS, ACLS & PALS Instructor
- NIMS 100/200/300/400/700/800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Lead and direct all shift personnel in training related functions (approximately 80 personnel)
- May be responsible for personnel assigned under ICS/command structure established by the Incident Commander

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

- Has the latitude to make decisions that protect the safety and wellbeing of ARFF personnel
- Has latitude to make independent decisions relating to the development or administration of EMS and training programs
- Procurement of program related goods and services, as described in GOAA policy

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

APPROVAL SIGNATURES:

 boksIGN 1URYL32-4WBW2075	Aug 15, 2023	 boksIGN 4LWYJAK-4WBW2075	Aug 15, 2023
Immediate Supervisor	Date	Deputy Fire Chief	Date
 boksIGN 1V7AK25-4WBW2075	Aug 15, 2023	 boksIGN 159VPRQK1-4WBW2075	Aug 15, 2023
Fire Chief	Date	Chief of Operations	Date
 boksIGN 4Q8KVDK4-4WBW2075	Aug 16, 2023	 boksIGN 4XZV7X4-4WBW2075	Aug 28, 2023
Chief Operating Officer	Date	Vice President, Human Resources	Date

FLSA: Non-Exempt

EEO Category: Protective Service Workers

Shift Premium: N/A

Rotating Shift: N/A

Lieutenant, EMS


Department: ARFF

Date: August 9, 2023

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		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
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)				X			3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	2
Chemicals						X	2
Insects						X	1
Heights, Confined Areas						X	3
Excessive Noise					X		2
Hazardous Situations						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
ARFF Emergency Vehicles					X		3
EMS Equipment				X			3
Power Equipment						X	2
Hand Tools						X	2
SUPERVISOR COMMENTS:							


 Aug 15, 2023


 Aug 15, 2023

 Immediate Supervisor Date
 Angela Miranda Aug 28, 2023

 Chief of Operations Date

 Human Resources - Compensation Date

Lieutenant, Fire Prevention

Department: ARFF

Date: August 25, 2023

Title of Immediate Supervisor: Deputy Fire Chief

Pay Level: FA1

POSITION SUMMARY: Organize and coordinate an effective Aircraft Rescue and Firefighting (ARFF) Fire Prevention Program at Orlando International Airport (OIA).

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

- Manage the GOAA fire extinguisher program and program contract, if applicable
- Manage FAR 139.321 Fuel Safety Program, including inspections and training
- Manage GOAA private fire hydrant system, and act as liaison for all airport fire hydrant issues
- Promote fire safety education through presentations and all forms of training
- Research, recommend and procure fire prevention education supplies
- Manage the enforcement of fire and life safety codes, ordinances, rules, and regulations
- Liaison between ARFF, the airport community, and Orlando Fire Department (OFD) for all fire prevention related items
- Manage fire department company inspections and pre-fire plan programs
- Manage daily activity reports, records, and projects to monitor and maintain accurate documentation of all training and processes for Fire Prevention related areas
- Assist and serve as a representative for customer service and fire safety related initiatives
- Respond to emergency scenes as needed and function as an ICS Safety Officer, when required
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Florida Fire Officer I Certificate and three (3) years experience in fire service prevention and training, or an equivalent combination of closely related education, training, and experience. Three (3) years ARFF related experience required, may include the probationary year. Associate degree or higher in a related field and experience as an Officer in a Fire Service agency preferred. Must have a strong background in customer service and public relations.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have good interpersonal skills and ability to provide training to various customers
- Knowledge of applicable NFPA codes
- Knowledge of applicable FAA regulations
- Knowledge of State of Florida fire service regulations, statutes and rules
- Ability to develop and implement fire safety and fire prevention programs
- Technical skill necessary for inspecting, servicing, and maintaining fire extinguishers
- Technical skill necessary for inspecting life safety, fire prevention, and fuel safety
- Thorough knowledge of fire ground safety procedures
- Effective oral and written communication capabilities
- Demonstrated leadership and/or supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver’s license and Emergency Vehicle Operator Course (EVOC) certification
- State of Florida EMT or Paramedic License
- State of Florida Firefighting Certificate of Compliance prescribed by Florida State Statute 633
- State of Florida Fire Officer I, or higher
- State of Florida Instructor I, or higher

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

- State of Florida Live Fire Training Instructor I, or higher
- State of Florida Incident Safety Officer
- State of Florida Fire Extinguisher Technician course
- State of Florida Municipal Fire Safety Inspector
- Fuel Safety Supervisor FAR 139.321
- NIMS 100/200/300/400/700/800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Lead and direct all shift personnel in fire prevention related functions (approximately 80 personnel)
- May be responsible for shift personnel assigned under ICS/command structure established by the Incident Commander



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

- Has the latitude to make decisions that protect the safety and wellbeing of ARFF personnel
- Has latitude to make independent decisions relating to fire safety, aviation fuel safety, fire extinguishers
- Procurement of fire safety, fuel safety, and fire extinguisher goods and services, as described in GOAA policy

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

APPROVAL SIGNATURES:

	Sep 26, 2023
Immediate Supervisor	Date
	Sep 26, 2023
Chief of Operations	Date
	Sep 27, 2023
Vice President, Human Resources	Date

	Sep 26, 2023
Fire Chief	Date
	Sep 26, 2023
Chief Operating Officer	Date

FLSA: Non-Exempt

EEO Category: Protective Service Workers

Shift Premium: N/A

Rotating Shift: N/A

Lieutenant, Fire Prevention

Department: ARFF

Date: August 25, 2023

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting				X			3
Lifting: 0 – 20 lbs 20 – 50 lbs 51+ lbs				X			3
					X		3
						X	3
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
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)				X			3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	2
Chemicals						X	2
Insects						X	1
Heights, Confined Areas						X	2
Excessive Noise					X		2
Hazard Situations						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
ARFF Emergency Vehicles					X		3
Fire Prevention Equipment					X		3
Hand Tools						X	2
Power Equipment						X	2
SUPERVISOR COMMENTS:							



 Timothy Mentzer
boxSIGN 40W3V3LX-4277Q2ZV

Sep 26, 2023

Immediate Supervisor

Date




boxSIGN 159VPQK1-4277Q2ZV

Sep 26, 2023

Chief of Operations

Date



boxSIGN 186ZLV3Z-4277Q2ZV

Sep 27, 2023

Human Resources - Compensation

Date

Lieutenant, Training

Department: ARFF

Date: June 6, 2018

Title of Immediate Supervisor: District Chief, Training

Pay Level: LFA1

POSITION SUMMARY: Organize and coordinate an effective Aircraft Rescue and Fire Fighting (ARFF) training program 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:*

- Develop and administer FAA mandatory FAR 139 and State of Florida Fire Services regulatory training programs
- Coordinate, schedule and manage a variety of training, to include special exercises
- Manage NFPA 1402 compliance for ARFF Live Fire Training Facility
- Manage the probationary Firefighter program, Relief Driver Program for ARFF firefighting apparatus, Relief Officer Program for ARFF Engineers, FAA mandated training, structural fire training, and other training as assigned
- Plan and implement annual FAA required Live Fire training
- Manage daily activity reports, records, and projects to monitor and maintain accurate documentation of all training and processes
- Research and make recommendations for the procurement of training equipment
- Assist with other assigned department training
- Respond to, perform, and/or give direction on emergency scenes as needed and assigned
- Function in a primary role as Safety Officer on emergency scenes
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Florida Fire Officer I Certificate or an Associate degree or higher in a related field with three (3) years training experience in a Fire Service agency, or an equivalent combination of closely related education, training, and experience. One (1) year ARFF related experience required. Experience as an Officer in a Fire Service agency preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have good interpersonal skills and the ability to provide training to various customers
- Knowledge of applicable NFPA codes
- Knowledge of applicable FAA regulations
- Knowledge of State of Florida fire service regulations, statutes and rules
- Ability to develop and implement applicable training programs
- Thorough knowledge of fire ground safety procedures
- Effective oral and written communication skills
- Demonstrated leadership skills

LICENSES/CERTIFICATIONS REQUIRED:

- State of Florida EMT or Paramedic License
- Valid Florida Driver's License
- State of Florida Firefighting Certificate of Compliance prescribed by Florida State Statute 633
- Emergency Vehicle Operator Course (EVOC) certification

Lieutenant, Training

Department: ARFF

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.

<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	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
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)				X			3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	2
Chemicals						X	2
Insects						X	1
Heights, Confined Areas						X	3
Excessive Noise					X		2
Other – Hazardous Situations						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
ARFF Emergency Vehicles					X		3
Hand Tools						X	2
Power Equipment						X	2
SUPERVISOR COMMENTS:							

Brenda Bishop 6/11/18
 Deputy Fire Chief Date

[Signature] 6/12/18
 Senior Director Date

Cathy Vroman 6/12/18
 Human Resources - Compensation Date

Locksmith III

Department: Security

Date: March 20, 2019

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

Pay Level: B6

POSITION SUMMARY: Install, repair, and maintain door locking devices and hardware; prepare keys**DUTIES AND RESPONSIBILITIES:** *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Set up internal lock mechanisms for pinning and prepares appropriate number of keys.
- Maintain and repair locking mechanisms in all installed locking devices.
- Repair and/or replace lock related door hardware on all doors.
- Program a variety of electronic locks and keys.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and responding properly 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 graduate or equivalency diploma and five (5) years of 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). In addition must have one (1) year experience as a GOAA Locksmith II in the Lock Shop with a good performance evaluation. GOAA Locksmith II experience must immediately precede, with no interruption, promotion to Locksmith III.

Documented experience of at least one year in a commercial/industrial environment of similar complexity, as a Locksmith, which includes experience with lock systems in use at the airport, may be considered in lieu of one year as a Locksmith II.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read and interpret blueprints, shop drawings, and engineering cut sheets
- Knowledge of TSA and Airport security regulations related to secured or restricted areas
- Must be capable of properly operating field communications equipment
- Basic knowledge of essential safety equipment and protective devices
- Must be able to read and understand airport diagrams
- Ability to program electronic locking devices

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

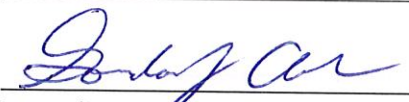
Locksmith III

Department: Security

Date: March 20, 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	2
51+ lbs					X	1
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		3
Typing/CRT (attention to detail)				X		2
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing					X	2
Writing				X		2
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	3
Noxious Fumes					X	1
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		2
Power Tools		X				3


 _____ 3/28/19
 Immediate Supervisor Date


 _____ 3-28-2019
 Department Director Date


 _____ 3/28/19
 Human Resources - Compensation Date

Lost and Found Clerk

Department: Landside Division

Date: December 5, 2018

Title of Immediate Supervisor: Supervisor, Lost and Found

Pay Level: L11

POSITION SUMMARY: Responsible for the safe, accurate and orderly receipt and return of all lost items found at the Orlando International Airport. Interact with all entities within the airport environment. Provide optimal customer service to all airport patrons.

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

- Provide information and assistance to passengers, airport staff members, and airport visitors regarding lost or found articles.
- Initiate the proper documentation and research of lost property in an effort to locate the rightful owner.
- Respond to inquiries via phone, e-mail, mail, web site, and walk up foot traffic.
- Collect information and prepare written reports, logs, and correspondence as required. Reconcile inventory in storage for proper disposal of abandoned items.
- Transfer unclaimed inventory to the Aviation Authority Material Control Department. Initiate the storage and disposal of property in accordance with State of Florida and Transportation Security Administration (TSA) requirements and mandates.
- Provide continued focus on customer service with an emphasis on interpersonal skills, both written and verbal.
- Transfer received currency to the Aviation Authority Finance Department, following established policy.
- Issue, log, and collect day badges for approved distributors of literature.
- Enter, maintain and retrieve lost & found records within a computerized database system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma with three (3) years experience including both clerical and customer service responsibilities in a busy environment handling multiple tasks at the same time and meticulous attention to detail; or an equivalent combination of education, training, and experience. Knowledge of airport operations preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong customer service skills
- Excellent oral and written communications skills
- Working knowledge of Microsoft Word, Outlook, Excel, & Access
- Must be able and willing to work all shifts, weekends, evenings, and holidays
- 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; organize and prioritize work
- Ability to solve problems independently, and work with minimal supervision
- 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 speak clearly in English when using a radio
- Ability to type 25 CWPM
- Multi-lingual 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 under direct supervision
- Initiate day to day operational decisions based on rules, established policy and procedure

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

APPROVAL SIGNATURES:

Patricia Sartin 12/21/18
 Immediate Supervisor Date

Wanda Little 12/21/18
 Department Manager Date

MC 12-21-18
 Department Assistant Director Date

Maepiff JAN 10, 2019
 Department Director Date

[Signature] 12-27-2018
 Department Senior Director Date

Honey E Bond 1-14-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

Lost and Found Clerk

Department: Landside Division

Date: December 5, 2018

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

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

SUPERVISOR COMMENTS:

Patricia Pallen 12/21/18
 Immediate Supervisor Date

M. Gifford JAN 10, 2019
 Department Director Date

Anthony Vroman 1/11/19
 Human Resources - Compensation Date