

JOB DESCRIPTION

Job Title: ~~Access Control Specialist~~

Date: September 15, 2017

Department: Security

Grade/Level: Non-exempt, L16

Rotating Shifts: No

Title of Immediate Supervisor: Assistant Manager, Access Control

Shift Premium: No

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILL, OR ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

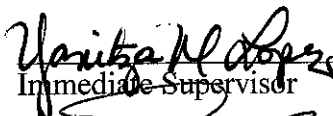
SUPERVISORY RESPONSIBILITIES:

- None

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

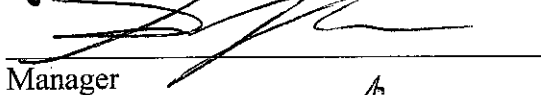
- Without supervision, must be able to validate, reconcile and accurately examine applications and other correspondence to determine if the information sufficiently qualifies a person to receive access control media which would allow *unescorted* access to secure areas of the airport.
- Must be able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

APPROVAL SIGNATURES:



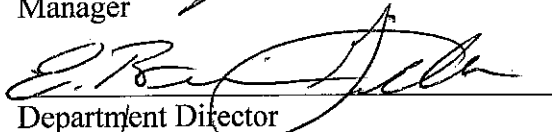
Immediate Supervisor

9/19/17
Date



Manager

9/19/17
Date



Department Director

9/19/17
Date



Sr. Director, Human Resources & Risk Mgmt

10-3-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Access Control Specialist
 Department Security

Date September 15, 2017
 Section 462

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting					X	1
A. ___ 0 - 20 lbs.					X	1
B. ___ 21- 50 lbs.					X	1
C. ___ 51+ lbs.					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

Yanira N. Lopez
 Immediate Supervisor

9/19/17
 Date

E. B. Jella
 Department Director

9-19-17
 Date

JOB DESCRIPTION

Job Title: Access Control Technician

Date: September 15, 2017

Department: Security

Grade/Level: Non-exempt, L14

Title of Immediate Supervisor: Supervisor, Access Control

Rotating Shifts: No

Shift Premium: No

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILL, OR ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

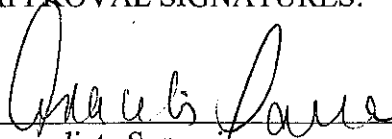
SUPERVISORY RESPONSIBILITIES:

- None

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


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

APPROVAL SIGNATURES:



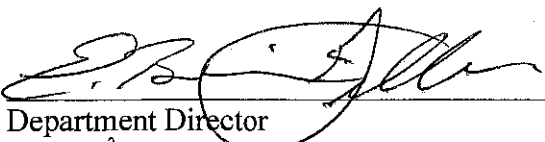
Immediate Supervisor

9-19-17
Date



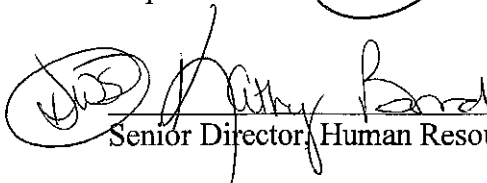
Department Manager

9/19/17
Date



Department Director

9-19-17
Date



Senior Director, Human Resources & Risk Mgmt

10-3-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Access Control Technician
Department Security

Date September 15, 2017
Section 462

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting					X	1
A. 0 - 20 lbs.					X	1
B. 21- 50 lbs.					X	1
C. 51+ lbs.					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Other						

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

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
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Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other - Ability to handle confrontational and/or stressful situations			X			3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)	X					3
Electronic Fingerprint device		X				3

Supervisor Comments:

Anna Wilson
 Immediate Supervisor

9-19-17
 Date

[Signature]
 Department Director

9-19-17
 Date



Accounts Payable Specialist

Department: Finance

Date: July 26, 2018

Title of Immediate Supervisor: Supervisor, Accounts Payable

Pay Level: L17

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Meticulous attention to detail

- Knowledge of Microsoft Office and computerized accounting program required; Oracle Financial System experience preferred
- Ability to handle multiple responsibilities with various financial areas
- Ability to deal tactfully and courteously with employees and the general public
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Cita Persaud 8/2/18
 Immediate Supervisor Date

Andree Hauper 8-2-18
 Department Manager Date

Maui Demms 8/2/18
 Assistant Director Date

Pam Atkinson 8/2/18
 Department Director Date

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

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

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A



Accounts Payable Specialist

Department: Finance

Date: July 26, 2018

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

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

SUPERVISOR COMMENTS:

Cita Perceval 8/2/18
Immediate Supervisor Date

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

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

Accounts Payable Specialist (Construction)

Department: Finance

Date: August 14, 2018

Title of Immediate Supervisor: Supervisor, Construction Accounting

Pay Level: L17

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

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

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

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

APPROVAL SIGNATURES:



Immediate Supervisor

8/23/18

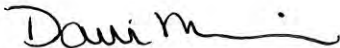
Date



Department Manager

8/23/18

Date



Department Assistant Director

8/23/18

Date



Department Director

8/23/18

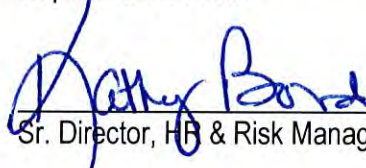
Date



Chief Financial Officer

8/28/18

Date



Sr. Director, HR & Risk Management

8/31/18

Date

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A



Accounts Payable Specialist (Construction)

Department: Finance

Date: August 14, 2018

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

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

[Signature] 8/23/18
Immediate Supervisor Date

[Signature] 8/23/18
Department Director Date

[Signature] 9/4/18
Human Resources Compensation Date

Administrative Assistant

Department: Airline Division

Date: May 4, 2018

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

Pay Level: L14

POSITION SUMMARY: Provide administrative support including payroll functions to the Airline Division, Waste Management, and BHS/GSE department. Monitor inventory and procure items used by the airlines utilizing common use terminal equipment (CUTE) to include boarding pass stock, baggage tags, printer paper, and printer ribbons. Track CUTE usage to ensure proper stock levels. Assist employees with and process/track all Human Resources related documentation such as status changes and leaves of absence (medical, OJI, Worker's Compensation, vacation, FMLA, etc.). Assist in tracking and monitoring associated budgets. Records management for division.

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

- Provide administrative support to the Airline Division, Waste Management, and BHS/GSE department.
- Serve as the Airline Division, Waste Management, and BHS/GSE department payroll clerk, monitoring, reviewing, and verifying system data in accordance with policies and procedures for supervisor review and approval. Updating employee seniority lists, employee vacation bid, and preparation of management reports. Coordinate with the Human Resources department on relevant employee issues.
- Track usage of Common Use Terminal Equipment (CUTE). Maintain adequate supplies on hand and available for airline use. Assist Purchasing department on product bids. Coordinate equipment locations, status, and replacements with contractors.
- Responsible for Airline and BHS/GSE Division Common Use Facilities' Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc. complete, process, and maintain all related documents. Complete procurement card purchases for office and operating supplies.
- Coordinate with the Cost Control department to confirm proper allocation and utilization of funds in compliance with policies, procedures and contracts.
- Assist in monitoring department budget, confirm correct allocation of funds, and prepare related reports. Authorized procurement card user, reconcile monthly activity.
- Update and maintain documentation of policies and procedures relevant to the division.
- Records Management Coordinator - includes records retention, destruction, etc.
- Coordinate the Uniform program, including process orders, distribute and maintain records.
- Department coordinator for US Customs and Border Protection hologram seal distribution and renewals.
- Attend department's meetings; record, prepare and distribute minutes.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and three (3) years administrative experience or an equivalent combination of education, experience and training; Associate degree and accounting experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent oral and written communication skills
- Knowledge of payroll procedures
- Knowledge of Word, Excel and database software;

- Experience in Oracle or similar accounting system preferred.
- Excellent organizational skills, good attention to detail and ability to work independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

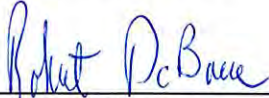
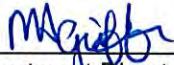


- None

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

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures

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

APPROVAL SIGNATURES:

	06/01/2018		Jun 26, 2018
Immediate Supervisor	Date	Department Director	Date
	06-18-2018		6/29/18
Senior Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Administrative Assistant

Department: Airline Division

Date: May 4, 2018

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

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

Robert DeBrosse
Immediate Supervisor

06/01/2018
Date

[Signature]
Senior Director

06-19-2018
Date

Christy Vroman
Human Resources - Compensation

6/26/18
Date

JOB DESCRIPTION

Job Title: Administrative Assistant

Date: June 19, 2017

Department: Human Resources

Grade/Level: Non-exempt; L14

Rotating Shifts: No

Shift Premium: No

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

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Florida driver license or state ID

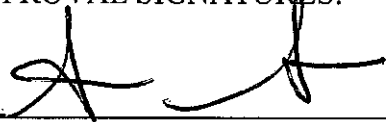
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

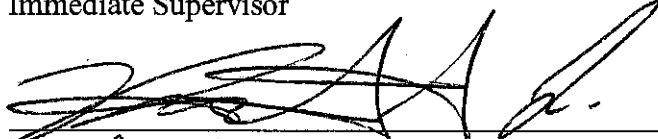
APPROVAL SIGNATURES:



Immediate Supervisor

6/21/17

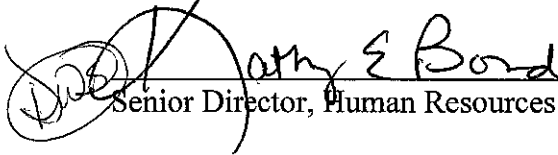
Date



Department Senior Manager

6/21/17

Date



Senior Director, Human Resources & Risk Management

6-21-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Administrative Assistant (Human Resources)
Human Resources

Date June 19, 2017
Section 511

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

Frequency

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

Importance

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

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

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

Frequency

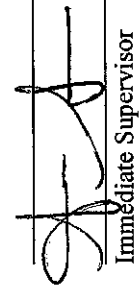
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

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

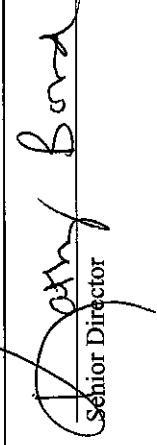
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent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

Supervisor Comments:



Immediate Supervisor

Date



Senior Director

Date

6-21-17

JOB DESCRIPTION

Job Title: Administrative Assistant

Date: August 1, 2014

Department: Internal Audit

Grade/Level: Non-Exempt, L14

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Director, Internal Audit

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

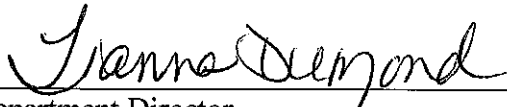
SUPERVISORY RESPONSIBILITIES:

- None


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

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

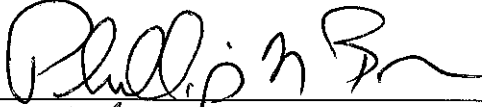
APPROVAL SIGNATURES:



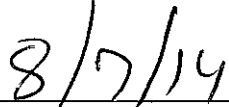
Department Director



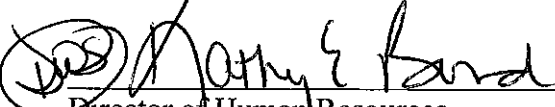
Date



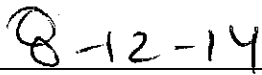
Executive Director



Date



Director of Human Resources



Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Administrative Assistant
 Department Internal Audit

Date August 1, 2014
 Section 011

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

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

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

Danna Dumand
 Department Director

8/1/14
 Date

Colin RB
 Executive Director

8/7/14
 Date

Administrative Assistant

Department: Airport Operations - Landside Division

Date: March 10, 2021

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

Pay Level: L14

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Ability to handle multiple tasks and pay close attention to detail
- Ability to work with confidential and sensitive information
- Ability to type 40 CWPM

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

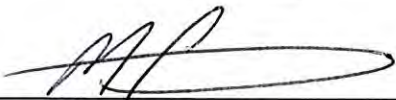
- None

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

- Exercises limited independence under general supervision
- Makes independent decisions following established guidelines / procedures
- Sets priorities for own work

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

APPROVAL SIGNATURES:


 Immediate Supervisor 3-15-21
 Date


 Department Director MAR 15, 2021
 Date


 Department Senior Director 03-15-2021
 Date


 Sr. Director, HR & Risk Management 3-25-2021
 Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Administrative Assistant

Department: Airport Operations – Landside Division


Date: March 10, 2021

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

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

SUPERVISOR COMMENTS:


3-16-21
 Immediate Supervisor Date


MAR 15, 2021
 Department Director Date


3/11/21
 Human Resources - Compensation Date

Administrative Coordinator (Travel)

Department: Finance

Date: June 14, 2019

Title of Immediate Supervisor: Supervisor, Accounts Payable

Pay Level: L18

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

cto Persaud *6/26/19*
Immediate Supervisor Date

Audrea Haupe, *6-28-19*
Department Manager Date

Maui Deming *6/24/2019*
Department Assistant Director Date

Pam Lefebvreux *6/28/19*
Department Director Date

Loreen M. Shanahan *7/12/19*
Chief Financial Officer Date

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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Administrative Coordinator (Travel)

Department: Finance

Date: June 14, 2019

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

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

Cita Persaud 6/26/19
Immediate Supervisor Date

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

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

JOB DESCRIPTION

Job Title: Airfield Electrician II

Date: May 4, 2017

Department: Maintenance - Bargaining

Grade/Level: Non-exempt; B8

Title of Immediate Supervisor: Supervisor, Airfield Electrical

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

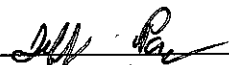
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

APPROVAL SIGNATURES:



Immediate Supervisor

5-11-17


Date



Manager

5-11-17

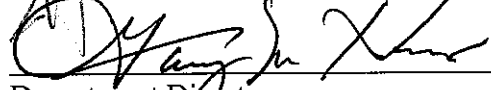
Date



Assistant Director

5/11/17

Date



Department Director

5-15-17

Date



Director of Human Resources

6-2-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Airfield Electrician II
Department Maintenance

Date May 4, 2017
Section 656

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

Frequency

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

Importance

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

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

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

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

Importance

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

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

Supervisor Comments:

Jeff Pev
 Immediate Supervisor

5-11-17
 Date

Jeffery S. Lewis
 Department Director

5-15-17
 Date

Airfield Electrician III

Department: Maintenance

Date: March 4, 2019

Title of Immediate Supervisor: Supervisor, Airfield Electrical

Pay Level: B9

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

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

- Install, operate, repair and maintain electrical equipment, including electrical services, switch gear, emergency generators and associated transfer equipment, lighting and lighting contactors, photo controls, lighting control relay panels, electrical/electronic security gates, motor controls, airfield lighting, lighting vaults with constant current regulators, control equipment and transformers.
- Read wiring diagrams, electrical plans and specifications.
- Responsible for staying current with all electrical codes and advanced technology maintenance practices.
- Inspect and perform regular cleaning and prescribed maintenance tasks on associated equipment.
- Responsible for staying current with all FAA Advisory Circulars.
- Responsible for staying current on all GOAA emergency response procedures and maintain proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience in a combination of trouble shooting and repair of motor controls, high voltage electrical systems in excess of 600 volts, lighting, power systems, and associated electrical equipment; experience with airfield lighting computer systems, or an equivalent combination of education, training, and experience. Must have completed one year experience as an Airfield Electrician II.

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of airfield lighting computer systems
- Thorough working knowledge of electrical codes
- Knowledge of components and their function within Constant Current Regulator's (CCR) and airfield navigation aids (light fixtures, signs, wind cones etc.) and airfield lighting control systems
- Familiarity with troubleshooting and repair of series circuit failures
- Demonstrate knowledge of airfield cable numbering system
- Knowledge of applicable OSHA regulations, FAA airfield lighting regulations & guidelines, NFPA 70E standard, and the rules, regulations & guidelines regarding the safe utilization & operation of hand and power tools
- Basic knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools

- Must be able to read and understand wiring diagrams, electrical drawings, and specifications
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Knowledgeable of alternative methods of field communications with Control Tower
- Familiarity with a mobile computerized maintenance management system desired
- Demonstrated skill to organize and prioritize work
- Good oral and written communication skills
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Airport Certified Employee (ACE) in Airfield Lighting
- Current Journeyman Electrician certificate of competency recognized by the State of Florida desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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


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

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

APPROVAL SIGNATURES:

 4/5/19

 Immediate Supervisor Date

 4-9-19

 Department Manager Date

 4/5/19

 Department Assistant Director Date

 4-5-19

 Department Director Date

 4-19-19

 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Skilled Craft Worker

Rotating Shift: N/A

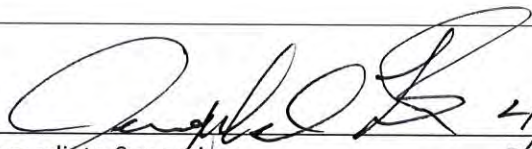
Airfield Electrician III

Department: Maintenance

Date: March 4, 2019

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

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


 Immediate Supervisor Date 4/5/19


 Department Director Date 4-5-19


 Human Resources - Compensation Date 4/18/19

Airfield Operations Specialist

Department: Airfield Operations

Date: February 7, 2019

Title of Immediate Supervisor: Supervisor, Airfield Operations

Pay Level: L21

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:



Department Manager

02-08-19

Date



Department Assistant Director

03 Feb 19

Date



Department Director

FEB 22, 2019

Date



Department Senior Director

02-21-2019

Date



Sr. Director, HR & Risk Management

2-27-19

Date



FLSA: Non-Exempt

EEO Category: Protective Service Workers

Shift Premium: N/A

Rotating Shift: Yes

Airfield Operations Specialist

Department: Airfield Operations

Date: February 7, 2019

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

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



 Department Manager

 2/21/19
 Date



 Department Director

 FEB 22, 2019
 Date



 Human Resources - Compensation

 2/26/19
 Date

Airfield Wildlife Specialist

Department: Airfield Operations

Date: January 9, 2019

Title of Immediate Supervisor: Manager, Wildlife Program

Pay Level: L18

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

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


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

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

APPROVAL SIGNATURES:



Immediate Supervisor 1/9/19 Date



Department Assistant Director 11 Jan 19 Date



Department Director JAN 11, 2019 Date



Department Senior Director 01-11-2019 Date



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



FLSA: Non-Exempt

EEO Category: Technicians

Shift Premium: N/A

Rotating Shift: N/A



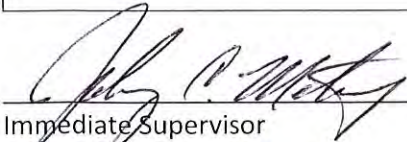
Airfield Wildlife Specialist

Department: Airfield Operations

Date: January 9, 2019

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

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

 1/9/19
 Immediate Supervisor Date

 JAN 11, 2019
 Department Director Date

 1/14/19
 Human Resources - Compensation Date



Airport Information Specialist

Department: Customer Experience

Date: October 12, 2018

Title of Immediate Supervisor: Assistant Manager, Airport Information

Pay Level: L15

POSITION SUMMARY: Monitor the day-to-day operation of the information centers and airport paging. Provide information and assistance to passengers, airport employees and visitors to the airport. Perform administrative tasks and other duties as assigned.

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

- Monitor the day-to-day operation of the information centers and airport paging. Facilitate the dissemination of accurate information of terminal locations, services, and tenants as well as Orlando and surrounding areas
- Coordinate staff assignments and breaks
- Assist with the on-going training of personnel, including temporaries and volunteers
- Track employee time, sick and vacation hours, etc., and complete payroll for management review
- Maintain adequate levels of supplies and brochures
- Respond to emergencies and to passengers/employees with problems or concerns. Determine or recommend appropriate actions to be taken.
- Assist with the planning and implementation of special events for the airport and Convention Center. Assist with meet and greet of dignitaries and other special events as assigned.
- Process invoices, manage calendars, order supplies, and perform other administrative tasks as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and two (2) years experience in customer service, preferably in an airport environment, or an equivalent combination of education, training and experience. Foreign language is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficient in Microsoft office applications; knowledge of Oracle preferred
- Must be able to type 35 WPM
- Excellent communication skills and a pleasant personality. People oriented with outstanding customer service skills.
- Demonstrated leadership abilities
- Ability to diffuse and prevent confrontations
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- This is a highly responsible, active and at times stressful position.
- Ability to effectively diffuse and prevent confrontations
- Assesses and responds to complaints at the information centers
- Must be able to assist stranded passengers due to delays and airline cancellations
- Exercises considerable independence under general 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:

Betty Cardenas 12-11-18
Immediate Supervisor Date

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

AKJh 11/20/18
Department Director Date

FLSA: Non-Exempt

EEO Category: Service Maintenance



Shift Premium: N/A

Rotating Shift: Yes

Airport Information Specialist
Department: Customer Experience

Date: October 12, 2018

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			2
Walking				X			2
Sitting				X			2
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)					X		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	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Must be able to work rotating shifts, early mornings, late evenings, holidays and weekends.							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computers, copier, fax, etc.)				X			3
SUPERVISOR COMMENTS:							

Betty Cardenas 12-11-18
 Immediate Supervisor Date

B.K. Jh 11/20/18
 Department Director Date

Patricia Vane 12/13/18
 Human Resources - Compensation Date

Airport Scheduling & Billing Coordinator

Department: Airline Division

Date: November 2, 2018

Title of Immediate Supervisor: Supervisor, Airport Scheduling & Billing

Pay Level: L19

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: Yes

Airport Scheduling & Billing Coordinator

Department: Airline Division

Date: November 2, 2018

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

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

Laura Erving	November 02, 2018	MAE jiff	NOV 5, 2018
Immediate Supervisor	Date	Department Director	Date
Cathy Vance	11/12/18		
Human Resources - Compensation	Date		

AOC Coordinator

Department: Airline Division

Date: December 7, 2018

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

Pay Level: L18

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

 1/15/2019
 Department Assistant Manager Date

 JAN 23, 2019
 Department Director Date

 1/15/19
 Department Manager Date

 1/23/2019
 Department Assistant Director Date

 01-24-2019
 Department Senior Director Date

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



FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: Yes

AOC Coordinator

Department: Airline Division

Date: December 7, 2018

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

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

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

M... JAN 23, 2019
 Department Director Date

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

Assistant Director, Airline Affairs

Department: Executive Administration

Date: July 1, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: L31

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of airport operations to include operational and maintenance issues
- Demonstrated ability to analyze, plan, schedule, organize, prioritize and manage multiple projects.
- Knowledge of construction terminology and practices
- Project management skills
- Basic negotiation skills
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Ability to read and interpret contract documents/agreements, plans and technical specifications
- Familiarity with construction and electronic documents, plans and schematic diagrams desired
- Ability to present information to large and diverse groups
- Strong computer skills in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint, etc.
- Knowledge of CADD and/or GIS desirable
- Strong written and oral communications skills
- Ability to pay attention to detail and meet deadlines; strong organizational skills

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

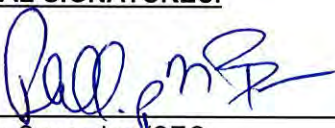

- Supervise activities of personnel involved in special projects.

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

- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- Supervise and direct several major projects and project functions including the work of consultants and contractors and responsibility for quality and quantity of work, costs, methods, etc. Evaluate performance of contractors and their compliance with policies and regulations
- Provide counsel for solution of unusual problems
- Participate in negotiation of consultant fees and change orders
- Rely on extensive experience and judgment to manage, plan, and accomplish GOAA's goals

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Airline Affairs

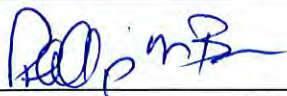
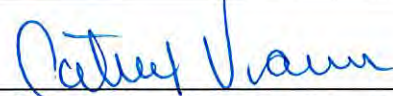
Department: Executive Administration

Date: July 1, 2021

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor/CEO Date: 8.31.2021 Human Resources - Compensation Date: 9/1/2021

Assistant Director, Airport Affairs

Department: Governmental Relations

Date: July 1, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

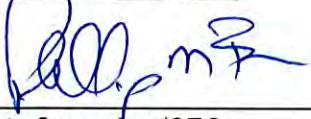
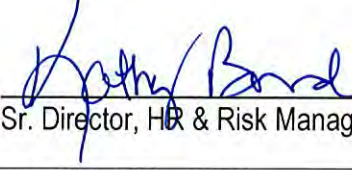

- Supervise activities of personnel involved in special projects.

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

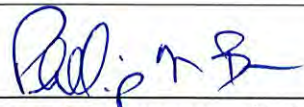
Assistant Director, Airport Affairs

Department: Governmental Relations

Date: July 1, 2021

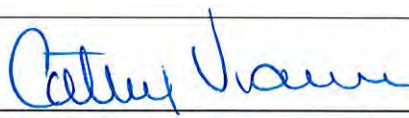
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

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



 Immediate Supervisor/CEO

 8-31-2021
 Date



 Human Resources - Compensation

 4/1/2021
 Date

Assistant Director, Airport Operations - Airline

Department: Airline Division

Date: November 1, 2018

Title of Immediate Supervisor: Director, Airport Operations

Pay Level: L31

POSITION SUMMARY: Responsible for the day to day management and long-term planning of the Authority's common-use and preferential facilities. Act as liaison between the Authority and numerous State and Federal Agencies. Assist in domestic and international airline marketing and route development. Responsible for the management of the Authority's international trash facility, and the removal of domestic and international trash from airport property.

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

- Manage the planning, development and administration of Authority common-use and preferential facilities
- Responsible for the operational security and compliance with all relevant federal, state, and local rules and regulations, related to the Authority's common-use facilities.
- Supervise and track the department annual operating, revenue and capital budgets and coordinate the annual budget process. Review invoices, request funds, and facilitate payment as necessary.
- Act as representative for non-participating airlines and the Airline Division at the Airline Management Council.
- Provide coordination with airlines, passengers, essential service operators and tour operators, City, County, State and Federal agencies as needed.
- Point of contact for potential users of the Authority's common-use facilities.
- Coordinate and direct consultants, legal counsel and other Authority departments on matters related to assigned areas of the Airline Division.
- Develop, implement, and train staff regarding emergency and contingency plans to maintain excellent customer service during interruptions of normal processes.
- Oversee the proper processing and removal of international and domestic trash in accordance with USDA regulations.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Assist the Marketing and Air Service Development department in domestic and international airline marketing and route development.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required
- Demonstrated ability to deliver excellent customer service
- Excellent organizational skills
- Attention to detail
- Able to use a two-way radio
- Willing and able to adjust work schedule as conditions warrant
- Knowledge of related laws, regulations, policies and procedures, including Federal Aviation Regulations pertaining to lease and use of facilities
- Bi-lingual skills desired

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees; indirectly supervises a staff of approximately 65

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

- High degree of independence, minimal supervision - extensive latitude in initiative, judgment and authority
- May require high-level negotiating skills
- Participates in decisions and development of policies that affect the day to day operations of the Airline Division
- Interprets existing regulations and policies applicable to daily decision making for the Airline Division
- Responsible for decisions with high monetary impact relating to all issues pertaining to the planning, use and operation of assigned Authority common-use facilities

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

APPROVAL SIGNATURES:



 Immediate Supervisor/Director Date NOV 5, 2018



 Senior Director Date 11-05-2018



 Sr. Director, HR & Risk Management Date 11-12-18



FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Airport Operations - Airline

Department: Airline Division

Date: November 1, 2018

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

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


 Immediate Supervisor/Director

 NOV 5, 2018
 Date


 Senior Director

 11-05-2018
 Date


 Human Resources - Compensation

 11/6/18
 Date

Assistant Director, Airport Operations – BHS/GSE

Department: BHS/GSE Division

Date: March 21, 2018

Title of Immediate: Director, Airport Operations

Pay Level: L31

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

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

- Oversee the planning, development and administration of the Authority's Baggage Handling Systems (BHS) and Ground Support Equipment (GSE) programs
- Responsible for the operational security and compliance with all relevant FARs which are related to the Authority's BHS/GSE.
- Serve as liaison with the Transportation Security Administration (TSA), airline tenants, and service providers to ensure seamless operations and communications within BHS/GSE Division
- Supervise and track the department annual operating, revenue and capital budgets and coordinate the annual budget process. Review invoices, request funds, and facilitate payment as necessary.
- Coordinate and direct consultants, legal counsel and other Authority departments on matters related to assigned areas of the BHS/GSE Division
- Provide coordination with airlines, passengers, essential service operators and tour operators, City, County, State and Federal agencies as needed. Meet with TSA, airline tenants, and service providers on a regular basis to develop joint solutions to improve operational performance and reliability
- Develop and implement system metrics to support continuous improvement within BHS/GSE Division
- Develop, implement, and train staff regarding emergency and contingency plans to ensure excellent customer service is delivered during system failures or other interruption of normal processes
- Investigate and respond to issues, concerns and complaints from users of the Authority's areas and equipment.
- Identify operational trends and deficiencies in operations and implement solutions to improve performance and reliability
- Oversee the administration of contracted BHS/GSE equipment maintenance contracts. Authorized Authority Representative (AAR) for applicable contracts. Coordinate and oversee related contractual activities.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

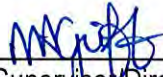
- Directly supervises a staff of approximately 2; indirectly supervises a staff of approximately 25 in addition to contracted personnel

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

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

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

APPROVAL SIGNATURES:



Immediate Supervisor/Director APR 12, 2018
Date



Senior Director 04.12.2018
Date



Sr. Director, HR & Risk Management 4-19-18
Date



FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Assistant Director, Airport Operations – BHS/GSE


Department: BHS/GSE Division

Date: March 21, 2018

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

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


 Immediate Supervisor/Director APR 12, 2018 Date


 Senior Director 3/21/18 Date


 Human Resources - Compensation 4/17/18 Date

Assistant Director, Airport Operations – Emergency Management

Department: Operations Administration

Date: May 5, 2019

Title of Immediate Supervisor: Senior Director, Airport Operations

Pay Level: L31

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

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

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

- May supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions.
- Establish and maintain records and reports appropriate to the area of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May provide guidance and supervision to staff, maintaining safe, secure and orderly operations during emergency events.

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


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

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

APPROVAL SIGNATURES:



Immediate Supervisor 05-16-2019
Date



Chief Operating Officer 5-16-19
Date



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


FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Airport Operations – Emergency Management


Department: Operations Administration

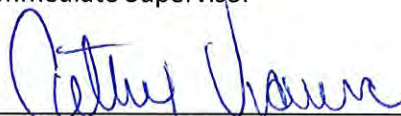
Date: May 5, 2019

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

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


 Immediate Supervisor Date 5-16-2019


 Chief Operating Officer Date 5-16-19


 Human Resources - Compensation Date 5/16/19



Assistant Director, Airport Operations – Landside

Department: Landside Division

Date: February 28, 2018

Title of Immediate: Director, Airport Operations

Pay Level: L31

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

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

- Oversee the safe, secure and orderly operation of the Landside Division.
- Develop and recommend policies and procedures, coordinate the development and implementation of plans and changes within the Landside Division.
- Supervise and track the department annual operating, revenue and capital budgets and coordinate the annual budget process. Review invoices, request funds, and facilitate payment as necessary.
- Coordinate and oversee related contractual activities.
- Serve as liaison with the Transportation Security Administration (TSA), managing operational and support issues.
- Responsible for emergency management planning and execution for assigned areas of the Landside Division.
- Develop Board items as applicable.
- Represent the Landside Division and present Notice of Violations and supporting documents at the Ground Transportation Committee meetings and Appeals hearings.
- Coordinate with consultants, legal counsel and other Authority departments on matters related to assigned areas of the Landside Division; take the lead on applicable matters.
- Provide construction oversight for projects affecting areas of the Landside Division.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Act as the coordinator for facility compliance with the Americans with Disabilities Act (ADA) Section 504 and Florida Building Code.
- Coordinate and manage special projects.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

McGuffee MAR 1, 2018
Immediate Supervisor/Department Director Date

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

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

[Signature]

FLSA: Exempt

EEO Category: Officials and Administrator

Shift Premium: N/A

Rotating Shift: N/A



Assistant Director, Airport Operations - Landside

Department: Landside Division

Date: February 28, 2018

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

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

McPiff MAR 1, 2018
 Immediate Supervisor Date

[Signature] 02-01-2018
 Department Director Date

Cathy Vroman 3/2/18
 Human Resources - Compensation Date



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

Department: Parking Operations & Ground Transportation Services

Date: April 27, 2018

Title of Immediate Supervisor: Director, Airport Operations

Pay Level: L31

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

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

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

- Maintain the safe, secure, and orderly operation for the Ground Transportation Services and Parking Departments, including overseeing measures to maintain maximum level of safety in all parking facilities / areas.
- Supervise employees in assigned area. Oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise executive management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Public Administration or Business Administration, or related field and seven (7) years of experience in the areas of parking management or ground transportation management, including contract administration, or an equivalent combination of related education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

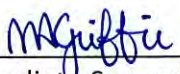
- Directly supervises a staff of approximately 3; indirectly supervises a staff of approximately 30, in addition to contracted personnel

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

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

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

APPROVAL SIGNATURES:



Immediate Supervisor/Director APR 30, 2018
Date



Senior Director 04-30-2018
Date



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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

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

Department: Parking Operations & Ground Transportation Services

Date: April 27, 2018

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

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


 Immediate Supervisor/Director APR 30, 2018
 Date


 Senior Director 4-30-2018
 Date


 Human Resources - Compensation 5/1/18
 Date

Assistant Director, Business Applications

Department: Business Applications

Date: February 19, 2018

Title of Immediate Supervisor: Chief Operating Officer

Pay Level: L33

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

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

- Liaison between business stakeholders and information technology related to business processes and business applications
- Oversee the evaluation of business processes and their relationship with business applications and identify and recommend opportunities to solve business problems and improve processes through new technology or alternative uses of existing technology
- Define and develop best practices and processes ensuring alignment with Authority strategy and goals
- Oversee the development of departments' as-is and to-be business/functional requirements for current and future business applications.
- Identify gaps between the business requirements and software functionality and develop workarounds (electronic or manual) or customizations to fill the gaps
- Direct the implementation and testing of major new business applications to confirm delivery within established scope, quality, time and cost parameters, including near term post production support
- Identify integration opportunities and coordinate integration between business applications
- Plan and coordinate the analysis of data and information, including overseeing development of new or customization of existing reports, dashboards or business intelligence
- Oversee the inventory of Authority business applications, including integration with other business applications and upgrade or replacement cycle
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor of Science degree, Bachelor of Business Administration or Bachelor degree in Computer Science or related fields. Eight (8) years experience with medium to large ERP systems and business applications; experience in developing, integrating, implementing, testing and administering business applications, knowledge of business practices, or an equivalent combination of education, training, and experience. Knowledge and experience with relational database concepts preferred. Management experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

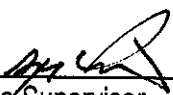
- Directly supervises a staff of approximately one (1) employee

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

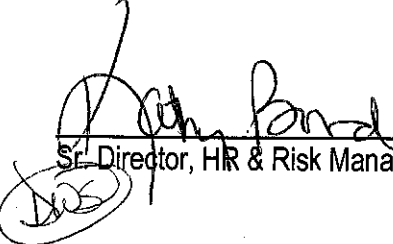
- A significant amount of independence in judgment, discretion and initiative is required with little to no direction.
- Interacts with persons of various levels throughout the Authority as well as with outside consultants.
- Addresses functional problems in the business applications, procedures and training, then develops recommended solutions, and implements as necessary.
- Creates commitment to common goals throughout the Authority, identifies competing interests and assists in finding ways to balance them.
- High level technical problem-solving skills

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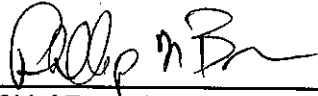
APPROVAL SIGNATURES:



Immediate Supervisor 3-6-18
Date



Sr. Director, HR & Risk Management 3-14-18
Date



Chief Executive Officer 3-9-18
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: 1 – Officers and Administrator

Rotating Shift: N/A

Assistant Director, Business Applications

Department: Business Applications

Date: February 19, 2018

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

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

[Signature]
 Immediate Supervisor 3-16-18
Date

[Signature]
 Chief Executive Officer 3-9-18
Date

[Signature]
 Human Resources - Compensation 3/13/18
Date

Assistant Director, Finance (Construction)

Department: Finance

Date: March 19, 2018

Title of Immediate: Director, Finance

Pay Level: L32

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

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

- Develop and oversee the administration of policies, procedures and work products in accordance with Federal, State and local laws, Authority guidelines and generally accepted accounting principles.
- Document and periodically review internal controls within Construction Finance to maintain appropriate recording of financial transactions and protection of the Authority's assets.
- Analyze potential funding sources for new construction project budgets for the Finance, Planning, Construction, Maintenance and other departments.
- Routinely prepare reports tracking project budget and funding status for distribution to senior management and other project team members.
- Provide guidance to the Construction Finance section regarding construction funding, budgeting and operational issues, coordinate accounting issues with the Assistant Director of Finance – Financial Reporting. Coordinate and direct consultants, legal counsel, and other Authority departments on matters related to construction funding and/or budget status.
- Monitor federal and state grants and Passenger Facility Charges to validate compliance with Uniform Guidance and the Florida Single Audit Act. Review close-out documents for grants and Passenger Facility Charges for timeliness and accuracy.
- Support senior management by providing cost reports, funding analysis and other data for use by the Authority Board and other committees. In coordination with the Director of Finance, represent the department at meetings with other Authority departments, consultants, legal counsel, state and federal officials.
- Review the Authority's approved Capital Improvement Program to reconcile to the federal and state capital project database.
- Provide assistance to the Engineering and Construction departments and/or legal counsel in the review and analysis of construction claims. Keep Chief Financial Officer advised of the status of such claims and of potential financial impacts on the Authority.
- Monitor status of monthly project budget variances to determine whether the Authority has significant variances that should be explained.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

 5/2/18
 Immediate Supervisor/ Director Date

 5/14/18
 Chief Financial Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Finance (Construction)

Department: Finance

Date: March 19, 2018

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

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

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

Kathleen M. Sherman
 Chief Financial Officer Date

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

Assistant Director, Finance

Department: Finance

Date: October 23, 2019

Title of Immediate Supervisor: Director, Finance

Pay Level: L32

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

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

Kathleen M. Shanno - 11/18/19
Chief Financial Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Finance

Department: Finance

Date: October 23, 2019

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

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

SUPERVISOR COMMENTS:

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

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

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

Assistant Director, Human Resources

Department: Human Resources

Date: September 2, 2021

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

Pay Level: L32

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

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

- Oversee various Human Resources programs including employee relations/investigations, legal compliance, talent acquisition, HRIS systems, benefits, performance management, compensation/classification, budget, policy interpretation and update, and management of the Human Resources office.
- Oversee daily Human Resources office operations.
- Facilitate, develop, implement and administer Human Resources strategies and programs for assigned areas. Align initiatives with department/GOAA goals and objectives. Manage duties personally or through assigned staff.
- Receive and investigate employee complaints; coordinate resolution with applicable department management, making recommendations for resolution and providing guidance regarding past practice throughout organization to promote consistency.
- Manage the Authority's recruitment needs and establish expectations and timeframes for the employment and selection process.
- Identify the needs of the organization and measure the effectiveness of programs; assist in driving improvement to Human Resources policies, practices and processes.
- Formulate and interpret policy and continuously update so all assigned programs are in compliance with federal, state, and local laws and regulations and Authority policy. Facilitate adherence to legal reporting requirements. Maintain up-to-date knowledge of industry trends and laws.
- Investigate, analyze and resolve all levels of employee relations issues.
- Develop and implement effective and compliant strategies for attracting competent and qualified candidates; participate on interview panels, advise hiring managers as needed.
- Oversee the maintenance of employee files and responses to Public Records requests in accordance with Florida Public Records law.
- Provide high level assistance to the Senior Director with labor relations and serve with the Senior Director on the contract negotiations team.
- Develop necessary resources, contacts and partnerships to aid in delivery of Human Resources strategies to the organization.
- Coach and guide leaders on Human Resources matters.
- Administer programs for compliance, consistency, and equity throughout the organization.
- Develop and monitor department budget.
- Represent the Authority/Department at hearings, investigations, etc.
- Negotiate and monitor Human Resources related contracts with outside suppliers so the level and standard of service, quality, responsiveness, and cost are in accordance with contracts.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

- Oversee performance evaluation process. Manage approval of time sheets in electronic timekeeping system.
- Develop reports, interpret data and formulate responses
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

Harry E Bond 9-3-2021
Immediate Supervisor Date

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

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Assistant Director, Human Resources

Department: Human Resources

Date: September 2, 2021

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

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

John Bond 9-3-2021
Immediate Supervisor Date

Joseph N. P. 9-3-2021
Chief Executive Officer Date

Patricia Vane 9/3/2021
Human Resources - Compensation Date

Assistant Director, Internal Audit

Department: Internal Audit

Date: March 13, 2019

Title of Immediate Supervisor: Director, Internal Audit

Pay Level: L32

POSITION SUMMARY: Responsible for performing and managing complex audits (financial, operational, and compliance). Perform planning, fieldwork and reporting for advanced, specialized and /or managerial audits in multiple disciplines. Perform critical project management duties to plan, direct, supervise, review and report on the work of audit staff. Provide expertise in accounting and auditing standards, audit requirements, and information technology skills. Assist the Director in performing risk assessments, and implementing the annual audit plan and quality assurance program. Provide and independent assessment for management to determine whether planning, accounting, custodial, or control activities are in compliance with management instructions, applicable policy and procedures, and in a manner consistent with both the Authority's objectives and high standards of administrative practice.

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

- Perform complex audits (financial, operational, compliance) and other types of audits in accordance with GOAA policies, procedures, and professional standards. Audit concessionaires, management agreements, vendors, service and construction contracts, etc. Compile and prepare work papers containing relevant evidentiary material used to support all findings, conclusions, and recommendations. Prepare or review audit reports.
- Provide and independent assessment for management to determine whether planning, accounting, custodial, or control activities are in compliance with management instructions, applicable policy and procedures, and in a manner consistent with both the Authority's objectives and high standards of administrative practice.
- Direct, review, and supervise the work of staff at all levels. Assess staff availability and make recommendations regarding allocation of resources to projects. Perform timely and complete workpaper reviews to ensure all issues are identified and resolved and work paper and draft reports conform to professional standards.
- Plan the theory, objectives, and scope of audits, including full assessment of risk environment. Plan, develop and review comprehensive audit programs; monitor progress and scope of projects in progress; participate in entrance and exit conferences.
- Recognize, research, and resolve complex accounting and auditing issues.
- Assist the Director in developing and implementing the annual audit plan. Make recommendations regarding the direction, resources, and momentum of the proposed audit plan and the audit procedures to be used. Evaluate and improve on the efficiency of the audit approach.
- Communicate with audit staff and Director throughout the audit process for decision-making and problem-solving.
- Survey functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of internal control to achieve established objectives; identify key control points. Recommend procedural improvements to ensure compliance with contractual agreements.
- Provide follow-up to special audit findings, including meeting with legal counsel and appropriate departments on contractual changes to agreements, legal clarifications, and identifying and communicating industry practices that affect the Authority's agreements.
- Review policies, procedures, and departmental manuals and update if needed. Develop administrative initiatives to improve the efficiency and effectiveness of the department. Define processes and procedures to improve department productivity. Assist the Director in the implementation of the quality assurance program.
- Manage staff personnel functions such as work assignments and recommend disciplinary action. Provide timely, relevant, and honest feedback to staff pertaining to job performance; identify areas for training and improvement and opportunities for growth and development. Recommend promotions and merit increases to the Director. Recruit, interview and select professional staff as required.

- Direct or assist with special projects, special reports, and analyses for executive management. Serve on Authority committees as assigned.
- Develop, direct, and oversee quality assurance review/peer review program.
- Attend, present and or participate in continuing professional education and training.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and seven (7) years of progressively responsible work experience including managing/supervising audit staff, or an equivalent combination of education, training and experience. Experience with automated workpaper systems required (AutoAudit desired); experience in construction auditing and peer review/quality assessment is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to effectively manage subordinate personnel involved in complex, sensitive work impacting the operation of other departments and external auditees. Ability to evaluate staff performance. Demonstrate effective delegation and supervisory skills.
- Requires knowledge of data analytic software (ACL desired) and Microsoft Office (Word, Excel, and Access), as well as knowledge of automated financial and management information systems basics.
- Understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline.
- Knowledge of professional standards including AICPA Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing and Attestation Standards, GAO Governmental Accounting Principles, Government Auditing Standards (GAS), and The Institute of Internal Auditors' Professional Practices Framework. Skill in the interpretation and application of governmental regulations and requirements.
- Must display knowledge of developing evidentiary material and of investigative techniques.
- 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 contracting principles, construction accounting and auditing, federal and state grant policies and procedures, and accounting.
- Ability to clearly present and communicate orally and in writing at the professional level. Able to interact and communicate with Senior Management and Principals of outside organizations.
- Analytical, problem-solving and decision-making skills, mediation and consensus-building skills, and conflict resolution and team building skills.
- Demonstrated ability to perform, direct and control a number of concurrent audits, projects, or tasks and manage to completion.
- Able to work effectively under stressful conditions, tight deadlines.
- Excellent oral, written, and interpersonal skills required.
- Ability to review internal audit activity to ensure adherence to applicable professional standards, including peer/quality assessment reviews.
- Able and available to travel as needed.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Certified Public Accountant (CPA) or Current Certified Internal Auditor (CIA) is required when hired into position. A second certification must be achieved within 18 months of employment in this position. For the second certification a CPA, CIA, CFE, or CISA is preferred, but other certifications may be considered.

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- Directly supervises a staff of approximately 5.

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

- Must be able to continually manage multiple tasks and projects and adjust work schedule to meet workload, shifting priorities, and/or deadlines which at times can create a highly stressful environment.
- Use professional judgment in resolving complex accounting and auditing issues.
- Responsibility and primary accountability to supervise multiple audits, projects, and employees.
- Oversee and directs design and execution of overall audit approaches, as appropriate, to meet audit objectives.
- Assign work, reviews results, controls costs, appraises job performance, and makes salary and promotional recommendations.
- Act as designee for Director when authorized.

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APPROVAL SIGNATURES:

 3/29/19
Immediate Supervisor/Director Date

 3-29-19
Chief Executive Officer Date

 4-2-19
Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Assistant Director, Internal Audit

Department: Internal Audit

Date: March 13, 2019

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

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

Jessie Durgard 3/29/19
 Immediate Supervisor/Director Date

Phillip M. [Signature] 3-29-19
 Chief Executive Officer Date

Cathy Vanna 4/2/19
 Human Resources - Compensation Date

Assistant Director, Maintenance Contracts

Department: Maintenance

Date: April 12, 2021

Title of Immediate Supervisor: Director, Maintenance

Pay Level: L31

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

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

- Manage the development and implementation of airport maintenance contracts. Establish contract objectives, technical criteria for material and workmanship, and performance standards to comply with GOAA policies.
- Provide leadership for the Maintenance Contracts Division and direct contract maintenance activities related to Automated People Movers (APMs), Budgets, Building Services (Custodial), Elevators, Escalators, Fleet/Motor Pool, Interiors, Landscaping and Life Safety for GOAA property at OIA.
- Direct the progress of technical specifications, cost estimates, and contract documents; initiate the procurement process and participate through contract award.
- Serve as the Authority's Authorized Representative for maintenance contracts to verify and maintain timely compliance with the contract requirements.
- Develop and manage annual budgetary requirements for maintenance contracts and support the progression and execution of the department's budget, procedures and operating methods.
- Oversee the safe and cost-effective operation of contract maintenance.
- Responsible for the functional and operational aspects of the Automated People Mover (APM) System Safety Program Plan (SSPP) and confirm the compliance with applicable federal, state, and local regulations. Conduct the SSPP Contracts Management Office (CMO) meetings and participate in all aspects of the SSPP.
- Maintain compliance with all applicable federal, state, and local codes; establish maintenance standards consistent with OSHA standards and NFPA regulations.
- Liaison with airlines, tenants and other GOAA departments regarding problems associated with maintenance contracts; investigate and develop solutions.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets in an electronic timekeeping system; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations and oversee the process for areas of responsibility; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Remain current on all GOAA emergency response procedures and maintain proper response as required.
- Assist Director in the planning and setting of annual departmental goals to accomplish objectives.
- In the absence of Director, may serve as Acting Director, Maintenance.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- May require high-level negotiating skills
- Participate in decisions and development of procedures that affect the day to day operations of the Maintenance Contract Division
- Interpret existing regulations and policies applicable to daily decision making for the Maintenance Department
- Responsibility for decisions with high monetary impact relating to all issues pertaining to the planning, use and operation of assigned areas
- Interpret contract language

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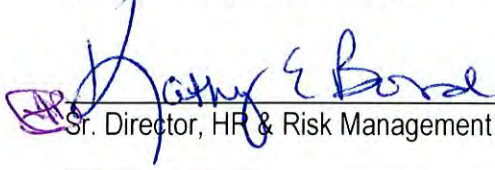
APPROVAL SIGNATURES:


Immediate Supervisor/Director

4-19-2021
Date


Chief of Operations

04-20-2021
Date


Sr. Director, HR & Risk Management

4-28-2021
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrator

Rotating Shift: N/A

Assistant Director, Maintenance Contracts


Department: Maintenance

Date: April 12, 2021

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

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

 4-16-2021
 Immediate Supervisor/Director Date

 04-20-2021
 Chief of Operations Date

 4/22/2021
 Human Resources - Compensation Date

Assistant Director, Maintenance Operations

Department: Maintenance

Date: September 10, 2018

Title of Immediate Supervisor: Director, Maintenance

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 10; indirectly supervises a staff of approximately 139 including bargaining and non-bargaining, as well as indirect oversight of contracted staff


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

- High degree of independence
- Extensive latitude in initiative, judgment and authority
- Responsibility for decisions with high monetary impact

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APPROVAL SIGNATURES:

 11-1-18
 Immediate Supervisor/Director Date

 11-9-2018
 Chief Operating Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Maintenance Operations


Department: Maintenance

Date: September 10, 2018

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

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


11-1-18
 Immediate Supervisor/Director Date


11-9-2018
 Chief Operating Officer Date


11/2/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Director, Marketing & Air Service Development

Date: October 2, 2015

Department: Marketing and Air Service Development

Grade Level: Exempt; L31

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

POSITION SUMMARY: Under the direction of the Senior Director, Marketing & Air Service Development, manage the Marketing & Air Service Development office and staff at Orlando International Airport in support of the Greater Orlando Aviation Authority's marketing and air service development goals. Provide coverage and support for the Senior Director as required.

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

- Manage the MCO Marketing and Air Service Development office
- Direct the development of MCO annual Marketing Plan
- Direct and manage GOAA's business development research needs to help maximize the Orlando-originating business traffic utilizing MCO's non-stop services
- Direct and manage GOAA research in support of MCO's Marketing and Air Services, retention of existing air service, and expansion through new air service
- Oversee analysis and forecast projections for MCO passenger enplanements and air traffic operations
- Direct the development of MCO annual advertising campaign
- Manage the development of internal databases to support the Air Service Development and Business Development goals of the department
- Direct and manage the development of web sites for Orlando International and Orlando Executive airports
- Supervisory responsibilities including schedule, approve payroll records, assign and monitor work, complete performance reviews, recommend disciplinary action, participate in interview process, etc.
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in business, marketing, aviation management or related; seven (7) years of professional experience in aviation marketing, air service development, or airport/airline management.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to manage staff in a dynamic work environment with constantly changing priorities; demonstrated supervisory/leadership skills
- Ability to manage multiple projects within Marketing, Business Development and Air Service Development and keep staff in each business area informed
- In-depth knowledge of the aviation/airline industry
- Advanced working knowledge of and experience with software including MS Office and Adobe Creative Cloud products
- Strong communication and presentation skills
- Strong research and analytical skills
- Strong creative skills

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License


SUPERVISORY RESPONSIBILITIES *(Indicate number supervised)*

- Responsible for the direct or indirect supervision of approximately six (6) employees

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

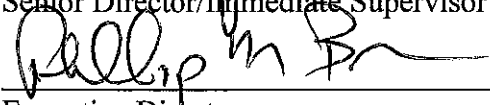
- High degree of independence, minimal supervision
- Evaluate, analyze, design and initiate appropriate actions

APPROVAL SIGNATURES:



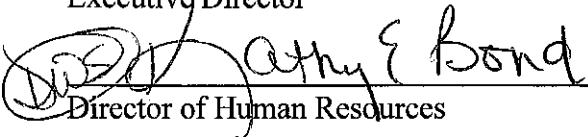
Senior Director/Immediate Supervisor

10/2/15
Date



Executive Director

10-7-15
Date



Director of Human Resources

10-8-15
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title
Department

Assistant Director, Marketing & Air Service Development
Marketing

Date
Section

October 2, 2015
311

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

Constant
Very Frequent
Frequent
Occasional
Rare

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

Supervisor Comments:

Walter J. [Signature]
 Immediate Supervisor / Department Director

10/2/15
 Date

[Signature]
 Executive Director

10-7-15
 Date

JOB DESCRIPTION

Job Title: Assistant Director, Public Affairs

Date: August 21, 2017

Department: Public Affairs

Grade/Level: Exempt; Exempt, L31

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

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

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

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

RESPONSIBILITIES (Continued):

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

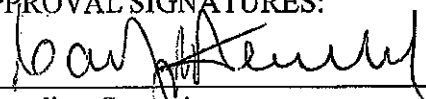
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately four (4) employees

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

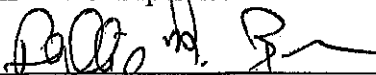
- High degree of independence with minimal supervision or direction
- Position requires the highest degree of accuracy and judgment when serving as Authority's liaison and official representative to the public and community, and providing media responses

APPROVAL SIGNATURES:



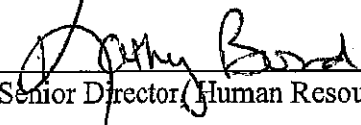
Immediate Supervisor

8-25-17
Date



Executive Director

8-23-17
Date



Senior Director, Human Resources & Risk Management

8/23/17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Assistant Director, Public Affairs
 Department Public Affairs

Date August 21, 2017
 Section 021

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

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

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

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

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

- Constant**
- Very Frequent**
- Frequent**
- Occasional**
- Rare**

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

Supervisor Comments:

[Signature] 5/29/17 Date
 Immediate Supervisor
[Signature] Executive Director
 8-23-17 Date

Assistant Director, Systems Operations

Department: BHS/GSE Division

Date: June 21, 2020

Title of Immediate Supervisor: Senior Director, Airport Operations

Pay Level: L33

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

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

- Oversee and participate in maintaining, developing and implementing concepts and specifications for new control systems, and extensions of or improvements to current control systems.
- Provide specifications for control systems' software and software modifications and develop and document as appropriate to the circumstances.
- Review control systems documentation for sufficiency and technical accuracy.
- Provide technical leadership for and participate in analyzing and resolving baggage sortation and other control system's computing and communications problems. Coordinate with other departments and offices, contractors, etc. as necessary to achieve a successful outcome.
- Develop and monitor assigned portion of annual BHS/GSE system budget.
- Implement operational and technical solutions to improve the performance and reliability of the BHS and Control Center responsibilities.
- Develop, implement and train staff regarding emergency and contingency plans.
- Plan for future construction projects, contracts and enhancements. Attend required meetings and planning sessions as needed.
- Provide technical support as needed to maintain minimal operational downtimes.
- Confirm compliance with all TSA and Federal regulations, rules and protocol with relation to baggage processing and security.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Electrical Engineering (BSEE), Electrical Engineering Technology (BSEET), or Computer Science (BSCS) and seven (7) years experience with baggage sortation system support, or an equivalent combination of education, training and experience. Detailed knowledge of PC and PLC hardware. Experience with various computer operating systems (QNX, UNIX, Windows 98/NT/2000/XP) and programming languages (C, VB, Ladder Logic). Familiarity with network communications (TCP/IP, Sockets, FTP, and UDP protocols). Related experience in a medium to large hub airport is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Technical knowledge of baggage sortation systems
- Must have excellent analytical problem solving and organizational skills related to the job functions and requirements
- Good oral and written communications skills
- Demonstrated leadership and supervisory skills
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required
- Ability to work effectively in a stressful environment
- Display professional etiquette when dealing with Authority personnel and outside vendors and the ability to provide proper advice and recommendations to managers and employees at all levels
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) employees in addition to contracted personnel

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


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

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

APPROVAL SIGNATURES:



Immediate Supervisor/Senior Director 07-23-2020
Date



Chief Operating Officer July 23, 2020
Date



Sr. Director, HR & Risk Management 8-26-2020
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Assistant Director, Systems Operations

Department: BHS/GSE Division

Date: June 21, 2020

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

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

SUPERVISOR COMMENTS:

[Empty space for supervisor comments]

[Signature] 0723-2020
Immediate Supervisor/Senior Director Date

[Signature] July 23, 2020
Chief Operating Officer Date

[Signature] 7/29/20
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Access Control

Date: February 16, 2017

Department: Security

Grade/Level: Exempt, L24

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

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

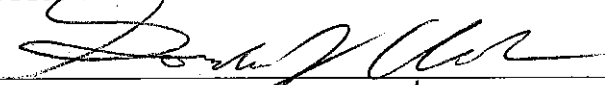
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

APPROVAL SIGNATURES:



Immediate Supervisor

2/16/17
Date



Department Director

2/16/2017
Date



Senior Director, Human Resources & Risk Management

2/21/17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Assistant Manager, Access Control
 Department Access Control Security

Date February 16, 2017
 Section 462

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

Frequency

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

Importance

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

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

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

Frequency

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

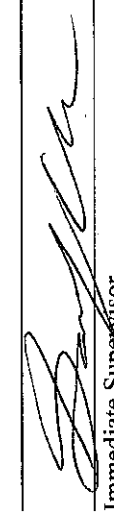
Importance

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


- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:


 Immediate Supervisor

2/16/17
 Date


 Department Director

2-16-2017
 Date

JOB DESCRIPTION

Job Title: Assistant Manager, Air Service and Business Development

Date: October 17, 2017

Department: Marketing & Air Service Development

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Manager, Air Service and Business Development

POSITION SUMMARY: Provide the Greater Orlando Aviation Authority (GOAA) Marketing & Air Service Development department with various levels of marketing support

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.*

- Research and identify potential outbound MCO originating business traffic sales leads.
- Plan and organize local sales calls to corporate travel departments and agencies with applicable Manager, Air Service and Business Development.
- Manage sales accounts as assigned.
- Manage GOAA sponsorship of airport/airline/tour operator-related event(s), travel trade shows, travel industry meetings, new route launches/airline inaugural events and airline planner events.
- Assist with internal database support of Central Florida businesses and travel related information.
- Serve as GOAA liaison and single point of contact for MCO charter flights and with tour and group operators handling their MCO needs, identifying and finding resolution for their needs and concerns.
- Coordinate and manage all airport & community arrangements for airline route planning, travel agency and tour operator visitations to Central Florida.
- Develop and manage a mechanism to support communications with local business development efforts.
- Represent MCO at air service development industry meetings and conferences when assigned.
- Develop targeted marketing/business development communications including collateral for conferences and promotions and electronic newsletters.
- Manage events such as Routes and International Pow Wow that are attended by GOAA Marketing & ASD staff.
- Perform other duties as required

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Business, Marketing, Aviation Management, or related field and four (4) years experience in the marketing, economic development and project management; or an equivalent combination of education, training and experience. Airport/airline marketing related experience preferred.

SPECIAL KNOWLEDGE, SKILL, ABILITIES:

- Demonstrated organizational experience managing high profile events and/or projects
- In-depth knowledge of the aviation/tourism and/or corporate travel industry
- Professional communication skills to perform effectively as a team member and with clients
- Proficiency in MS Excel, Word, PowerPoint, Sales Force
- Strong data analysis and problem solving skills
- Ability to prioritize, work independently, manage multiple assignments and meet deadlines sometimes with short notice

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Works independently under limited supervision
- Decisions which achieve the objectives of the Marketing plan
- Analysis and problem solving in assigned areas

APPROVAL SIGNATURES:




Immediate Supervisor

Date 11/1/17



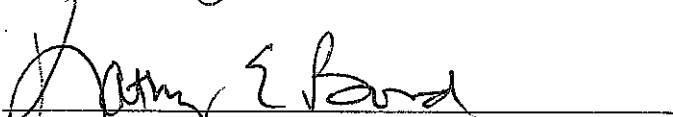
Assistant Director

Date 11/1/17



Senior Director

Date 11/1/17



Sr. Director, Human Resources & Risk Management

Date 11-10-17

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Assistant Manager, Air Service & Business Development Date: October 17, 2017
 Department: Marketing & Air Service Development Section: 311

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

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

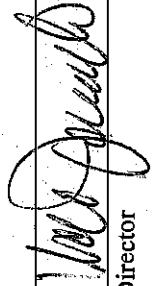
Supervisor Comments:



Immediate Supervisor

11/1/17

Date



Senior Director

11/1/17

Date



Assistant Manager, Airport Information

Department: Customer Experience

Date: October 12, 2018

Title of Immediate Supervisor: Manager, Customer Experience

Pay Level: L26

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Demonstrated leadership and/or supervisory skills
- Proficient in Microsoft office applications (Word, Excel, PowerPoint and Outlook) required
- Second language is a plus

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

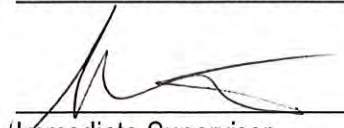
- Direct supervision of approximately fourteen (14) GOAA employees

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

- Work very independently with little supervision
- This is a highly responsible, active and stressful position. Extremely busy at all information centers, reception desk and paging. Handle many inquiries from the traveling public. Assist stranded passengers due to inclement weather, airline cancellations, etc.
- High level of public exposure, the quality of professionalism and judgment displayed directly affects the public image of the Authority

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

APPROVAL SIGNATURES:

 _____ 12/11/18 _____
Immediate Supervisor Date

 _____ 11/10/18 _____
Department Director Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Paraprofessionals


Rotating Shift: N/A


Assistant Manager Airport Information
Department: Customer Experience

Date: October 12, 2018

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

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


 Immediate Supervisor 12/11/18
 Date


 Department Director 11/20/18
 Date


 Human Resources - Compensation 12/13/18
 Date

Assistant Manager, Airport Operations - Airline

Department: Airline Division Airline Division

Date: October 15, 2019

Title of Immediate Supervisor: Manager, Airport Operations – Airline

Pay Level: L25

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

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

- Oversee the daily operations of all airline related facilities.
- Coordinate and administer assigned Airline Division maintenance, services, operations and contracts.
- Manage the performance levels of Division contracted personnel, verifying contract compliance.
- Establish methods to integrate GOAA and contract personnel into effective teams to provide excellent customer service.
- Develop and implement training programs and effective skill development programs and processes. Monitor outcomes and suggest improvements as needed.
- Monitor staffing levels to maintain adequate coverage. Assist with adjustments as needed.
- Develop, implement, and train staff regarding emergency and contingency plans to maintain excellent customer service during system failure or other interruption of normal processes; modify plans and coordinate emergency response as needed.
- Assist with budget development and monitoring.
- Make recommendations as needed to support changes to existing procedures in order to enhance passenger and baggage processing, and/or confirm inclusion of all related charges.
- Investigate and respond to issues, concerns and complaints from users of GOAA's facilities and equipment.
- Coordinate with other GOAA departments, government agencies, airline representatives, essential service operators, tour operators and skycaps on operational and maintenance activities in the use of GOAA facilities.
- Provide operational direction and support to the staff (scheduling, training, evaluations, etc.).
- May be assigned responsibility for the international trash facility and overseeing the coordination and removal of GOAA controlled compactors/dumpsters and international trash from the airport property.
- Make recommendations, as needed, to support changes to existing policies and procedures for the Airline Division.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and four (4) years experience in an airport/airline operations environment, or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated supervisory and leadership skills
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired
- Knowledge of Microsoft Office programs required; knowledge of a Resource Management System preferred
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Attention to detail
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately ten (10) employees, indirectly supervises other Airline Division staff and indirect oversight of contracted staff

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- High level problem-solving skills

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

APPROVAL SIGNATURES:



Immediate Supervisor 10/17/19
Date



Department Assistant Director 10/17/2019
Date



Department Director 0917, 2019
Date



Department Senior Director 10-21-2019
Date



Sr. Director, HR & Risk Management 10-23-19
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Assistant Manager, Airport Operations - Airline

Department: Airline Division

Date: October 15, 2019

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

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

K. Smith
Immediate Supervisor
10/17/19
Date

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

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

Assistant Manager, Airport Operations – BHS/GSE

Department: BHS/GSE Division

Date: February 21, 2020

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

Pay Level: L25

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Specialized knowledge of Baggage Handling Systems, Programmable Logic Controls' (PLC), industry standards, and baggage handling technology desired
- Knowledge of PBBs and GSE desired
- Exhibit an understanding of the technical and mechanical fundamentals of sortation systems, distribution systems, assembly systems
- Demonstrated leadership skills
- Demonstrated ability to troubleshoot, make appropriate decisions and follow-up to confirm issues are resolved in a timely manner and in the best interest of the customer
- Analytical and problem-solving skills, attention to detail and a high degree of proactive/reactive ability
- Excellent oral and written communications skills
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times and in potentially stressful, difficult, and confrontational times
- Strong computer skills including Microsoft office suite
- Must be able, willing and available to work both standard and non-standard work schedules, including weekends, to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

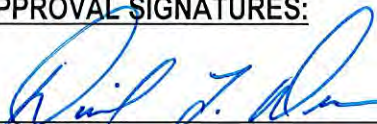


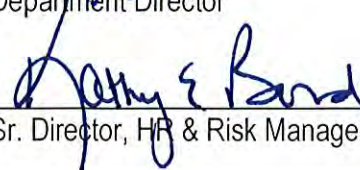
- Directly supervise a staff of approximately six (6) employees, indirect oversight of other BHS/GSE staff and contracted personnel

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- High level problem-solving skills
- Complete subordinate performance evaluations, establish standards performance, writes procedure for a limited focus area, evaluate and enforce rules and regulations

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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	<u>02/24/20</u> Date	 _____ Department Director	<u>FEB 24, 2020</u> Date
 _____ Department Senior Director	<u>02-24-2020</u> Date	 _____ Sr. Director, HR & Risk Management	<u>2-9-2020</u> Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Assistant Manager, Airport Operations – BHS

Department: BHS/GSE Division

Date: February 21, 2020

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

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

[Signature]
Immediate Supervisor

2/24/20
Date

[Signature]
Department Director

FEB 24, 2020
Date

[Signature]
Human Resources - Compensation

3/19/20
Date

Assistant Manager, Airport Operations – Landside

Department: Airport Operations – Landside Division

Date: March 10, 2021

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

Pay Level: L25

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

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

- Manage the daily operations of all terminal related facilities and roadways. Confirm daily operations are in compliance with all applicable Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations.
- Assist management and staff in establishing, implementing and monitoring methods to maintain excellent customer service.
- Develop and implement training programs, for proper development of staff, including emergency response to incidents.
- Provide operational direction and support to the staff (scheduling, training, verifying performance evaluations are completed, etc.).
- Investigate and respond to issues, concerns and complaints. Initiate recommendations to support changes to existing policies and procedures.
- Manage the performance levels of Division contracted personnel, verifying contract compliance.
- Monitor the implementation and maintenance of the Landside Division portion of the Airport Emergency and Contingency Plans; adapt the Landside Division portion of the Plans to coincide with future airport development.
- Work closely with the City of Orlando Parking Bureau and Data Ticket, Inc. to maintain logistical support.
- Assist in preparation and management oversight of the departmental budget and in monitoring procurement card and other financial obligations, verifying proper and timely payment.
- Confirm proper issuance of parking citations in accordance with appropriate statutes and ordinances.
- Act as the Landside Division liaison with other GOAA departments, FAA, and TSA concerning terminal operational issues.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise senior management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Responsible for the acquisition of documents relating to Public Record Requests within the Landside Operations Division to include redaction of information prior to submission.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated supervisory and leadership skills
- Excellent oral and written communication skills and strong customer service skills required; multi-lingual skills desired
- Strong familiarity with airport/aviation operations and appropriate terminology
- Strong familiarity with Federal Aviation Administration and Transportation Security Administration Regulations
- Proficient computer skills and knowledge of Microsoft Office programs.
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Strong attention to detail
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Parking Enforcement Specialist Training certification within three (3) months of attaining position

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (7) and indirect oversight of approximately ninety (90)

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- High level problem-solving skills
- Able to evaluate safety and security aspects of the main terminal and surrounding roadway logistical system.
- Must be capable of responding to any emergency that arises and provide support to all GOAA Departments.

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

APPROVAL SIGNATURES:

	3-17-21
Immediate Supervisor	Date

	MAR 17, 2021
Department Director	Date

	03-17-2021
Department Senior Director	Date

	3-25-2021
Sr. Director, HR & Risk Management	Date

FLSA: Exempt
EEO Category: Professionals

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


Assistant Manager, Airport Operations - Landside

Department: Airport Operations – Landside Division

Date: March 10, 2021

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

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


 Immediate Supervisor 3-17-21
Date


 Department Director MAR 17, 2021
Date


 Human Resources - Compensation 3/17/21
Date

JOB DESCRIPTION

Job Title: Assistant Manager, Automation Projects

Date: January 10, 2018

Department: Information Technology

Grade/Level: Exempt; L31

Title of Immediate Supervisor: Manager, Automation Software

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

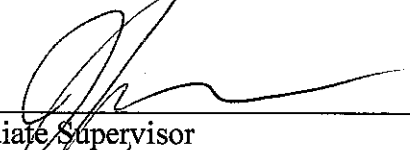
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Oversight responsibility for assigned project personnel and contracted staff

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

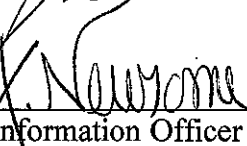
- Work independently with little supervision or direction
- Extensive latitude in initiative, judgment, and authority
- High level technical problem-solving skills
- Judgment required to assess, analyze, research, and summarize technical data and processes, and develop/recommend direction, solutions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

APPROVAL SIGNATURES:



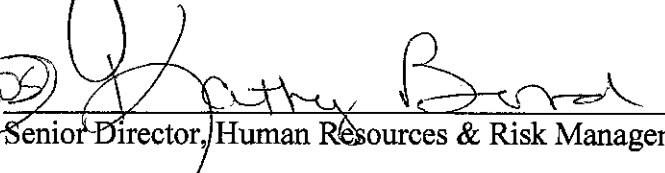
Immediate Supervisor

2-14-18
Date



Chief Information Officer

2.14.18
Date



Senior Director, Human Resources & Risk Management

2-14-18
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Assistant Manager, Automation Projects
 Department Information Technology

Date January 10, 2018
 Section 521

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

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

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

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

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

Frequency

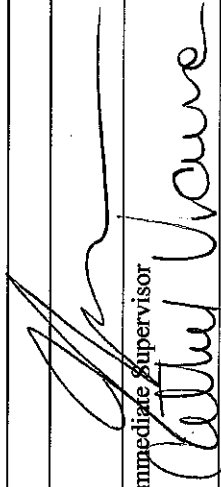
- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

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

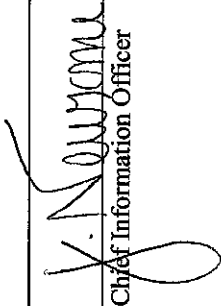
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent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

Supervisor Comments:



 Immediate Supervisor Cathy Vane Date 2-14-18

 Human Resources - Compensation



 Chief Information Officer V. Nourmou Date 2.14.18

Assistant Manager, Building Services

Department: Maintenance

Date: December 17, 2019

Title of Immediate Supervisor: Manager, Building Services

Pay Level: L23

POSITION SUMMARY: Assist the Manager, Building Services in initiating, planning, organizing, and managing all building services contracts at Orlando International Airport (OIA) and satellite buildings. Supervise, schedule, train, and monitor the Custodial Services Inspectors associated with those contracts.

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Demonstrated ability to plan, prioritize, organize, schedule and manage to completion multiple tasks at the same time
- Effective leadership/supervisory skills
- Proficiency in Microsoft Office programs or similar applications to perform business, financial and operational analysis; prepare and make presentations
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Must have the ability to maintain professionalism and diplomacy at all times while interacting with Aviation Authority management, employees, tenants, contractors, and the traveling public
- Must be willing and able to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately eight (8) employees as well as assisting in the oversight of contracted service staff

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

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

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

APPROVAL SIGNATURES:

 1/14/2020
 Immediate Supervisor Date

 1/14/20
 Department Assistant Director Date

 1-14-2020
 Department Director Date

 1-17-2020
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, Building Services

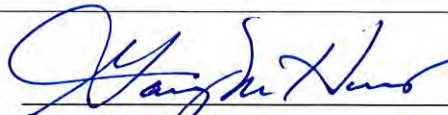
Department: Maintenance

Date: December 17, 2019

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

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


 Immediate Supervisor 1/14/2020
Date


 Department Director 1-14-2020
Date


 Human Resources - Compensation 1/21/20
Date



Assistant Manager, Business Automation

Department: Information Technology

Date: February 19, 2018

Title of Immediate: Manager, Automation Software

Pay Level: L31

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

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

- Facilitate the direction of the Business Automation Systems group to maintain effective support and service for the Authority's operations.
- Manage complex application analysis, design, development, implementation, integration, enhancement and maintenance of complex systems.
- Define, maintain and manage standards of use for the enterprise integration metadata and component reuse repository as well as correct use of integration metrics for project estimates.
- Map business requirements to technology capabilities, identifying gaps and omissions and designing end-to-end solutions.
- Define standards and guidelines for monitoring systems, applications and interfaces for performance error conditions. Manage work with support teams to resolve problems with little downtime and minimal loss of data.
- Establish and maintain standards for the security and integrity of supported databases, the enterprise integration and infrastructure.
- Guide database /applications software updates in accordance with any maintenance contracts or as necessary to keep systems within recommended version guidelines.
- Confirm that application deliverables from the development teams can properly plug into the deployed infrastructure. Guide the creation of and analyze documentation of processes or portions of processes that are identified as candidates for automation.
- Maintain current knowledge of developments in both hardware and software so that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system.
- Monitor software licensing usage and maintenance of supported systems software to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Adjust work schedule to include working late evenings and/or weekends when the need arises.
- Collaborate with management in the preparation of the Automation Software budget.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Manage employees, labor efforts and deliverables as obtained by and designated under Authority contracts
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Computer Science or related field, and five (5) years' experience as DBA and/or Application Developer of medium to large corporate databases and applications on a variety of application and database platforms, or an equivalent combination of related education, training, and experience. Experience with the deployment and management of the Authority's applications including but not limited to enterprise, mobile and operational applications. Supervisory/leadership experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent verbal and written skills
- Excellent documentation skills
- Judgment and knowledge to provide proper advice and recommendations to managers and employees at all levels
- Demonstrated ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Knowledge of GIS, Document Management, Mobile, and Asset Management applications
- Knowledge of data processing concepts, client server technology and database design
- Demonstrated leadership/supervisory skills
- Ability to prioritize and effectively handle multiple projects

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


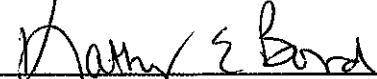
- Directly supervises a staff of approximately five (5) employees; as well as indirect oversight of contracted staff

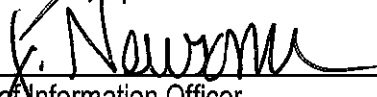

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Works independently with little supervision or directions – substantial latitude in initiative, judgement, and authority
- High level technical problem-solving skills
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.

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

APPROVAL SIGNATURES:


 Immediate Supervisor 2-20-18  2/27/18
Date Sr. Director, HR & Risk Management Date


 Chief Information Officer 02/20/18 
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professional

Rotating Shift: N/A



Assistant Manager, Business Automation

Department: Information Technology

Date: February 19, 2018

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor 2-20-18 Date

Chief Information Officer 02/20/18 Date

Human Resources - Compensation 2/20/2018 Date

JOB DESCRIPTION

Job Title: Assistant Manager, Concessions

Date: March 31, 2014

Department: Concessions

Grade/Level: Exempt; L 26

Title of Immediate Supervisor: Manager, Concessions

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

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

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

- Assist in developing and implementing training for new Concessions Administrators.
- Coordinate review of assigned tenant construction documents and assist tenant in pre-construction process. Serve as liaison with Construction/Engineering to ensure tenant improvements are delivered in a timely manner and in accordance with DRC approval.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non-Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Supervise the department's records management program. Responsibilities include retention, disposal and retrieval of electronic and paper documents
- Assist in the development of a tenant training program and provide training as needed.
- May participate in interviewing and selection of employees.
- Act as designee in Manager's absence.
- Other special projects and duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May supervise up to two employees

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

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

APPROVAL SIGNATURES:

Jaay C Harris
Immediate Supervisor

04/08/14
Date

[Signature]
Deputy Executive Director

04/08/14
Date

[Signature]
Director of Human Resources

2-9-14
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Assistant Manager, Concessions
Department: Concessions

Date: March 20, 2014
Section: 221

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				2
Walking		X				3
Sitting		X				2
Lifting					X	2
A. 0 - 20 lbs.					X	1
B. 21-50 lbs.					X	1
C. 50+ lbs.					X	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	3
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

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

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

Assistant Manager, Contracts

Department: Maintenance

Date: October 8, 2019

Title of Immediate Supervisor: Manager, Maintenance Contracts

Pay Level: L26

POSITION SUMMARY: Monitor the performance of assigned contracts, including but not limited to: Elevators/Escalators, Dynamic Messaging Signs, Fleet Vehicle/Fuel System Maintenance, Automated People Mover (APM) maintenance and repair contract(s) to confirm compliance with contract requirements and maximize transportation and systems availability. Verify equipment is properly maintained and that equipment reliability and operating efficiency are maintained for peak performance. Provide technical support, advice in the scope development and bidding of new contracts.

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

- Monitor and evaluate contract compliance of assigned contracts with emphasis on standards of service, schedules, frequency of service, productivity, quality control and personnel utilization.
- Continuously evaluate procedures and practices, making recommendations to upper management for achieving high quality and quantity of work at the most reasonable cost. Plan for future replacements, upgrades, and/or refurbishments of equipment to minimize downtime and maximize system availability. Provide scheduling, project coordination, and support for related interdepartmental projects.
- Verify and approve contractors' pay requests and invoices, verifying accuracy and contract compliance. Develop and monitor annual budgetary requirements. Identify, prepare and support capital funding requests for equipment and system replacement or refurbishment in accordance with plans. Validate project costs, repair estimates, and additional work requests outside of the contract scope.
- Serve as Authority's Authorized Representative (AAR) for assigned contracts, and act as the liaison with regulatory agencies as required. Provide information to other GOAA departments in response to customer correspondence, complaints, and inquiries.
- Provide technical support, advice in the scope development and bidding of construction and maintenance contracts and monitor through contract execution. Interface with other GOAA departments, airlines, tenants, vendors, and consultants to provide coordination, problem identification and resolution.
- Assist in the preparation and review memorandum, letters, contracts, addendums, amendments, and proposals as related to the assigned contracts, including internal GOAA documents and external documents such as correction/performance notices to contractor(s). Maintain accurate records/files related to contractor's performance and contract compliance.
- Provide after-hours support for incidents regarding assigned systems; notify appropriate management personnel and maintain logs for reporting purposes; prepare reports as required.
- Assist in reviewing and evaluating incident reports for accidents/injuries related to equipment under contract and provide operational and technical information in response to settlement proceedings.
- Participate in and supports all efforts related to compliance with the Florida Department of Transportation (FDOT) and Federal requirements for the APM System Safety Program Plan (SSPP).
- Monitor compliance with applicable federal, state, and local codes and established maintenance and safety standards. Maintain compliance with Federal Aviation Regulations (FAR), Federal Aviation Administration (FAA), and Security regulations while operating on the Airport Operating Area (AOA). Submit annual, and per incident, accident and/or safety compliance reports to the FDOT and State of Florida.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Sound working knowledge of function and utilization of electro-mechanical equipment and/or evaluating the condition of mechanical and motorized equipment such as Automated People Mover (APM), Elevator/Escalator systems and Fleet Vehicle/Fuel System Maintenance
- Basic knowledge of essential safety equipment and protective devices
- Experience project scheduling, efficient time management, contract monitoring, and use of communication devices (two-way radios)
- Demonstrated ability to exercise good independent judgment
- Demonstrated attention to detail
- Intermediate computer-use skills, with emphasis on use of Microsoft Office programs required. Knowledge of Computerized Maintenance Management Systems desirable
- Analytical and problem-solving skills, attention to detail and a high degree of proactive/reactive ability
- Knowledge of federal, state, and local codes relating to assigned contracts
- Excellent oral and written communications skills in English
- Demonstrated leadership and/or supervisory skills
- Ability to maintain professionalism and diplomacy at all times while interacting with Aviation Authority management, employees and contractors
- Basic familiarity with fleet management and operations and general knowledge of fuel computer system
- Must be able, willing and available to work both standard and non-standard work schedules, including weekends, to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Work independently with little supervision. High level of initiative, judgment and authority
- Independent judgment for technical issues is critical and required routinely on a daily basis
- Routine technical decisions/analysis

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

APPROVAL SIGNATURES:

 10/15/19

Immediate Supervisor Date

 10/15/19

Department Assistant Director Date

 10/15/19

Department Director Date

 10-17-19

Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



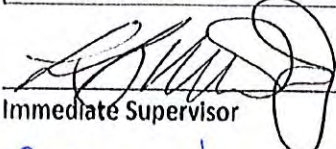
Assistant Manager, Contracts

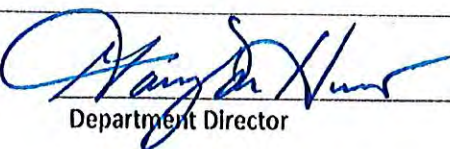
Department: Maintenance

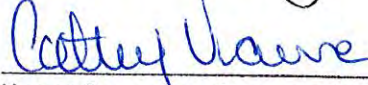
Date: October 8, 2019

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

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

 10/15/19
 Immediate Supervisor Date

 10/15/19
 Department Director Date

 10/16/19
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Control Systems

Date: May 4, 2016

Department: Information Technology

Grade/Level: Exempt; L31

Title of Immediate Supervisor: Manager, Automation Software

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

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

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

RESPONSIBILITIES (continued):

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

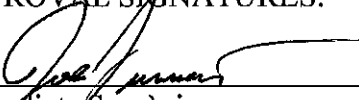
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

APPROVAL SIGNATURES:




Immediate Supervisor

5/4/16
Date



Department Director

5.4.16
Date



Director of Human Resources

5-6-16
Date

Job Description Supplement - Physical Requirements and Working Conditions

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

Date: May 4, 2016
 Section: 521

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

Frequency

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

Importance

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

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

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

Frequency

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

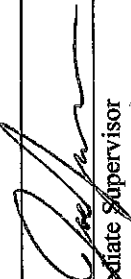
Importance

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

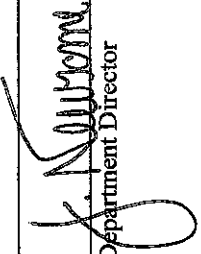
- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:


 Immediate Supervisor

5/4/16
 Date


 Department Director

5.4.16
 Date

Assistant Manager, Customer Relations

Department: Customer Experience

Date: August 5, 2020

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

Pay Level: L26

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Strong conflict resolution abilities; able to remain calm in confrontational and/or stressful situations
- Experience/knowledge of general airport operations and Aviation Authority's airport wide customer service initiatives
- Excellent oral and written communication skills
- Exceptional interpersonal skills
- Attention to detail, timeliness, and follow-through skills required;
- Ability to work independently, make decisions, and resolve problems
- Demonstrated ability to represent the Authority in a professional and courteous manner
- Proficient in Microsoft Office applications (Word, Excel and Outlook)
- Able to speak, read and write in English; bi-lingual skills a plus
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)


- None

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

- Work independently with limited supervision and general direction – high level of independent judgment and discretion
- High level problem-solving skills
- Work on issues that may affect customer service, relationships with other entities, employees and/or the public.
- Evaluate situations, analyze options, and initiate or recommend appropriate actions.

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

APPROVAL SIGNATURES:



Immediate Supervisor Date 8/10/2020



Department Director Date 8/10/20



Sr. Director, HR & Risk Management Date 8/31/2020

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A


Assistant Manager, Customer Relations

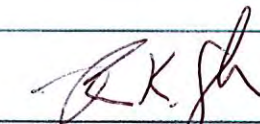
Department: Customer Experience

Date: August 5, 2020

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

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


 _____ 8/10/2020
 Immediate Supervisor Date


 _____ 8/10/20
 Department Director Date


 _____ 8/17/20
 Human Resources - Compensation Date

Assistant Manager, Emergency Communications

Department: Security

Date: December 17, 2019

Title of Immediate Supervisor: Manager, Emergency Communications

Pay Level: L25

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

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

- Manage the day to day operations of the Communications Center. Maintain compliance, establish, and revise operational procedure guidelines based on changes to regulations or observe deficits; submit changes to management for approval.
- Provide project and administrative support to the Manager, Emergency Communications as needed.
- Coordinate radio repairs, programming and repair of 800 MHz components with contractors. Maintain current inventory and history of communications equipment locations, repairs and other pertinent information. Programs 400 MHz Trunking Repeaters, base stations, mobile and portable radios, and associated equipment.
- Serve as an alternate Terminal Agency Coordinator. Provide FCIC/NCIC recertification testing to users in accordance with FCIC policy.
- Confirm that the agency is adhering to the "hit" confirmation policy as established by FCIC and NCIC for in-state and out-of-state "hit" confirmations. Verify all persons who operate an FCIC terminal that have access to NCIC are trained and certified
- Update written procedures that relate to the responsibilities, legalities and operational guidelines of the FCIC/NCIC systems; provide accurate and up-to-date manuals of all FCIC/NCIC systems; maintain and distribute FCIC/NCIC newsletters, operational & technical updates, training materials, videos or other related documents.
- Monitor the Communications Center operating budget and authorize expenditures.
- Assist in coordinating with consultants/contractors regarding radio, microwave, and satellite infrastructure equipment installations throughout the airport, maintaining FAA and other regulatory compliance as required.
- Coordinate Airport Announcement and Emergency Evacuation System testing; serve as alternate point of contact for maintenance contract paging system.
- Assist in the preparation of FDLE/FBI audits; assemble supporting documentation, statistics and logs; participate in exit interviews; establish any needed changes or corrections, and notify appropriate personnel.
- Attend quarterly county Public Safety Answering Point (PSAP) manager meetings, to confirm the Communications Center remains up to date with current standards and procedures.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel.
- Perform duties of the Supervisor, Emergency Communications and Emergency Communications Dispatcher as assigned.
- Serve as a back-up to the Manager, Emergency Communications Center responsibilities in his/her absence.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Decision pertaining to sectional policy and procedures; establish operating procedures, quality and quantity of work performed in area of responsibility

- Personnel decisions such as overtime usage, hiring or termination of employee, merit recommendations, travel or training decisions, employee leave
- Decision regarding budget and annual expenditures; manage department fiscal budget
- Work very independently with little supervision or direction – substantial latitude in initiative, judgment and authority

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

APPROVAL SIGNATURES:

Paul Cook 12-19-2019
Immediate Supervisor Date

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

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Assistant Manager, Emergency Communications

Department: Security

Date: December 17, 2019

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

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

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

Paul Cook 12-19-2019
 Immediate Supervisor Date

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

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

Assistant Manager, Finance Contracts & Administration

Department: Finance

Date: October 20, 2021

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: L26

POSITION SUMMARY: Manage procurement process from start to finish for financial services. Provide project and contract management for the Finance department. Plan and manage deliverables for organizational and departmental projects. Coordinate project team meetings, track assigned tasks, and verify timely completion of all deliverables.

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

- Manage procurement process from start to finish for financial services including, but not limited to, Banking Services, Lines of Credit, Bond/Tax and Disclosure Counsel, Financial Advisors, Airport Consultants, Investment Advisors, Financial Auditors, and Financial Consultants. Manage successful transition of new professional consultants and vendors.
- Manage the planning and successful execution of projects from inception to final product for the Finance Department, maintain smooth and effective workflows, and meet established deadlines within budget. Develop project timelines based on prioritization, planning and resource utilization. Coordinate project team meetings, track assigned tasks, and verify timely completion of all deliverables. Manage project budget.
- Identify issues: manage the department leadership's expectations, and offer recommendations for creative solutions or workarounds based on knowledge of priorities and contributing factors.
- Manage document control to confirm successful execution and publication (if applicable) of critical project documentation. Review project deliverables for completeness, quality, and compliance with established standards.
- Manage the Finance office administration by coordinating resources maintain optimal departmental administrative coverage for the Chief Financial Officer, Finance Director and Assistant Directors. Maintain proper cross-training and functionality between administrative assistants, adequate coverage during lunch breaks, vacations and other out of office instances, and create a system where all shared work is maintained and kept up to date on the finance administration network drive.
- On behalf of the CFO, manage the Board agenda process to verify all items for Finance department are submitted to the appropriate Committee and Aviation Authority Board in a timely manner. Prepare all memos and supporting documents for submission to Finance Committee, Capital Management Committee, Professional Services Committee, and Aviation Authority Board.
- Assist with financial analysis on concessions, engineering and construction procurement proposals, and others as requested.
- Authority Authorized Representative (AAR) for assigned contracts, including but not limited to, Financial Advisors, Airport consultants, Investment Advisors, Financial Consultant, and Workforce Management System. Verify insurance requirements through Risk Management for all applicable contracts; manage and coordinate contract execution(s), timely renewals/amendments, and verify invoices for payment; provide recommendations to management for problem resolution. Negotiate renewals and amendments as assigned.
- Assist the Procurement Card Program Administrator and serve as back-up; perform daily administrative and record keeping tasks in accordance with policy. Attend the quarterly committee meetings.
- Monitor procurement card violations and notify appropriate management personnel.
- Track Procurement Card workflow approval changes; update as needed.
- Prepare Project Initiation Forms (PIFs) and Requests For Proposal (RFPs) in coordination with the Purchasing department; circulate as required to obtain approvals.
- Maintain assigned contract and agreement files.
- Serve as back-up recording secretary for sunshine meetings
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field and four (4) years of contract and /or project management related experience, or an equivalent combination of education, training and experience. Knowledge of and experience with document control, project management, accounting functions and contracts/agreements is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Project management skills
- Basic negotiation skills
- Ability to pay attention to detail and meet deadlines; strong organizational skills
- Demonstrated ability to analyze data and to analyze and plan projects
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Ability to present information to large diverse groups
- Demonstrate ability to maintain confidential and sensitive information.
- Working knowledge of the solicitation and award process
- Working knowledge and experience in maintaining contract files and enforcing contract provisions.
- Ability to read and interpret contracts and agreements
- Demonstrated ability to work independently.
- Excellent verbal and written communication skills
- Strong computer skills in Oracle Financials and Microsoft Office including, Word, Excel, Outlook, PowerPoint etc.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees
- Supervisor activities of personnel involved in special projects

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

- Work independently with little supervision, high level of initiative judgment and authority.
- Independently manage and prioritize multiple concurrent projects, completing work under pressure to meet strict deadlines.
- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents complete tasks and carry out responsibilities.
- Expected to manage job responsibilities in a timely manner to meet deadlines
- Establish priorities to maximize productivity and efficiency.

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

APPROVAL SIGNATURES:

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

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

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Assistant Manager, Finance Contracts & Administration

Department: Finance

Date: October 20, 2021

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

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


 10/27/2021
 Immediate Supervisor/CFO Date


 10-27-2021
 Chief Executive Officer Date


 10/29/2021
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Ground Transportation Services

Date: December 1, 2017

Department: Ground Transportation Services

Grade/Level: Exempt; L25

Title of Immediate Supervisor: Manager, Ground Transportation Services

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

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

- Oversee the permitting and operations of all commercial ground transportation companies including the Transportation Network Companies (TNCs).
- Oversee the parking validation program and all permits issued for non-public parking in the Employee Parking Lot (EPL) and terminal area to include all management, station managers, VIP, disabled, special parking, construction, and other temporary parking.
- System Administrator for the Authority's Ground Transportation Revenue Control System.
- Oversee permit process and compliance with the Authority's Mobile Food Unit Policy including compliance with airport, city, county and state laws and regulations.
- Oversee revenue collection for commercial ground transportation and employee parking.
- Make recommendations, as needed, to support changes to existing policies and procedures for the Ground Transportation Services Division.
- Assist the Manager of Ground Transportation Services in administering the Ground Transportation Concession agreement, Transportation Network Company (TNC) Operating agreements and the purchasing agreement for the towing of vehicles.
- Serve as Authority representative regarding GTR&Rs policy and procedures.
- Plan and coordinate Ground Transportation Committee Notice of Violation hearings and Public Workshop meetings.
- Plan and coordinate the movement of special or large groups through the Airport, including convention registration booths at the Terminal.
- Provide support and coordination in the management of Authority policies regarding Distribution of Literature and Solicitation of Donations, and picketing agreements.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

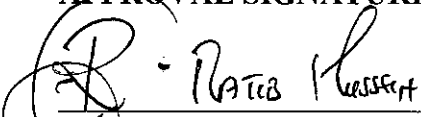
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

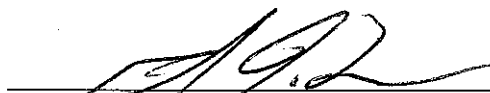
- Works independently under limited supervision and general direction; high level of independent judgment and discretion
- Participates in decisions and development of policies that affect the day to day operations of Ground Transportation Services
- Interprets existing regulations and policies applicable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

APPROVAL SIGNATURES:



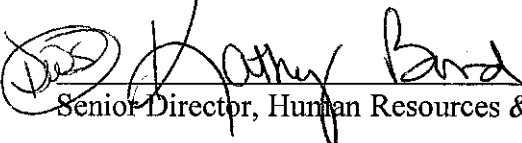
Immediate Supervisor

12/07/2017
Date



Senior Director

12-07-2017
Date



Senior Director, Human Resources & Risk Management

12-6-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Assistant Manager, Ground Transportation Services

Date: December 1, 2017

Department: Ground Transportation Services

Section: 238

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting			X			2
Lifting					X	2
A. 0-20 lbs.					X	2
B. 21- 50 lbs.					X	2
C. 51+ lbs.					X	2
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing				X		2

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

Frequency

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

Importance

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

Constant
Very Frequent
Frequent
Occasional
Rare

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

Supervisor Comments:

[Signature]
 Immediate Supervisor
 Date 12/14/17

[Signature]
 Senior Director
 Date 12/14/17

Human Resources Compensation

Assistant Manager, Maintenance Projects

Department: Maintenance

Date: April 18, 2019

Title of Immediate Supervisor: Director, Maintenance

Pay Level: L23

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Project management skills
- Basic negotiation skills
- Ability to pay attention to detail and meet deadlines; strong organizational skills
- Demonstrated ability to analyze data and plan projects
- Excellent oral and written/grammar communication skills
- Ability to present information to groups desirable
- Demonstrated ability maintain confidential and sensitive information
- Must maintain professionalism and diplomacy at all times while interacting with the public, Aviation Authority management and employees, tenants, vendors, contractors, airlines, regulatory authorities, etc.
- Ability to read and interpret contracts and agreements
- Strong computer skills in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint, etc.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Works independently under minimum supervision, exercising considerable judgment and discretion.
- Expected to manage job responsibilities in a timely manner to meet deadlines.
- Establish priorities to maximize productivity and efficiency.

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

APPROVAL SIGNATURES:

 4-23-19
 Immediate Supervisor/Director Date

 4-30-19
 Chief Operating Officer Date

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



FLSA: Exempt

Shift Premium: N/A

EEO Category: Professional

Rotating Shift: N/A



Assistant Manager, Maintenance Projects

Department: Maintenance

Date: April 18, 2019

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

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

Handwritten signature 4-23-19
Immediate Supervisor/Director Date

Handwritten signature 4-30-19
Chief Operating Officer Date

Handwritten signature 5/1/19
Human Resources - Compensation Date

Assistant Manager - Marketing

Department: Marketing & Air Service Development

Date: May 1, 2018

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

Pay Level: L23

POSITION SUMMARY: Provide the Greater Orlando Aviation Authority Marketing and Air Service Development department with a variety of marketing support in assigned areas of responsibility.

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

- Manage the Air Service Incentive Plan (ASIP) including but not limited to processing applications and agreements; approving marketing plans and creative; reviewing reimbursement requests; tracking and reporting on each agreement; verify compliance with plan requirements and FAA Guidelines; accurate and timely recordkeeping.
- Update and maintain the annual Marketing Plan in line with the department objectives.
- Research and recommend marketing strategies outlining how to best promote MCO's services.
- Identify and analyze new marketing opportunities for MCO.
- Develop and propose business cases for marketing programs including recommendations on marketing tactics.
- Develop and propose marketing programs to support specific marketing objectives across multiple channels and market segments in support of overall strategic and marketing plans; evaluate the impact of marketing programs in achieving their stated objectives.
- Plan and implement marketing/promotional campaigns.
- Create and publish marketing materials in line with marketing plans.
- Develop and manage the department's annual advertising schedule and budget.
- Analyze potential strategic partner relationships for company marketing/sponsorship opportunities.
- Manage Authority's billboard inventory; develop advertising creative, using contract agency as applicable, to support airlines/routes/other business units.
- Develop and recommend advertising campaigns to support the airport's airlines, marketing, parking and hotel operations; implement approved campaigns including contract management, facilitating negotiation of terms and price; collaboration on creative development, oversee production and execution for marketing media.
- Work with other GOAA departments, creative agencies and media providers to coordinate integrated marketing campaigns across television, radio, print digital, billboards, posters, social media, and other channels as needed.
- Assist with the development of newsletters and collateral material to support ASD efforts.
- Contribute to the content and production of the marketing department quarterly newsletter.
- Research, recommend and procure promotional items.
- Represent the Authority at industry related meetings & events.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong project management skills
- Meticulous attention to detail and numerical aptitude
- Excellent oral and written communications skills
- Experience building and executing integrated marketing campaigns
- Professional communications skills to perform effectively as a team member and with clients/vendors
- Proficiency in MS Excel, Word, PowerPoint, PhotoShop
- Able to prioritize, work independently, manage multiple assignments and meet deadlines
- Able to communicate clearly in English; multi-language skills desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

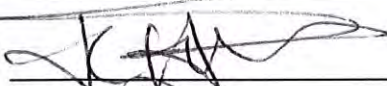
- None

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

- Works independently under limited supervision and general direction
- Recommend marketing strategies and creative content
- Weighs conflicting data/priorities and recommends appropriate actions
- Exercise judgment in prioritizing completion of simultaneous projects

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

APPROVAL SIGNATURES:



Immediate Supervisor

5/22/18

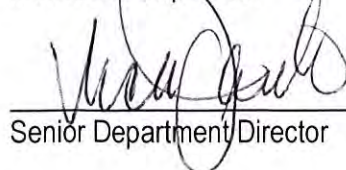
Date



Sr. Director, HR & Risk Management

6-4-18

Date



Senior Department Director

5/22/18

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professional

Rotating Shift: N/A

Assistant Manager - Marketing

Department: Marketing & Air Service Development

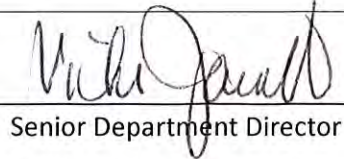
Date: May 1, 2018

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

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

SUPERVISOR COMMENTS:


 Immediate Supervisor _____ Date _____

 5/23/18
 Senior Department Director _____ Date _____


 Human Resources - Compensation _____ Date 5/23/18



Assistant Manager, Material Control

Department: Purchasing

Date: October 10, 2018

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L25

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

Diana Nashnes 10/10/18
Immediate Supervisor Date

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

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

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

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, Material Control

Department: Purchasing

Date: October 10, 2018

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

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

Diana Hendon 10/12/18
 Immediate Supervisor Date

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

Colby Vance 10/22/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Networks

Date: May 4, 2017

Department: Information Technology

Grade/Level: Exempt; L31

Title of Immediate Supervisor: Manager, IT Infrastructure

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Computer Science or related field and four (4) years experience required in the administration of medium to large corporate networks. Experience with current Authority network components and network packet analysis tools is required. Experience with Authority's currently used network management software is highly desired. An equivalent combination of education, training and experience will be considered.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Florida Driver's License
- CCNA, CCNP Preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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


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

APPROVAL SIGNATURES:



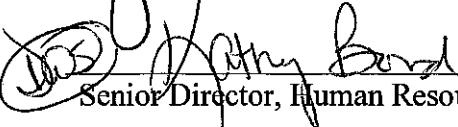
Immediate Supervisor

5/22/17
Date



Chief Information Officer

5.22.17
Date



Senior Director, Human Resources & Risk Management

6-2-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Assistant Manager, Networks
 Department Information Technology

Date May 4, 2017
 Section 522

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

James J. Felder
 Immediate Supervisor

5/22/17
 Date

J. Newcome
 Chief Information Officer

5.22.17
 Date

JOB DESCRIPTION

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

Date: October 17, 2017

Department: Finance

Grade/Level: Exempt; L26

Title of Immediate Supervisor: Manager, Budget & Accounts Payable

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

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

- Coordinate the preparation of the annual revenue budget including preparation of budget and Oracle Planning and Budgeting Cloud Services (OPBCS) reference manuals
- Prepare the annual rates and charges model including monthly forecasts by gathering information required from OPBCS, GL and Treasury
- Prepare Capital Initiation Requests (CIR) and analyze current capital funding for prioritization of capital items to be included in budget.
- Calculate tenant charges and coordinate with Accounts Receivable on invoicing of these charges
- Perform variance analysis between estimated and actual revenue for the current year and propose budget for the next year; document variance explanations provided by departments
- Analyze and interpret contracts; review and approve modification in PROPworks including scheduled rental adjustment, insurance compliance, rent commencement, and termination based on signed contracts
- Work with Accounts Receivable, Commercial Properties or Concessions on any issues that may arise during the variance analysis (i.e. tenants not billed or billed incorrectly)
- Prepare other detailed schedules to assist management in effective decision making
- Back-up for the Budget Financial Analyst
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor of Science or Bachelor of Business Administration degree in Accounting, or similar degree or field, and five (5) years experience in the preparation of budgets for a large entity, or an equivalent combination of education, training and experience. Experience in preparation of government entity budgets desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Certified Public Accountant License desirable

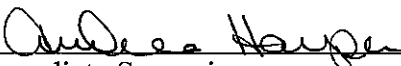
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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


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

APPROVAL SIGNATURES:




Immediate Supervisor

11-1-17
Date



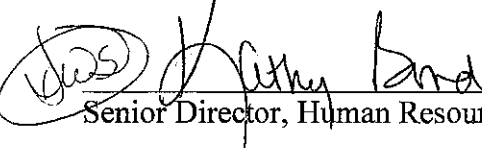
Assistant Director

11/1/2017
Date



Department Director

11/1/17
Date



Senior Director, Human Resources & Risk Management

11-7-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

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

Date: October 17, 2017
Section: 111

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

Frequency

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

Importance

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

- Constant
Very Frequent
Frequent
Occasional
Rare

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

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

Frequency

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

Importance

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

Constant
Very Frequent
Frequent
Occasional
Rare

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

Supervisor Comments:

Andree Hough
Immediate Supervisor

11-1-17
Date

Sam DeSteeney
Department Director

11/1/17
Date

JOB DESCRIPTION

Job Title: Assistant Manager, Project Controls

Date: December 1, 2015

Department: Planning, Engineering and Construction

Grade/Level: Exempt; L25

Title of Immediate Supervisor: Manager, Project Controls

POSITION SUMMARY: Assists in the management of construction project controls from start-up through closeout phases on all construction contracts, various studies, environmental items, continuing consultant selection, and other work items. Develops project-related reports/queries in a relational database and provides data analysis on results. Manages the business process analysis and improvements process and the Florida State Statutes (Sunshine Committee) process; maintains the Business Continuity Plan documents for the department. Assists the manager in the integration and ongoing maintenance of the construction project documents/data into the Sharepoint enterprise content management system. Assists in the management and maintenance of the Engineering and Construction master program schedule. Works closely with consultants, contractors, external agencies, and Aviation Authority staff.

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

- Develops custom reports/queries/worksheets from the Engineering & Construction relational database and provides data analysis on results. Designs and prepares monthly and quarterly reports for Engineering and Construction projects based on the various databases and Oracle financial information. Responsible for daily back-up of project databases.
- Drafts advertisements and submission requirements for Requests for Proposals for various selections including continuing consultants in accordance with GOAA policies and procedures as well as Florida State Statutes (including CCNA as necessary). Reviews advertisements and submission requirements prepared by others for compliance.
- Manages the process for preparation of agendas/minutes, and ensures compliance with GOAA policies and procedures as well as Florida State Statutes for assigned Sunshine Committees.
- Assists the Manager of Projects Administration in preparing Board agenda items for all items requiring Board approval resulting from actions taken by various Sunshine and other committees. Prepares Construction Report for the Board agenda, and ensures that all Board presentation items meet established requirements. Attends and presents items at Board agenda review as needed.
- Assists the Manager of Projects Administration in ensuring start-up packages are prepared and executed in a timely manner to ensure project accounts and funding are in place prior to related approvals and billings. Prepares start-up packages or revised start-up packages as needed. Analyzes the data reported in the Engineering and Construction's monthly project cost report updates (prepared by others). Performs interim project cost updates and project cost/funding analysis as requested. Performs project account analysis to determine if project accounts can be closed, and if the available balances are to remain in the program.
- Assists the Manager of Projects Administration in analyzing construction processes and data/file structures to maximize effective use of the Enterprise Content Management (ECM) system.
- Performs continuous business process analysis and recommends improvements. Maintains Business Continuity Plan documents; uploads new relevant information/ documentation.

RESPONSIBILITIES (continued):

- Assists in the management and maintenance of the Engineering and Construction master program schedule. Prepares project milestone schedules. Manages the set-up, recording, and publication of project meetings.
- Supervises the work of assigned employees and contracted personnel. Completes annual performance evaluations, recommends disciplinary action. Approves time sheets, monitors and tracks employee time, sick, vacation, leaves of absence, etc. Participates in interviews, with hiring/promotion recommendations given particular weight. Provides new employees with training and orientation.
- Assists in the oversight of the processing of invoices for project-specific pay applications, direct pays, and service receipts and associated reporting. Responsible for publishing and ensuring the data integrity of quarterly and annual reports for professional services and construction contracts for amounts paid/awarded.
- Assists in the oversight of project close-outs. Perform closeout actions on specific projects as assigned.
- Interprets contract documents to ensure compliance, verify that agenda requirements are met, and to interpret requests.
- Serves as the Acting Manager of Projects Administration when required.
- Performs other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

~~Bachelor degree in Business Administration, Accounting, Computer Science or closely related field, and~~ six (6) years of work experience to include project administration, query/report building in relational databases, and the fundamentals of cost accounting, or an equivalent combination of education, training and experience. Experience in an airport or other public sector environment preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Proficient in software including query/report development in Microsoft Access or similar relational databases, scheduling software, word processing and spreadsheets, graphics software, scanning software, and communication devices
- Strong computer skills required, with a focus on content, documents and records management systems
- Advanced knowledge of Microsoft Office Products and Visio, and advanced experience with Adobe Acrobat Pro required.
- Organizational skills to manage multiple and diverse activities and projects
- Able to interpret detailed information and provide analysis to senior management
- Excellent oral and written communication skills, as well as interpersonal skills
- Able to develop and implement policies and procedures
- Demonstrates attention to detail
- Knowledge of related construction, design, legal and scientific terms is preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

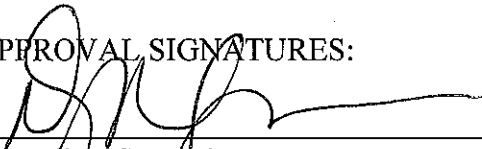
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately two GOAA employees and oversees the work of a consultant

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

- Works very independently with little supervision or direction, substantial latitude in initiative, judgment and authority.
- Interprets policy, contracts, laws, etc.
- Assists with and provides input for decisions with high monetary impact.
- Management and supervision of an assigned functional area.

APPROVAL SIGNATURES:



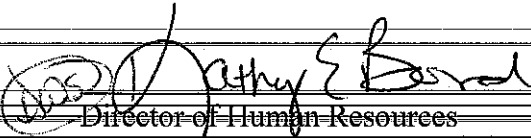
Immediate Supervisor

1 Dec 15
Date



Department Senior Director

12 DEC 15
Date



Director of Human Resources

12-2-15
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Assistant Manager, Project Controls
 Department Planning, Engineering and Construction

Date December 1, 2015
 Section 711

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

Frequency

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

Importance

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

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

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

Frequency

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

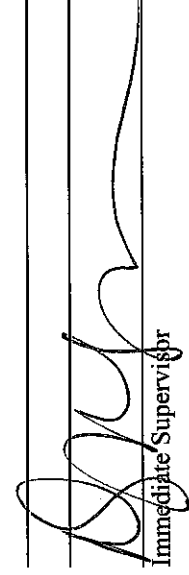
- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Importance

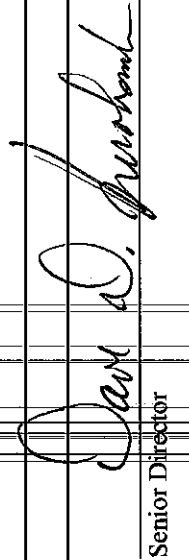
- 3 - Critical part of Job; can't be done any other way
- 2 - Important; but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

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

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


Immediate Supervisor

1 Dec 15
Date


Senior Director

12 Dec 15
Date

Assistant Manager, Purchasing – IT

Department: Purchasing

Date: November 12, 2019

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L27

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of one (1) employee

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

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

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

APPROVAL SIGNATURES:

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

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

FLSA: Exempt
EEO Category: Professional

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

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

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

Assistant Manager, Purchasing – IT

Department: Purchasing

Date: November 12, 2019

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

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

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

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

Arthur V. ... 11/20/19
 Human Resources - Compensation Date

Assistant Manager, Security Compliance

Department: Security

Date: November 7, 2019

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

Pay Level: L24

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of Microsoft Word, Excel and PowerPoint
- Knowledge of security compliance and TSA security requirements
- General knowledge of airport operations and construction
- Good oral communication skills and advanced written communication skills in English required. Multilingual skills desired
- Ability to effectively and professionally interact with various Authority staff, contracted staff, and regulatory personnel
- Attention to detail and high degree of accuracy
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Advanced organizational skills required
- Must be able to act effectively in highly stressful situations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) employee; indirect responsibility for seven (7) employees

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

- Work independently under limited supervision and general direction, exercising a considerable level of independent judgment and discretion
- Exercise sound judgement in complex and technical issues, high level of initiative is expected to analyze security compliance information

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

APPROVAL SIGNATURES:

 11/8/19

 Immediate Supervisor Date

 11-8-2019

 Department Director Date

 11-12-19

 Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A


Assistant Manager, Security Compliance

Department: Security

Date: November 7, 2019

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

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


 Immediate Supervisor 11/8/19
Date


 Department Director 11-8-2019
Date


 Human Resources - Compensation 11/8/2019
Date

Assistant Manager, Structured Cabling

Department: Information Technology

Date: September 4, 2018

Title of Immediate: Manager, IT Infrastructure

Pay Level: L31

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

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

- Oversight of daily activities related to the IT Premise Distribution Systems; resolve problems, set priorities for the design, maintenance, development, evaluation and change management issues
Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Coordinate with internal and external customers (airlines, rent-a-car, and concessionaires) on the development of project and work order requirements.
- Provide overall program management oversight for low voltage projects. Responsible for reviewing and approving quotes, work orders and invoices.
- Respond immediately to network outages, coordinating necessary resources and activities for prompt and appropriate restoration of service
- Manage the development of the Authority's cable infrastructure in multiple data centers and communication rooms in a campus environment.
- Review and comment on construction documents; attend Joint Construction Meetings (JCM) as appropriate.
- Prepare documentation related to the installation and maintenance of the Authority's cable infrastructure, in a variety of written and electronic formats.
- Maintain current knowledge of the cable industry and upcoming projects to determine the means to implement changes in the existing network to accommodate technology, features and functionality. Review, maintain and provide updates to GOAA Standard Specifications Sections 27 00 and 28 00.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

[Signature] 9/19/18
 Immediate Supervisor Date

[Signature] 9.19.18
 Chief Information Officer Date

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

[Handwritten initials]

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Assistant Manager, Structured Cabling

Department: Information Technology

Date: September 4, 2018

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

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

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

J. Newmyer
 Chief Information Officer
 9.19.18
 Date

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

Assistant Manager, Unified Communications

Department: Information Technology

Date: December 12, 2019

Title of Immediate Supervisor: Manager, Unified Communications

Pay Level: L31

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

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

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

- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4) employees as well as indirect oversight of contracted staff

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

- Work independently with little supervision or direction
- Extensive latitude in initiative, judgment, and authority
- Sound judgment and creativity in solving highly complex technical problems

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

APPROVAL SIGNATURES:



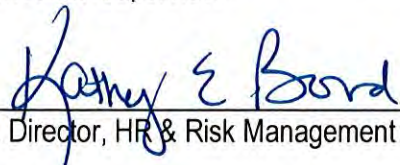
Immediate Supervisor

2/25/2020
Date



Department Director

12/26/2019
Date



Sr. Director, HR & Risk Management

3-9-2020
Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A


Assistant Manager, Unified Communications

Department: Information Technology

Date: December 12, 2019

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

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


2/25/2020

 Immediate Supervisor Date


12/26/2019

 Department Director Date


2/25/20

 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, User Services

Date: October 27, 2017

Department: Information Technology

Grade/Level: Exempt; L28

Title of Immediate Supervisor: Manager, Unified Communications

POSITION SUMMARY: Responsible for managing the User Services team for the effective delivery of IT desktop support services. Responsibilities include guidance towards level two and level three support of hardware and software problems, recommendations on client hardware and software purchases and installations as well as documentation and tracking of inventory items. Responsible for service and maintenance of endpoint devices, printers, accessories and mobile devices. Other responsibilities include support of conference room computer systems, facsimile machines and coordination for organization-wide moves, adds, and changes.

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

- Responsible for timely and effective support and service for GOAA unified communications services and equipment
- Establish and implement effective procedures and direct the activities of GOAA and contracted personnel for the proper and prompt processing of work orders
- Maintain excellent service levels to the user community
- Monitor the tracking of issues and solutions, and prepare related reports and follow-up statistics
- Troubleshoot and research technical solutions to reported problems
- Responsible for records and inventory of assigned hardware, software, and licensing
- Manage Mobile Devices, to include ordering, configuration and tracking. Review Mobile billing analysis to confirm accuracy and validation of charges being applied. Responsible for financial accounting transactions associated with cost recovery and analysis, corrects inaccuracies.
- Coordinate with the Endpoint System Administrator for effective operation of the Altiris and Airwatch MDM systems
- Analyze performance of Service Desk activities and documented resolutions, identify problem areas, and devise and deliver solutions to enhance quality of service and to prevent future problems
- Coordinate projects with other departments and external organizations and agencies
- Provide oversight of technical staff in the implementation, installation, configuration, and technical support of systems and mobile devices
- Provide on-call support for IT systems as required
- Participate in management level planning; support change management processes
- Supervise effectively to maintain a well-trained, motivated and professional staff. Train, schedule, monitor time, complete performance evaluations, recommend disciplinary action as needed, participate in interview process with recommendations given considerable weight.
- Interact with all internal departments, consultants, outside support staff and material vendors
- Assist with and enforce information technology documentation and implementation of policies and procedures

RESPONSIBILITIES (Continued):

- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to prioritize and handle multiple tasks effectively
- Ability to plan and supervise to keep users and technicians working efficiently
- Knowledge of current GOAA technologies strongly preferred
- Ability to provide Level 2 and Level 3 desktop support
- Ability to interface on technical terms with other IT teams
- Demonstrated ability to troubleshoot/repair desktop and laptop computers, as well as printers
- Demonstrated skill with computer imaging and Service Desk ticketing software
- Knowledge of Microsoft Office Professional Products and Microsoft Active Directory and Exchange
- Strong problem-solving and troubleshooting skills
- Demonstrated skill in installing and configuring Autodesk products
- Ability to install and configure desktop computers with Windows 7/8/10
- Knowledge of IP protocol configurations in Networked [Ethernet] environment
- Ability to provide installation & support of various software packages, specifically Microsoft Office Professional in an Exchange environment, MS Project, MS Visio, MS Sharepoint and Adobe Acrobat
- Knowledge of virus software configuration
- Demonstrated ability to interface well with users and staff
- High level technical problem-solving skills
- Demonstrated supervisory or leadership skills
- Must be a self-motivated individual who can work independently and perform with minimal direction
- Able and willing to work alternate shifts or days as needed

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certifications in technologies utilized by the Authority desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervisory responsibility for approximately three (3) employees, directs and oversees the work of assigned contracted staff

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

- High degree of independence, little supervision
- Sound judgment and creativity in solving complex technical problems

APPROVAL SIGNATURES:

Margie Callahan
Immediate Supervisor

11-14-17
Date

J. Newyom
Chief Information Officer

2017. 11. 21
Date

Deborah Bond
Senior Director, Human Resources & Risk Management

12-1-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Assistant Manager, User Services
 Department: Information Systems

Date: October 27, 2017
 Section: 521

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking		X				3
Sitting				X		3
Lifting			X			3
A. 0 - 20 lbs.			X			3
B. 21- 50 lbs.			X			3
C. 50+ lbs.				X		3
Bending/Stooping				X		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			2
Other						

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

Frequency

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

Importance

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

Constant
Very Frequent
Frequent
Occasional
Rare

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

Supervisor Comments:

Margie Callahan
Immediate Supervisor

11-14-17
Date

J. Neumann
Chief Information Officer

2017.11.21
Date

Auditor

Department: Internal Audit

Date: September 17, 2018

Title of Immediate Supervisor: Director, Internal Audit

Pay Level: L22

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

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

[Signature] 9-20-18
Chief Executive Officer Date

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

[Signature]

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Auditor

Department: Internal Audit

Date: September 17, 2018

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

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

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

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

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

Baggage Handling Systems (BHS) Agent

Department: BHS/GSE Division

Date: October 15, 2019

Title of Immediate Supervisor: Supervisor, BHS/GSE Operations

Pay Level: L11

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Ability to operate a two-way radio
- Must be willing and able to work rotating shifts, early mornings, late evenings, weekends and holidays based on operational needs
- Strong customer service skills
- High degree of time management and organizational skills
- 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
- Must be able to work with the computer in Word/Excel to complete equipment status reports

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

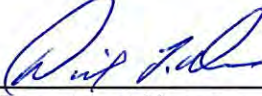

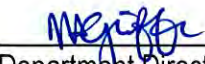


- None

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

- Work under direct supervision with limited independence
- Proactive/reactive abilities and the ability to solve routine problems
- Customer assistance (airlines, carriers, etc.) - answering questions, providing information
- Participate in operational decisions about the reassignments of the common facilities; i.e.: piers, ticket counters, and baggage claims

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

APPROVAL SIGNATURES:

 _____	10/17/19 Date	 _____	10/17/19 Date
 _____	09/17, 2019 Date	 _____	10-21-2019 Date
 _____	10-23-19 Date		

FLSA: Non-Exempt

EEO Category: Service Maintenance

Shift Premium: N/A

Rotating Shift: Yes




Baggage Handling System (BHS) Agent


Department: BHS/GSE Division

Date: October 15, 2019

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

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


Department Manager Date 10/17/19


Department Director Date OCT 17, 2019


Human Resources - Compensation Date 10/21/19

BHS Operator

Department: BHS/GSE Division

Date: December 5, 2018

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

Pay Level: L19

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Exhibit an understanding of the technical and mechanical fundamentals of sortation systems, distribution systems, assembly systems
- Intermediate computer skills, including Microsoft office suite
- Demonstrated ability to troubleshoot, make appropriate decisions and follow-up to confirm issues are resolved in a timely manner and in the best interest of the customer
- Excellent oral and written communications skills, multi-lingual skills desired
- Ability to multitask and work independently
- Analytical and problem-solving skills, attention to detail and a high degree of proactive/reactive ability
- Must be capable of properly operating filed communications equipment and speaking clearly in English when operating such equipment.
- Must be able and willing to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Strong customer service skills
- Effective time management and organizational skills
- Ability to establish and maintain effective working relationships with the general public, fellow employees and members of diverse cultural and linguistic backgrounds

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

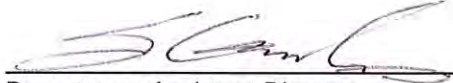
LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)

- Exercise independence under general supervision, and in accordance with established guidelines/ procedures
- Make immediate decisions regarding system failures, jams or stoppages. Consider options and selects the best for customer service and safety.
- Make operational decisions about the reassignments of BHS facilities

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

APPROVAL SIGNATURES:



 Department Assistant Manager Date 12-17-18


 Department Assistant Director Date 12-18-18


 Department Director Date JAN 10, 2019


 Department Senior Director Date 12-18-2018


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

FLSA: Non-Exempt 
 EEO Category: Service Maintenance

Shift Premium: N/A
 Rotating Shift: Yes

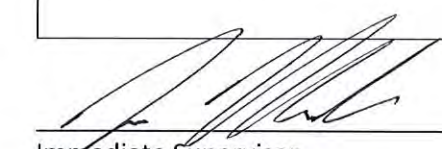
BHS Operator

Department: BHS/GSE Division

Date: December 5, 2018

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

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<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	3
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing					X		2
Other							
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	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
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Baggage Conveyor Systems		X					3
Scissor Lift						X	3
Communication Radio		X					3
Motorized Equipment (Golf Cart)						X	3
SUPERVISOR COMMENTS:							


 Immediate Supervisor

12-17-18

Date


 Department Director

JAN 10, 2019

Date


 Human Resources - Compensation

1/11/18

Date

JOB DESCRIPTION

Job Title: Budget Financial Analyst (OMB)

Date: August 28, 2017

Department: Finance

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Manager, Budget & Accounts Payable

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Accounting, or similar degree or field, and four (4) years experience in the preparation of budgets for a large entity, or an equivalent combination of education, training and experience. Experience in preparation of government entity budgets desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Certified Public Accountant License desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

APPROVAL SIGNATURES:

Audie Harper
Immediate Supervisor

8-29-17
Date

Mari Demms
Assistant Director

8/28/17
Date

Pam Heaney
Department Director

8/29/17
Date

Jus [Signature] Bond
Senior Director, Human Resources & Risk Management

8/31/17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Budget Financial Analyst (OMB)
 Department Finance

Date August 28, 2017
 Section 111

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

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

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

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

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

Frequency

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Importance

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

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

Supervisor Comments:

Audrea Hauger
 Immediate Supervisor

8-29-17
 Date

Pam Letourneau
 Department Director

8/29/17
 Date

Carpenter III

Department: Maintenance

Date: April 5, 2019

Title of Immediate Supervisor: Supervisor, Carpentry

Pay Level: B7

POSITION SUMMARY: Perform structural maintenance and repair of facilities, as well as small new construction projects.**DUTIES AND RESPONSIBILITIES:** *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform exterior and interior structural repairs and maintenance on GOAA facilities.
- Fabricate, install and repair interior trim and moldings, cabinetry, and laminate applications.
- Lay out and construct new structural elements, such as room partitions, ceilings, doors, floor tile, and similar items.
- Install and repair doors and associated hardware.
- Install and repair dry wall and wainscoting.
- Install and repair floor covering and cove base.
- Install and repair ceilings, replaces ceiling tile.
- Repair or replace glass.
- Install and repair roofs and flashing.
- Fabricate, repair, or replace frames, shelving, and office furniture.
- Assist in monitoring carpentry-related work being accomplished by contractors; inspects all work daily, coordinates job problems and final acceptance.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and executing proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly so that accurate maintenance and repair records are kept.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience in carpentry/ woodworking trade, including cabinetry, millwork, and construction framing, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe operation of carpentry hand tools and power tools
- Ability to read and interpret blueprints, sketches and drawings
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Familiarity with a mobile computerized maintenance management system desired
- Demonstrated skill to organize and prioritize work
- Good oral and written communication skills
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*





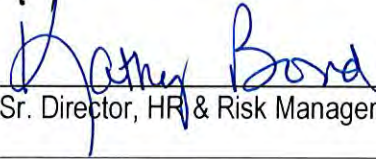
- None

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

- Plan the type of equipment, tools and material to be used for any job assigned.
- Determine work method and practices for a professional completion.
- Determine what equipment is appropriate for the assigned task and how it is to be used on the job.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

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

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	4/8/19 _____ Date	 _____ Department Manager	4/11/19 _____ Date
 _____ Department Assistant Director	4/5/19 _____ Date	 _____ Department Director	4-5-19 _____ Date
 _____ Sr. Director, HR & Risk Management	4-19-19 _____ Date		

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: Yes

Rotating Shift: N/A


Carpenter III

Department: Maintenance


Date: April 5, 2019

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

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


4/8/19

 Immediate Supervisor Date


4-5-19

 Department Director Date


4/18/19

 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Central Plant Operator

Date: October 31, 2017

Department: Maintenance

Grade/Level: Non-Exempt; L19

Rotating Shift: No

Shift Premium: Yes

Title of Immediate Supervisor: Manager, Plant Maintenance

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES:

- None

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

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

APPROVAL SIGNATURES:



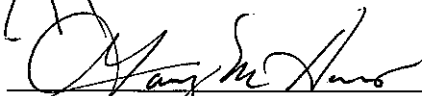
Immediate Supervisor

11/30/17
Date



Assistant Director

12/1/17
Date



Department Director

12-1-17
Date



Senior Director, Human Resources & Risk Management

12-6-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Central Plant Operator
Department Maintenance

Date October 31, 2017
Section 631

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

Frequency

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting	A. ___ 0 - 20 lbs. B. ___ 21-50 lbs. C. ___ 51+ lbs.				X	1
Bending/Stooping				X		1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

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

Frequency

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

Importance

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

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

Supervisor Comments:

J. A. S.
 Immediate Supervisor

11/30/17
 Date

J. M. Hunter
 Department Director

12-1-17
 Date

JOB DESCRIPTION

Job Title: Certification Administrator

Date: September 20, 2017

Department: Small Business Development

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Director, Small Business Development

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

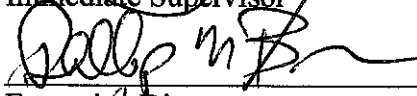
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Must demonstrate a reasonable ability to identify compliance or other contractual issues and act proactively to find solutions
- Make recommendations regarding participation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

APPROVAL SIGNATURES:



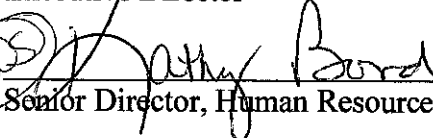
Immediate Supervisor

10-12-17
Date



Executive Director

10-16-17
Date



Senior Director, Human Resources & Risk Management

10-27-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Certification Administrator
 Department: Small Business Development

Date: September 20, 2017
 Section: 008

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

Frequency

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

Importance

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

Constant
 Very Frequent
 Frequent
 Occasional
 Rare

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

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

Frequency

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

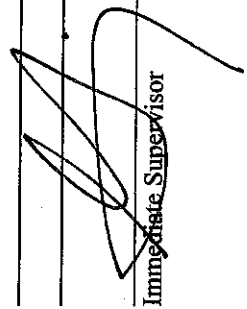
Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:
Periodic site visits


Immediate Supervisor

10-12-17
Date


Executive Director

10-26-08
Date

Chief Administrative Officer

Department: Executive Administration

Date: October 28, 2020

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) employees; indirectly supervises a staff of approximately thirteen (13) employees.

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

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative, judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Assessment in the degree of risk
- Judgment exercised in negotiations, contract development, and other initiatives.

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

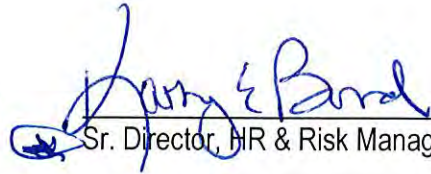
APPROVAL SIGNATURES:



Immediate Supervisor/CEO

11-16-2020

Date



Sr. Director, HR & Risk Management

12-9-2020

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Chief Administrative Officer

Department: Executive Administration

Date: October 28, 2020

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

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

Geoff P. M.B.
Immediate Supervisor/CEO

11-16-2020
Date

Cathy V...
Human Resources - Compensation

11/16/2020
Date

Chief Executive Officer

Department: Executive Administration

Date: August 26, 2021

Title of Immediate Supervisor: Aviation Authority Board

Pay Level: E4

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

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

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

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

Chief Financial Officer

Department: Finance

Date: August 26, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent oral and written communication skills in English; multi-lingual skills a plus
- Excellent interpersonal and teamwork skills
- Demonstrated ability to understand, critique, negotiate, market and manage contracts and policies
- Computer skills and knowledge of business software applications
- Ability to effectively lead and/or participate as a member of GOAA Committees
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

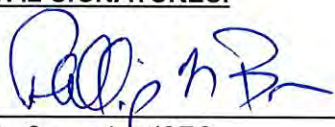

- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately forty two (42)

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Chief Financial Officer

Department: Finance

Date: August 26, 2021

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

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

SUPERVISOR COMMENTS:

[Handwritten Signature] 9-2-2021

Immediate Supervisor/CEO

Date

[Handwritten Signature] 4/3/2021

Human Resources - Compensation

Date

Chief of Operations

Department: Operations Administration

Date: August 27, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

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

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

- Oversee the development and implementation of programs to meet the goals and objectives of the Airport Operations department. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and review proposed solutions provided by the Airport Operations Management team.
- Oversee all required regulatory reporting for the department.
- Coordinate with Federal Aviation Administration (FAA) and other agencies as assigned.
- Oversee the designing, implementation and management of policies and procedures and verify the compliance with Federal Customs and Border Protection (CBP), handling of international baggage and trash, environmental and other regulatory requirements.
- Actively lead and support the areas of Operations, Customer Experience, Security, and Maintenance.
- Monitor Airlines and Fixed Base Operators (FBOs) and business tenants for compliance with airport operational policies.
- Lead the Aviation Authority's emergency response operations, update the Aviation Authority's emergency response plan, and oversee emergency preparedness in areas of responsibility.
- Oversee the airport noise abatement program to minimize negative impact to the environment and the neighboring public resulting from airport operations; may attend meetings with the public to address issues and concerns.
- Develop and effectively administer assigned budgets. Research and develop cost saving measures.
- Maintain a work environment that promotes the organization's values, ethics, integrity and legal responsibility.
- Consistently lead the effort to improve and streamline work processes and improve customer service; formulate and recommend department policy and procedure.
- Confirm assigned areas remain in compliance with all required federal, state, county and local regulations and standards, and other applicable laws, rules, regulations and permits.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for the selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Establish and maintain effective working relationships with senior management of airlines and other airport tenants.
- Act as an ambassador for the Greater Orlando Aviation Authority regarding airport operations matters.
- Administer contracts; may draft/negotiate contracts and/or manage the proposal/evaluation/selection process.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business Administration or related field and ten (10) years directly related experience in airport/airline operations, or an equivalent combination of education, training and experience. Minimum of five (5) years experience in management and leadership roles that include directing and oversight of staff in multiple airport operations areas and emergency response operations required. Experience with FAR 139 and 49 CFR part 1542 compliance required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated skill in analyzing, developing and implementing complex operational initiatives
- Excellent public relations skills to act as an ambassador for the Greater Orlando Aviation Authority
- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Executive management and leadership skills
- Strong contract and negotiation skills
- Experience with regulatory compliance required including FAR 139 and 49 CFR part 1542
- Knowledge of applicable regulations including but not limited to: Federal Aviation Administration (FAA) requirements including noise and emergency operations; knowledge of Federal Customs and Border Protection (CBP) requirements including international flight and passenger movements, handling of international trash and environmental regulations including Florida Department of Environmental Protection and South Florida Water Management District requirements
- Basic computer skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- American Association of Airport Executives (AAAE) credential(s) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

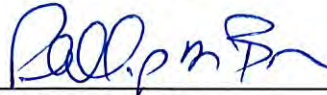
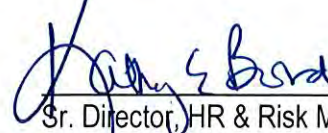
- Directly supervises a staff of approximately six (6); oversight responsibility for several departments with approximately three hundred forty (340) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- This is an executive level position, expected to show a high degree of independence, initiative, judgment and authority.
- Judgment exercised in long- and short-term strategic planning, negotiations, policy development, and financial initiatives.
- Independent decisions and recommendations based on industry and professional standards
- Decision to engage outside contractors for specific assignments
- Procedural changes, which affect other departments or which, by policy, require executive management or Board approval, are recommended to appropriate level of management
- Create, design, appraise, analyze, interpret, negotiate and evaluate on a regular basis

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	9-2-2021		9-3-2021
Immediate Supervisor/CEO	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Chief of Operations

Department: Operations Administration

Date: August 27, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)				X			3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							

SUPERVISOR COMMENTS:

Robert M. Br... 9-2-2021

Immediate Supervisor/CEO Date

Cathy... 9/3/2021

Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Communications System Administrator

Date: November 9, 2015

Department: Information Technology

Grade/Level: Exempt; L25

Title of Immediate Supervisor: Assistant Manager, Unified Communications

POSITION SUMMARY: Provide service and support to Communication Systems users including Authority staff and Shared Tenant Services program customers. Oversee user accounts and ensure continuing customer satisfaction by resolving problems, improving existing service, coordinating technical support in resolving customer issues, establishing new accounts and providing users with basic technical support and training. Support the performance, and availability of our Communication Systems to include Voice Services, Voice Messaging, Audio and Video Conferencing, Interactive Voice Response and Mobile Device Management.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Oversees the deployment and enhancement of telecommunications-related hardware and software services. Analyzes billing records produced by the airport's billing system to ensure accuracy and validation of charges being applied. Responsible for all financial accounting transactions associated with cost recovery and analysis. Analyzes telephone expenses for the airport based on actual and projected usage. Analyzes all PBX telephone database usage reports and balances them with the Facilities Management Billing System, and corrects inaccuracies. Compares cost of providing telecommunications services against the actual rates and charges invoiced to customers. Recommends rate and charge adjustments as necessary. Performs annual station reviews with customer to verify billing and correct any errors.
- Analyzes customer's present communications arrangements and develops / presents types of services that the customer should consider to meet their needs. Programs the telephone changes in the communications system requested by the customer to meet their needs. Programs Voice Mail services to provide customers with the desired service. Recommends and implements changes to maximize telecommunications system operation and minimize costs. Performs telecommunications consultation services to customers for each request submitted requiring substantive change in service. Advises customers on product features.
- Audits the PBX Network and Voice Mail databases to ensure users remain valid customers on the network. Administers the Authorization Code Program and issues and tracks those codes for usage and possible toll fraud.
- Studies material usage, identifies shortages and obsolete/excess stock, and analyzes equipment flow to the customer. Prepares and analyzes telecommunications statistics relating to the department's communications equipment and use. Recommends appropriate stock levels.
- Responsible for System Administrator functions associated with airport's communication systems to include but not limited to: voice service, voice messaging, Authorization Code System, Interactive Voice Response System and Mobile Device Management Server. Serves as the System Administrator for the airport's Call Pilot Voice Mail System, Cellular Blackberry and Goodlink Server. Runs backup and recovery operations.

RESPONSIBILITIES (continued):

- Must be accessible by cell phone for on-call and emergency call-back to provide necessary services on a rotating basis.
- Assists users with desktop applications. Trains customers in all aspects of the telephone system and equipment including Voice Mail. Attends telecommunications seminars and schools in order to keep abreast of growth and changes within the telecommunications industry.
- Troubleshoots network hardware and software problems. Addresses the complexities of network provisioning circuits and diagnosing telecommunications problems to their source. Analyzes trouble reports to define areas of recurring problems or irregularities. Creates and maintains historic data files for long-term comparison and analysis. Provide liaison between users and vendor(s) for transmission problems. Creates and maintains appropriate audit trails to effect efficient resolution to circuit problems/outages. Responsible for analysis, interpretation and processing of all telecommunications work order processing. Performs necessary functions related to the operation and maintenance of the cellular wireless network and serves as interface between the vendor and the customer. Captures and records all cable management information including Telephone Terminal board, cable pair and communications jack requirements. Documents maintenance problems.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Computer Science, Telecommunications or a related field and a minimum of five (5) years of experience including experience in a large telephony environment. An equivalent combination of education, training and experience will be considered. Understanding of accounting practices desirable. Experience with VoIP and Unified Communications systems required. At least three (3) years experience with Airwatch or similar MDM system.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Skilled knowledge of video conferencing systems and their integration with unified communications systems
- Hands on experience with Avaya telephony products and technology
- Must have experience administering Apple iOS and Android mobile devices
- Practical working knowledge of VPFM, Solarwinds or similar monitoring platforms
- Working knowledge of Microsoft Office suite
- Excellent diagnostic and problem-solving skills
- Interpersonal skills to interface with users and staff
- Good oral and written communication skills
- Working knowledge of Windows and Linux server
- Must be able to work both standard and non-standard work schedules, including weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgement and make decisions.)*

- Must be able to work independently
- Deals directly with customers in analyzing their telephone requirements and recommending solutions
- Must direct the activities of contractor personnel to ensure the work orders are processed properly and promptly
- Analyzes billing invoices for accuracy and makes adjustments as necessary
- Works with Finance Department to balance accounts (both payables and receivables)
- Make adjustments in inventory levels to meet customer needs

APPROVAL SIGNATURES:



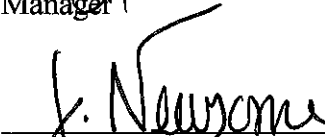
Immediate Supervisor

11-11-15
Date



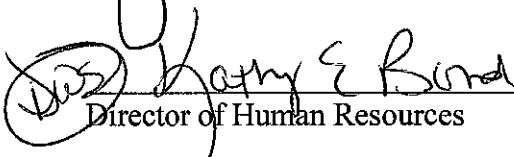
Manager

11-11-15
Date



Department Director

NOV 11 2015
Date



Director of Human Resources

11-16-15
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Communications System Administrator
 Department Information Technology

Date November 9, 2015
 Section 521

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 Occasional - 6-20% (1-2 hours per 8 hour day)
 Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking		X				3
Sitting		X				3
Lifting A. __ 0 - 20 lbs.				X		3
B. __ 21- 50 lbs.				X		2
C. __ 50+ lbs.				X		1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head			X			2
Kneeling, Crawling				X		1
Climbing (ladders, stairs, hills)				X		1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

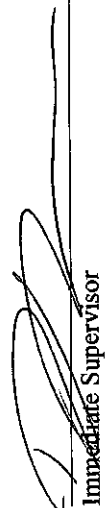
In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Constant**
Very Frequent
Frequent
Occasional
Rare

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes				X		1
Chemicals				X		1
Insects				X		1
Heights, Confined Areas				X		2
Excessive Noise				X		1
Other - Able to work both standard and non-standard work schedules, including weekends			X			3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Automobile			X			2
General office equipment (computer, copier, fax, etc.)		X				3

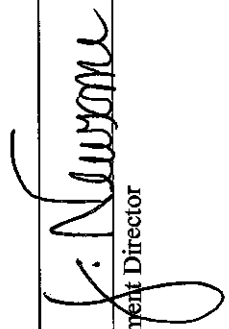
Supervisor Comments:



 Immediate Supervisor

11-11-15
 NOV 11 2015

 Date



 Department Director

Date

Concessions Contract Administrator

Department: Concessions

Date: December 9, 2019

Title of Immediate Supervisor: Manager, Concessions or Sr. Concession Contract Administrator

Pay Level: L23

POSITION SUMMARY: Represent the Greater Orlando Aviation Authority (GOAA) in retail or food & beverage concession and other matters pertaining to the Concessions Department as assigned. Draft concession lease agreements, space use agreements, amendments, and provide business, financial and analytical support at the direction of management. Administer and maintain compliance with the terms and conditions of the concession agreements. Serve as GOAA's liaison with corporate and local tenant representatives.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manage a portfolio of concessions agreements requiring a diverse understanding of contractual language, tenant processes and procedures.
- Draft term sheets, concession agreements, amendments, space use agreements, licenses, permits and exhibits for the use and lease of retail properties and facilities at the airport.
- Draft formal business letters, memorandums, and presentations and present recommendations to management and committees as assigned.
- Work closely with management and legal counsel in the drafting and negotiation of various concession agreements and other legal documentation.
- Assist in the drafting and development of bid documents and request for proposals, solicitations, formulation and presentation of alternatives and recommendations to management and committees for approval.
- Assist Small Business Department with monitoring ACDBE compliance including conducting onsite interviews to confirm participation.
- Manage tenant compliance with all lease terms and conditions and perform inspections of tenant facilities, as required.
- Track tenant sales and financial data. Coordinate with Finance Department to confirm compliance with financial requirements. Assist in preparation of data for annual revenue budget.
- Enter and maintain key terms and conditions, including billing instructions, for each agreement into GOAA's property management software in a timely and accurate manner.
- Process requests for tenant improvement projects and tenant signage. Perform a preliminary review of schematic renderings, drawings and other associated documents and present recommendations to committees as assigned.
- Work closely with GOAA's General Consultant and Tenant Construction personnel to maintain compliance with tenant design standards and graphic standards.
- Assist tenants on matters requiring intervention by other GOAA Departments. Interface with various departments to evaluate a variety of issues, determine contractual requirements, access alternatives, facilitate agreement, make recommendations, obtain approvals, and expedite the resolution, including the mediation and resolution of a variety of contractual issues.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in aviation management, business, finance, or in a directly related field and four (4) years management, lease management, or contract administration experience, or an equivalent combination of education, training and experience. Experience drafting agreements, commercial leases, and formal business letters preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficiency in Microsoft Office Suite or similar applications and property management software to perform business, financial and operational analysis, prepare and make presentations
- Knowledge and understanding of concessions and operations
- Must be able to interpret, define and communicate the legal requirements of concession documents
- Demonstrated ability to read and write commercial leases and concession agreements effectively and efficiently
- Ability to read, understand and interpret local and federal regulations, certifications, registrations, licensing and operational procedures.
- Knowledge of standard space management practices and techniques to assist clients in developing space requirements; layouts, designs and timetables for build-out of space.
- Excellent interpersonal, communication, public presentation and written skills and ability to effectively interact with domestic and international corporate customers, including legal, financial, professional, technical and non-technical individuals.
- Demonstrated ability to plan, prioritize, organize, schedule and manage to completion multiple projects at the same time.
- Ability to serve as the Authority's liaison and tenant advocate to resolve conflicting interests and ensure optimal solutions acceptable to all parties in a timely manner.
- Must have the ability to work in a dynamic environment interacting regularly with corporate executives, local and federal officials.
- Ability to physically visit all tenant areas
- Flexibility of schedule to visit tenant areas during non-standard work hours, which may include occasional holidays and weekends.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Property Manager or similar industry certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with judgement and initiative in decision making regarding tenant compliance with agreement terms and financial requirements. Must be able to meet deadlines, create ad-hoc reports for management.
- Frequent day-to-day tenant contacts in which the Aviation Authority's policies and procedures must be consistently and accurately represented. Required to provide high standard of customer service with professionalism and efficiency.
- Possess an understanding of individual corporate protocol when communicating, negotiating or interacting with sophisticated corporate representatives.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

AP 12.10.19
Immediate Supervisor Date

Tracy C. Harris 12.10.19
Department Manager Date

[Signature] 12/15/19
Department Senior Director Date

[Signature] 12-19-19
Sr. Director, HR & Risk Management Date

FLSA: Exempt
EEO Category: Professionals

Shift Premium: N/A
Rotating Shift: N/A



Concessions Contract Administrator

Department: Concessions

Date: December 9, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking			X			3
Sitting		X				3
Lifting: 0 - 20 lbs				X		1
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	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:

Jay C Harris / [Signature] 12.10.19
Immediate Supervisor Date

[Signature] 12/13/19
Department Senior Director Date

Cathy Vance 12/16/19
Human Resources - Compensation Date

Concessions Contract Analyst

Department: Concessions

Date: November 2, 2018

Title of Immediate Supervisor: Manager, Concessions

Pay Level: L20

POSITION SUMMARY: Prepare standard form permit agreements, property space and use agreements and related legal documents. Calculate rates and charges, set-up billing rules and verify contract information. Enter agreements into the property lease management system, monitor and maintain agreements and compliance with relevant terms and conditions. Compile revenue and activity reports. Assist with general administrative support, program maintenance, policy preparation and procedural compliance.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide information to potential service providers on permit program requirements such as fees, security deposits, insurance requirements, etc.
- Verify, enter and maintain accurate and timely contractual data in the property management system and other management databases.
- Calculate rates, fees and charges, set-up accounting billing rules, and verify receipt of payment, insurance certificates, surety and bond requirements, and related required executed documentation.
- Collect, track, compile and analyze current and historical monthly revenue data, budget revenue projections and reporting; provide financial and statistical spreadsheets and analysis of variances, trends and projections; run various system reports such as monthly rent roles, aged receivables, etc.
- Monitor permits for contract compliance and report concerns to management for resolution.
- Review monthly revenue and activity data and reports for accuracy, timeliness, completeness and consistency; communicate with customers to resolve reporting discrepancies and assist with collections as needed.
- Verify lease terms to prepare estoppel certificates and other lease disclosures.
- Compile monthly statistical data for revenue forecasting; issue related activity reports.
- Monitor, update and confirm compliance with insurance requirements for assigned agreements and permits; contact customers to resolve non-compliant issues or request updated certificates.
- Assist in maintaining the department's policies, procedures, business practices and data integrity in the property lease management system and other databases.
- Assist with general administrative support as needed; maintain current customer contact information database.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Management or related field and three (3) years' experience in lease and contract processing, dealing with tenants and customers, financial and accounting spreadsheets, revenue analysis and word processing skills, or an equivalent combination of education, training, and experience. Experience in a commercial real estate office preferred, Knowledge of property lease management software desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of commercial real estate industry practices
- Excellent written and oral communication skills.
- Strong time management and organizational skills
- Demonstrated advanced level of customer service skills and experience

- Intermediate to advanced skills with Microsoft Word, Excel, Access and PowerPoint
- Knowledge of Oracle or similar accounting/finance system
- Knowledge of PROPworks or similar property lease management system.
- Ability to communicate clearly in English required; multilingual abilities a plus

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision, exercising considerable judgement and discretion
- Materials are prepared independently and requires judgment, attention to detail, and decision-making skills on technical issues before management review.
- Understand and apply the Authority's rates and charges structure. Ability to read and understand lease agreements.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Tray C. Harris 11-5-18
 Immediate Supervisor Date

[Signature] 11/16/18
 Senior Department Director Date

Kathy E Bond 11-29-18
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Paraprofessionals

Rotating Shift: N/A

Concessions Contract Analyst

Department: Concessions

Date: November 2, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				2
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

Jay C. Harris 11.5.18
 Immediate Supervisor Date

[Signature] 11/14/18
 Senior Department Director Date

Cathy Hoover 11/26/18
 Human Resources - Compensation Date

Construction Financial Analyst

Department: Finance

Date: January 22, 2020

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L23

POSITION SUMMARY: Provide analysis of the Authority's accounting transactions including but not limited to: variance analysis and fund balance analysis, interfund reconciliation and other monthly 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:*

- Prepare monthly fund balance analysis and reconcile to the trial balance using Excel and Discoverer reports using high level analytical skills when data issues arise.
- Perform monthly and other complex financial analyses including, but not limited to, interfund reconciliations, splits/transfers and mass allocation inter-fund reconciliations.
- Prepare monthly narrative of account fluctuations at the financial statement level for MCO and ORL financial statements.
- Prepare PFC quarterly report and reconcile to the general ledger. Run the data extract from Oracle and allocate the Commercial Paper and bond interest to the appropriate projects that are in progress. Reconcile the PFC's shown in Oracle to the approved PFC applications and amendments analyzing and correcting any discrepancies. Record the expenditures by project and request that the consultant provide updated project start and end dates. Coordinate with other Finance personnel to obtain the PFC revenues and interest earned. Confirm that the PFC quarterly is posted to the Authority's website and filed in a timely manner with the FAA.
- Update and maintain environmental spreadsheets and financial statement footnote on a quarterly basis. This requirement is to provide an overall understanding of the Authority's environmental compliance costs and should reconcile to the awards that were presented to Construction Committee for that quarter.
- Prepare month end and year end spreadsheets and footnotes, as assigned.
- Update reconciliation of the CFC schedule monthly.
- Clear interfunds monthly.
- Perform other duties as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or related and four (4) years of related accounting experience and utilizing computerized general ledger or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be knowledgeable on Microsoft Office programs such as Word, Excel, Oracle or other financial applications software
- Demonstrated attention to detail
- Demonstrated organizational skills
- Excellent oral and written communication skills
- Strong general ledger skills
- Strong technical and accounting analytical skills
- Able to meet deadlines in a heavily deadline driven position

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant (CPA) desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under limited supervision and general direction, high level of discretion and initiative is required
- Responsibility for continuous projects and must be able to handle a great variety of tasks and responsibilities simultaneously and efficiently including prioritizing of daily and monthly work
- Must be able to determine when additional follow-up or analysis is needed
- Must be able to handle a wide variety of tasks and responsibilities simultaneously and continuous projects efficiently including prioritizing of daily and monthly work

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Elvie Alfonso 3.26.20
Immediate Supervisor Date

Maui Demmo 1/22/2020
Department Director Date

Latan M. Shan 1/22/2020
Chief Financial Officer Date

Kathy E Bond 6-19-2020
Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Construction Financial Analyst

Department: Finance

Date: January 22, 2020

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking					X	1
Sitting		X				3
Lifting: 0 - 20 lbs					X	1
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Eloie Alfonso 3.26.20
Immediate Supervisor Date

Maui Demmy 1/22/2020
Department Director Date

Arthur Vroman 3/27/20
Human Resources - Compensation Date

Contract Administrator – BHS

Department: BHS/GSE Division

Date: October 25, 2019

Title of Immediate Supervisor: Manager, BHS/GSE Contracts

Pay Level: L23

POSITION SUMMARY: Responsible for the day-to-day monitoring, evaluating and oversight of contracts. Provide technical advice and assist in the scope development and bidding of new contracts; monitor contracts after they are awarded. Verify and approve contractor's pay requests/invoices. Validate project costs, repair estimates, and additional work requests outside of the contract scope. Key representative for the Greater Orlando Aviation Authority's (GOAA) Ground Support Equipment (Baggage Handling System and Passenger Boarding Bridges) maintenance contract, including recommending changes, providing design input, and accepting contractor's work.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 service and supply contracts with emphasis on the levels and standards of service, schedules, frequency of service, productivity, quality control and personnel utilization.
- Assist Manager with planning for future replacements, upgrades, and/or refurbishments of equipment/systems to minimize downtime and maximize system availability/reliability. Provide advanced scheduling, project coordination, and support for related interdepartmental projects.
- Verify and approves contractors' pay requests/invoices. Assist in developing and monitoring annual operating budgetary requirements. Identify, prepare and support capital funding requests for equipment and system replacement or refurbishment. Validate project costs, repair estimates, and additional work requests outside of the contract scope.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level set forth in the contract documents.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and acts as liaison with other GOAA departments.
- Provide technical assistance in scope development, bidding, and awarding of service or supply contracts.
- Perform facility maintenance/equipment inspections, initiate repair orders as required, and verify appropriate repairs have been completed. Confirm Oracle requisitions for materials and parts are initiated and processed in a timely manner.
- Monitor contractors' staffing levels, responsiveness, and productivity; provide data to Manager for evaluation of contract compliance. Verify that contract specifications are proactively enforced.
- Review and verify contractor pay requests for accuracy and compliance with contract terms.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and four (4) years of hands-on, day-to-day contract management experience in operations and maintenance or an equivalent combination of technical training, education, and experience. Familiarity with the Orlando International Airport ground support equipment (Baggage Handling System & Passenger Boarding Bridges) desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge and experience in maintaining contract files and enforcing contract provisions.
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required

Contract Administrator – BHS

Department: BHS/GSE Division


Date: October 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.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Motorized Golf Cart					X	3

SUPERVISOR COMMENTS:


 Immediate Supervisor 10/27/19
 Date


 Department Director NOV 4, 2019
 Date


 Human Resources - Compensation 11/5/19
 Date

Contract Analyst, Purchasing

Department: Purchasing

Date: December 17, 2018

Title of Immediate Supervisor: Supervisor, Purchasing Contracts

Pay Level: L20

POSITION SUMMARY: Provide data entry and analysis of information to maintain procurement logs, databases and Contract Management System. Monitor and maintain insurance tracking for Purchasing Contracts; notify Senior Purchasing Agents and customers of contract expiration dates for renewals or re-bid process. Assist with maintenance of Authority electronic contract management system. Develop requirements and queries for reports from the ERP software (Oracle) and other Authority software systems to provide users/management with procurement activity reports. Assist in creating Contract Headers and Blanket Purchase Agreements for new contracts. Create and analyze spreadsheets for purchasing reports, performs other duties as assigned.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinate the insurance monitoring process with Risk Management, including notification of awarded/closed contracts and insurance requirements for those contracts. Review insurance reports for compliance. Resolve issues regarding expired or non-compliant insurance certificates and update weekly status report for Purchasing/Risk Management staff.
- Maintain the weekly status report and distribute to departments and Purchasing staff.
- Notify Senior Purchasing Agents and customers far enough in advance of contract expiration dates to maintain timely routine renewal or rebid of needed services.
- Assist with the preparation of the monthly Board notification memo.
- Data entry of Contract Purchase Agreements and Blanket Purchase Agreements, maintain and update with revisions or changes as required.
- Maintain active contract files, confirm active contracts are available in central contract file and expired contracts are closed and available for review as needed. Reorganize files as needed; purge and process files for offsite storage.
- Assist with entering of data and analysis of information in Contract Management System and the Contract Compliance System. Provide historical data to customers, Sr. Purchasing Agents and others as required of past and current contracts.
- Maintain and provide data entry of purchasing information on the Authority electronic contract management system.
- Maintain the bid board in the Purchasing Department office.
- Assist with monitoring and updating contract requirements, documentation and dates for contract expiration, performance and payment guarantees /bonds, insurance requirements and other documents.
- Serve as back up to the Purchasing Contract Administrator as needed.
- Attend and conduct meetings with vendors and customers as needed.
- Remain current in the knowledge of purchasing principles, theories, procedures, best practices, and processes, and demonstrate proficiency in their practical application.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years of progressively responsible work experience in procurement with large service contracts and/ or professional service contracts or an equivalent combination of related education, training and experience. Experience in maintaining contract files and enforcing contract provisions is required. Previous insurance experience preferred. Procurement experience with contracts in the public sector is desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation, award process and the administration of awarded contracts for major purchases of commodities, equipment and services.
- Working knowledge and experience in maintaining contract files and enforcing contract provisions.
- Demonstrated ability to work independently.
- Excellent verbal and written communication skills are required.
- Knowledge for Microsoft Office Word and Excel required, experience with Oracle or a contract management system preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current certification as Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB), Certified Purchasing Manager (CPM) or equivalent certification is preferred.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision
- Exercise considerable judgment and discretion
- Research issues, evaluate data

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Bruce L. Grant 1/10/19
Department Manager Date

Danica K. Schumaker 1/10/19
Department Assistant Director Date

Lauren M. Shannon 1/14/19
Chief Financial Officer Date

Anthony E. Bond 1-17-19
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Paraprofessionals

Rotating Shift: N/A

Contract Analyst, Purchasing

Department: Purchasing

Date: December 17, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs			X			3
	20 – 50 lbs				X		2
	51+ lbs					X	1
Bending/Stooping					X		3
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
SUPERVISOR COMMENTS: 							


 Department Manager 1/10/19
Date


 Chief Financial Officer 1/14/19
Date


 Human Resources - Compensation 1/13/19
Date

JOB DESCRIPTION

Job Title: Contract Compliance Coordinator

Date: July 23, 2012

Department: Maintenance

Grade/Level: Non Exempt; L20

Title of Immediate Supervisor: Manager, Contracts

POSITION SUMMARY: Plans, monitors and evaluates service and supply contracts. Ensures assigned contracts meet performance standards and specifications. Provides technical advice and assists in developing scope and bidding of new contracts. Serves as an Authority's Authorized Representative for assigned contracts.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every task, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Monitor and evaluate assigned contracts with emphasis on the levels and standards of service, responsiveness, schedules, frequency of service, productivity, quality control, and personnel utilization/staffing levels. Regularly monitors motor pool to 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 set forth in the contract documents.
- Verifies preventive maintenance programs are implemented and effective. Contacts departments to ensure they keep scheduled appointments, re-schedules missed preventive maintenance appointments.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and act as liaison with other GOAA departments.
- May perform inspections, initiate work orders, and verify appropriate repairs were completed.
- Program or invalidate fuel keys as needed, determine key status or why key did not work. Run fuel reports, run fuel tank level report, and order fuel in accordance with established procedures/levels.
- Ensure enforcement of contract specifications; monitor contractor compliance with MAXIMO or Fire House software program as appropriate.
- Provide technical assistance in developing scope, bidding, and awarding of assigned contracts. Use technical expertise to evaluate required repairs and recommend or authorize a plan of action that is the best/most cost effective option, and to verify the need for additional work.
- Perform periodic inspection of equipment and make recommendations regarding equipment to be refurbished, upgraded or replaced.
- Verify contractor pay requests for accuracy and compliance with contract terms.
- Monitor expenditures; ensure work ordered is within approved budget limitations
- Input and track appropriate data; establish, maintain, generate, and distribute records and reports as required. Reports are maintained in a variety of databases, including Microsoft, Maximo, Firehouse, Oracle.
- Remain current on all GOAA emergency response procedures and ensure proper response as required.
- Perform other related duties as assigned.

EDUCATION/EXPERIENCE:

An Associate degree or technical training in a related field and four (4) years experience in a related field; or an equivalent combination of education, training and experience. Experience in fleet repair or fleet management preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must have good oral and written communications skills. Good interpersonal skills with the ability to function effectively in a diverse work place.
- Able to use GOAA handheld radio.
- Familiarity with airport terminal/airsides layout desirable
- Basic computer-use skills, with emphasis on introductory level use of database, spreadsheet, and word processing programs.
- Ability to understand fuel computer system and demonstrate ability to re-program fuel keys within 6 months of assuming position.
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required.
- Able to drive on the AOA, with appropriate clearance/badging
- Basic familiarity with fleet management and operations, and able to show basic understanding of operation of assigned contracts and the MAXIMO system within 6 months on the job.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida Commercial Driver's License – Class B

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: (Include examples of situations where this position might exercise independent judgment and make decisions.)

- Works independently under general supervision
- Exercises considerable judgment
- Routine technical decisions/analysis

APPROVAL SIGNATURES:

Michael Shumock
Immediate Supervisor

8-29-12
Date

R. Peto
Assistant Director

29 Aug 2012
Date

[Signature]
Department Director

29 Aug 12
Date

[Signature]
Director of Human Resources

9-4-12
Date

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title Contract Compliance Coordinator
 Department Maintenance

Date July 23, 2012
 Section 631

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- | | |
|--|---|
| <p>Frequency</p> <p>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)</p> | <p>Importance</p> <p>3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all</p> |
|--|---|

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting					X	1
A. ___ 0 - 20 lbs.					X	1
B. ___ 21-40 lbs.					X	1
C. ___ 50+ lbs.					X	1
Bending/Stooping				X		3
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
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			2
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise			X			3
Other						1
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle				X		3
General office equipment (computer, copier, fax, etc.)						

Supervisor Comments:

Michael Shumack 8-29-12 Date
 Immediate Supervisor Department Director 8/29/12 Date



Contract Compliance Coordinator – Landscaping, Roofing

Department: Maintenance

Date: March 16, 2018

Title of Immediate: Manager, Maintenance Contracts

Pay Level: L20

POSITION SUMMARY: Plan, monitor and evaluate service and supply contracts. Confirm assigned contracts meet performance standards and specifications. Provide technical advice and assist in developing scope and bidding of new contracts. Serve as Authority's Authorized Representative for assigned contracts.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor and evaluate assigned contracts with emphasis on the levels and standards of service, responsiveness, schedules, frequency of service, productivity, quality control, and personnel utilization/staffing levels. May require on-site/field monitoring to 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 set forth in the contract documents.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and act as liaison with other GOAA departments.
- May perform inspections, initiate work orders, and verify appropriate repairs were completed.
- Attend construction coordination meetings as required.
- Review and analyze construction drawings and specifications to verify compliance with GOAA standards.
- Maintain enforcement of contract specifications.
- Provide technical assistance in developing scope, bidding, and awarding of assigned contracts. Use technical expertise to evaluate potential large/costly repairs to confirm plan of action is the best/most cost effective option, and to verify the need for additional work.
- Verify contractor pay requests for accuracy and compliance with contract terms. Recommend approval or deductions.
- Monitor expenditures; verify work ordered is within approved budget limitations
- Input and track appropriate data and generate related reports.
- Cross train in other sub-specialties of contract compliance as required.
- Remain current on all GOAA emergency response procedures and maintain the proper response as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years experience in quality assurance/compliance monitoring of multiple contracts/projects; or an equivalent combination of education, training and experience. Depending on position, experience in field of expertise (roofing, landscaping, etc.) may be specified.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have good oral and written communications skills. Good interpersonal skills with the ability to function effectively in a diverse work place.
- Familiarity with airport terminal/airsides layout desirable
- Basic computer-use skills, with emphasis on introductory level use of database, spreadsheet, and word processing programs.
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required.
- Able to drive on the AOA, with appropriate clearance/badging
- Demonstrated ability to read and understand complex contract specifications and blueprints, and discuss with architects/engineers.
- Must be willing and able to work non-standard shifts as needed for testing and maintenance to accommodate airport operations
- Bilingual desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

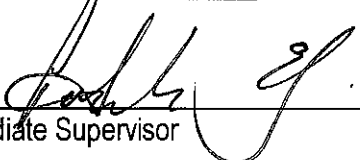

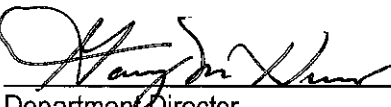
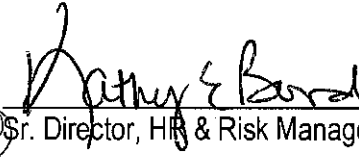
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Works independently under general supervision
- Exercises considerable judgment
- 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:

 _____ Immediate Supervisor	<u>3/19/18</u> Date	 _____ Assistant Director	<u>3/20/18</u> Date
 _____ Department Director	<u>3-21-18</u> Date	 _____ Sr. Director, HR & Risk Management	<u>4-17-18</u> Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Technicians

Rotating Shift: N/A



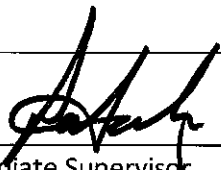
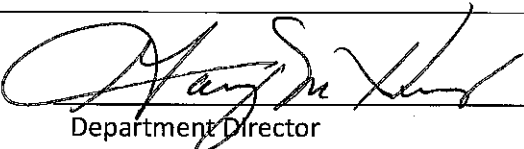
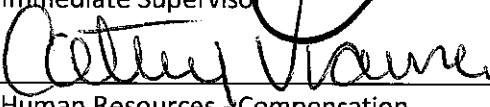
Contract Compliance Coordinator – Landscaping, Roofing

Department: Maintenance

Date: March 16, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas (Landscaping)					X	2
Heights, Confined Areas (Roofing)				X		3
Excessive Noise					X	1
Must be willing and able to work non-standard shifts as needed for testing and maintenance to accommodate airport operations					X	3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X		3
Communication Equipment			X			3
SUPERVISOR COMMENTS:						

 5/22/18
 Immediate Supervisor Date
 5-29-18
 Department Director Date
 5/29/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Contract Compliance Coordinator -
Life Safety

Date: December 2, 2016

Department: Maintenance

Grade/Level: Non Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Life Safety

POSITION SUMMARY: Plan, monitor and evaluate service and supply contracts, ensuring assigned contracts meet performance standards and specifications. Provide technical advice to assist in developing scope of work for new contracts. Serve as Authority's Authorized Representative for assigned contracts. Ensure Life Safety Systems are operational and meet manufacturer's standards and other applicable federal, state and local codes.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every task, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Monitor and evaluate assigned contracts with emphasis on the levels and standards of service, responsiveness, schedules, frequency of service, productivity, quality control, and personnel utilization/staffing levels. May require on-site/field monitoring to 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 set forth in the contract documents.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and act as liaison with other GOAA departments.
- Review and analyze construction drawings and specifications to ensure compliance with GOAA standards and related life safety codes.
- Perform inspections, initiate work orders, and verify appropriate repairs were completed.
- Assist Life Safety Administrator in inspections of new construction, tenant upgrade projects, and fire protection systems operation and maintenance.
- Attend construction coordination meetings as required, serving as technical expert.
- Assist Administrator with plans for future replacements, upgrades, etc.
- Ensure enforcement of contract specifications.
- Provide technical assistance in developing scope, bidding, and awarding of assigned contracts. Validate project costs, repair estimates, and work requests outside of contract scope.
- Verify contractor pay requests for accuracy and compliance with contract terms. Recommend approval or deductions.
- Monitor expenditures; ensure work ordered is within approved budget limitations
- Input and track appropriate data and generate related reports.
- Cross train in other sub-specialties of contract compliance as required.
- Perform other related duties as assigned.

EDUCATION/EXPERIENCE:

Associate degree and three (3) years experience in life safety systems and services; or an equivalent combination of education, training and experience. Working knowledge of fire protection systems, service contracts and applicable NFPA Life Safety codes.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- In-depth knowledge of Fire Safety Systems to include fire alarm, fire sprinkler, fire suppression, fire doors, elevator/escalator, and all their required interfaces with ancillary equipment
- Ability to interpret and apply codes and standards on a regular basis
- Demonstrated ability to read and understand complex contract specifications, blueprints, wiring diagrams, and ability to discuss with architects/engineers
- Must stay current with all Life Safety codes and the requirements for testing and inspection of fire protection systems
- Remain current on all GOAA emergency response procedures and ensure proper response as required.
- Experience with project scheduling, efficient time management, contract monitoring, and use of two-way radios
- General computer skills, with emphasis on use of database, spreadsheet, and word processing programs. Experience with Oracle preferred.
- Must have good oral and written communications skills. Good interpersonal skills with the ability to function effectively in a diverse work place.
- Must be willing and able to work non-standard shifts as needed for testing and maintenance to accommodate airport operations
- Familiarity with airport terminal/airsides layout desirable
- Able to drive on the AOA, with appropriate clearance/badging

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

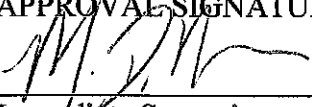
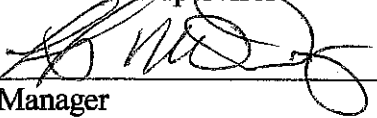


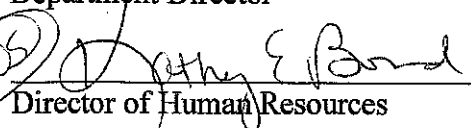
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works independently under general supervision
- Exercises considerable judgment
- Routine technical decisions/analysis

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	<u>12/4/16</u> _____ Date
 _____ Manager	<u>12/4/16</u> _____ Date
 _____ Assistant Director	<u>12/5/16</u> _____ Date
 _____ Department Director	<u>12-5-16</u> _____ Date
 _____ Director of Human Resources	<u>12-13-16</u> _____ Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Contract Compliance Coordinator – Life Safety
 Department Maintenance

Date December 2, 2016
 Section 631

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency
 Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 Occasional - 6-20% (1-2 hours per 8 hour day)
 Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance
 3 - Critical part of job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting	A. 0 - 20 lbs. B. 21 - 50 lbs. C. 50+ lbs.				X	1
Bending/Slooping				X		1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)

- Importance
- 3 - Critical part of job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

	Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
	Extreme Weather				X		2
	Noxious Fumes					X	1
	Chemicals					X	1
	Insects					X	1
	Heights, Confined Areas				X		2
	Excessive Noise					X	1
	Other						
	Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
	Transportation via department vehicle		X				3
	General office equipment (computer, copier, fax, etc.)				X		3
	Radio/Telephone			X			3

Supervisor Comments:

M. J. R.
 Immediate Supervisor
 Date 12/4/16

[Signature]
 Department Director
 Date 12.5.16

Contract Specialist

Department: BHS/GSE Division

Date: July 11, 2018

Title of Immediate Supervisor: Manager, BHS/GSE Contracts

Pay Level: L20

POSITION SUMMARY: Responsible for the day-to-day monitoring and evaluation of maintenance, operations, and daily repair contracts. Verify all Baggage Handling Systems (BHS) and Ground Support Equipment (GSE) are maintained to the standards and specifications set forth in the respective contract documents. Serve as key representative for airport ground support and transportation equipment issues, providing direct hands on guidance, evaluation, and monitoring of contractor efforts.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor and evaluate maintenance, operation, and/or repair contracts with emphasis on the levels and standards of service, schedules, frequency of service, productivity, quality control and personnel utilization. Monitor contractors' staffing levels, responsiveness, and productivity; provide data to management for evaluation of contract compliance. Verify contract specifications are proactively enforced. Resolve disputes and solve issues at lowest level possible. Confirm safe work practices are followed
- Assist in the development and implementation of procedures to confirm contractors meet the requirements at the specified level set forth in the contract documents
- Perform on-site (field) monitoring of the Ground Support Equipment contract (and/or other contracts as assigned) to verify that preventive maintenance and repairs are performed and invoiced appropriately in accordance with contract requirements. Approve and request additional work and/or repairs and confirm that quality work is performed in a timely manner
- May serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts; acts as liaison with other GOAA departments
- Perform facility maintenance/equipment inspections, initiate repair orders as required, and verify appropriate repairs have been completed. Provide technical expertise and evaluate proposed large/costly repairs to confirm the plan of action is the best/most cost effective option. May prepare and process Oracle requisitions for materials and parts
- Verify preventative maintenance programs are in accordance with, or exceed, original manufacturer requirements and they are effectively implemented
- Utilize predictive technologies such as thermal imaging to gain an understanding of machine condition and estimated lifespan
- Provide technical assistance in scope development and execution of additional work
- Available to work varying shifts and respond to call-backs related to monitoring contractor's project and construction related activities and in emergency situations
- Respond to and assist with baggage movement/coordination due to mechanical disruptions that impact baggage flow. Make sure contractor repair team is on point to return the system to operation in a safe, expeditious manner
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years' experience related to repairing and/or evaluating the condition of mechanical and motorized equipment, or an equivalent combination of education, training and experience is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Must have good oral and written communications skills and attention to detail
- Ability to develop/oversee/guide a predictive maintenance/thermography program.
- Good interpersonal skills with the ability to function effectively in a diverse work place
- Demonstrated ability to exercise good independent judgment
- Knowledge and experience related to repairing and/or evaluating the condition of mechanical and motorized equipment
- Familiarity with airport BHS (i.e. Baggage Conveyor system and related equipment) and GSE (ground support equipment such as PBB, PCAir, GPU and Water Cabinets) preferred
- Familiarity with the Oracle financials system and a basic understanding of a Computerized Maintenance Management System (CMMS) desirable
- Basic computer-use skills, with emphasis on database, spreadsheet, and word processing programs
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required
- Ability to use hand and equipment applicable to trade
- Ability to interpret technical documents/plans to ensure compliance with Authority requirements.
- Must be willing and able to work non- standard shifts such as early mornings, late evenings, weekends, and holidays to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

The following is required upon hire or must be obtained within 24 months:

- ITC Infrared Thermography Certification Level 2

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

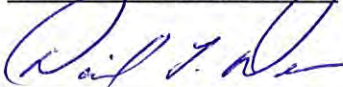
- None

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.

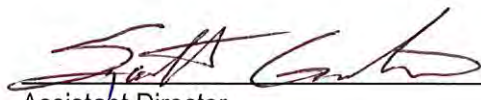
APPROVAL SIGNATURES:



Immediate Supervisor

7/16/18

Date



Assistant Director

7/19/18

Date



Department Director

JUL 19, 2018

Date



Sr. Director, HR & Risk Management

7-24-18

Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Technicians

Rotating Shift: N/A

Contract Specialist

Department: BHS/GSE Division

Date: July 11, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X				3
Walking			X				3
Sitting					X		2
Lifting:	0 - 20 lbs			X			2
	20 - 50 lbs				X		1
	51+ lbs					X	1
Bending/Stooping				X			3
Pushing, Pulling and/or Digging					X		2
Reaching over head				X			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
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes			X				3
Chemicals						X	1
Insects						X	1
Heights, Confined Areas				X			3
Excessive Noise			X				3
Vicinity to moving equipment/machinery			X				3
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Thermography Camera						X	3
Hand Tools				X			3
SUPERVISOR COMMENTS:							



Immediate Supervisor

7/10/18

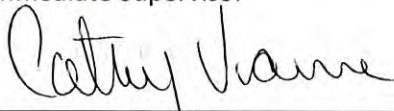
Date



Department Director

Jul 19, 2018

Date



Human Resources - Compensation

7/20/18

Date

Control Systems Analyst

Department: Information Technology

Date: April 19, 2021

Title of Immediate Supervisor: Assistant Manager, Control Systems

Pay Level: L28

POSITION SUMMARY: Provide expertise and skills to the Control Systems group in support of the Greater Orlando Aviation Authority's (GOAA) Control Systems applications such as Physical Access Management, Access Control (ACS), Badging Management Software, Video Systems (CCTV and Content Display Walls), Physical Security Information Management (PSIM) and Internet of Things (IoT) systems. Perform timely execution of the controls designs, programming and implementation of assigned systems and subsystems. Monitor and troubleshoot tasks to maintain effective and efficient system operation with minimal interruption.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform, oversee and participate in daily activities related to Control Systems applications such as, but not limited to: Physical Access Management, ACS, Badging Management, Video Systems (CCTV and Display Walls), PSIM, IoT Systems, and related analytics; resolve problems and change management issues.
- Participate in developing and implementing concepts and specifications for new control systems, and extensions of or improvements to current control systems.
- Perform software installations and upgrades. Schedule installations and upgrades and maintain them in accordance with established IT policies and procedures. Configure solutions and produce reports related to various control system activities.
- Monitor and tune the system to achieve optimum performance levels. Maintain client/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Resolve connectivity issues between the servers, recorders, and cameras.
- Assist in providing specifications for control systems' software and software modifications and develop and document as appropriate to the circumstances.
- Review Control Systems documentation for sufficiency and technical accuracy.
- Participate in analyzing and resolving Control System's computing and communications problems. Coordinate with other departments and offices, contractors, etc. as necessary to achieve a successful outcome.
- Ability to add new cameras, encoders, configure network video recorders, and determine video storage and bandwidth requirements for the CCTV system.
- Review project drawings and obtain all facts necessary to perform review activities according to specifications.
- Review and become knowledgeable of the project schedule in order to meet required timetables.
- Maintain all documentation regarding projects including changes, additions, deletions, and as-builts.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and five (5) years' experience in an information technology role in a complex business and systems environment, or an equivalent combination of education, training, and experience. Experience with CCTV and Access Control Systems, technical alternatives and basic knowledge of emerging technologies is required. Experience with IP cameras and analog encoders is required. Experience with Geographic Information System (GIS), NICE CCTV, SAFE Badge Management, Situator (PSIM), and CCure ACS is desired.

Control Systems Analyst


Department: Information Technology


Date: April 19, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 – 20 lbs					X	3
	20 – 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing			X				3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS: 							


 Immediate Supervisor _____ Date _____


 Department Director _____ Date 5/13/21


 Human Resources - Compensation _____ Date 5/16/2021

Control Systems Analyst

Department: BHS/GSE Division

Date: August 23, 2018

Title of Immediate Supervisor: Assistant Director, Systems Operations

Pay Level: L28

POSITION SUMMARY: Provide controls engineering expertise and skills for the baggage sortation systems and assigned conveyor systems. Perform timely execution of the controls design, programming and implementation of assigned systems and subsystems at the Authority. Monitor and troubleshoot tasks to isolate technical/controls issues related to the Authority's ability to effectively and efficiently process baggage.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform, oversee and participate in daily activities related to baggage sortation systems and assigned conveyor systems; resolve problems and change management issues.
- Participate in developing and implementing concepts and specifications for new control systems, and extensions of or improvements to current control systems.
- Assist in providing specifications for control systems' software and software modifications and develop and document as appropriate to the circumstances.
- Schedule installations and upgrades and maintain them in accordance with established policies and procedures.
- Review control systems documentation for sufficiency and technical accuracy.
- Participate in analyzing and resolving baggage sortation and other control system's computing and communications problems. Coordinate with other departments and offices, contractors, etc. as necessary to achieve a successful outcome.
- Review project drawings and obtain all facts necessary to perform review activities according to specifications.
- Review and become knowledgeable of the project schedule in order to meet required timetables.
- Maintain all documentation regarding projects including changes, additions, deletions, and as-builts.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in a related field and five (5) years experience with baggage sortation system support or an equivalent combination of education, training, and experience. Detailed knowledge of PC and PLC hardware. Familiarity with various computer operating systems (Windows Desktop, Server, and Linux) and experience with Ladder Logic programming language. Familiarity with network communications (TCP/IP, UDP and RS232 serial protocols).

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.
- Demonstrated ability to provide proper advice and recommendations to managers and employees at all levels.
- Ability to work effectively in a stressful environment
- Must be able and willing to work both standard and non-standard work schedules, including nights and weekends.
- Display professional etiquette when dealing with Authority personnel and outside vendors.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Independent judgment for complex technical issues is critical and required routinely on a daily basis.
- Direction is not normally frequent or detailed.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor Date 8-27-18



Department Director Date AUG 27, 2018



Department Senior Director Date 8-27-2018



Sr. Director, HR & Risk Management Date 9-11-18



FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A


Control Systems Analyst

Department: BHS/GSE Division

Date: August 23, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		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		2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes				X		2
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise				X		3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
SUPERVISOR COMMENTS:						


 8-27-18
 Immediate Supervisor Date


 08 27 2018
 Department Senior Director Date


 9/4/18
 Human Resources - Compensation Date

Cost Control Specialist

Department: Information Technology

Date: June 10, 2019

Title of Immediate Supervisor: Assistant Director, Information Technology

Pay Level: L16

POSITION SUMMARY: Prepare and monitor Information Technology procurement processes from requisition through payment; initiate and/or coordinate the procurement process of hardware and software needs GOAA-wide. Monitor and report status of O&M, and Capital IT accounts; process requisitions for IT related products and services from other GOAA departments. Perform automated cost control functions relating to these accounts. Assist in the annual budget process.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Utilize the current Oracle EBS system to manage the procurement processes from requisition through payment. Track requisitions throughout the workflow process. Validate and verify published purchase orders.
- Responsible for data entry and retrieval for automated cost control functions, including but not limited to: time and attendance, multi-departmental account monitoring and reporting for O&M, capital and project accounts.
- Responsible for the data entry of all procurement requisitions in the financial systems.
- Liaison with the Finance Accounts Payable team to process all IT invoices timely.
- Initiate and/or coordinate the procurement process for IT items with other departments; validate and verify invoices before releasing payments; process and track vendor receipts and invoices.
- Review financial transaction to ensure proper allocation and utilization of funds in compliance with relevant policies and procedures, including processes for construction and non-construction fund sources. Participate in preparation of the Information Technology budget, including research and assessment of prior and current fiscal year data.
- Responsible for the maintenance, storage, and destruction of department financial records, per applicable policies, regulations, and working in conjunction with designated Aviation Authority records management personnel
- Assist in the development and maintenance of management reports and graphs as required. Implement and maintain data repositories as appropriate and directed.
- Participate in the annual budgetary closeout process.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business, Accounting or a related field and three (3) years of experience in administrative or project related work to include experience with budgets, tracking and retrieving data, invoice processes, and research, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of Microsoft Office software (Word, Excel and Access); experience in Oracle or similar accounting system and automated timekeeping systems preferred.
- Demonstrate high degree of accuracy, numerical ability and attention to detail
- Excellent organizational skills, and ability to work independently
- Accounting and project management experience desirable

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Pete Pelletts 6/20/2019
Immediate Supervisor Date

J. Newcome 06.20.19
Chief Information Officer Date

[Signature] 6-25-19
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

Cost Control Specialist

Department: Information Technology

Date: June 19, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
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:

Pete Bellotti 6/20/2019
 Immediate Supervisor Date

J. Newcome 06.20.19
 Chief Information Officer Date

Cathy Vance 6/20/19
 Human Resources - Compensation Date

Cost Control Specialist

Department: Maintenance

Date: May 10, 2018

Title of Immediate: Assistant Manager, Cost Control

Pay Level: L16

POSITION SUMMARY: Prepare, monitor, and analyze all time and attendance, Operating & Maintenance budgets, and perform all computerized cost control and capital functions relating to these budgets for review by the Assistant Manager, Cost Control. Perform research and analysis as assigned, Provide administrative support to management 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:*

NOTE: Employees may not regularly perform all listed responsibilities and may normally focus on a few of those listed below. However, all employees in the classification are expected to be able to effectively perform all responsibilities to assist when needed, or to meet changing departmental workload needs, and to perform as back-up during absences.

- Responsible for data entry and retrieval of all computerized cost control and capital functions, including, but not limited to, time and attendance, interdepartmental budget updating, monitoring and projections, maintenance management system entry, and management reporting.
- Process procurement requests from requisition through payment; reconcile procurement card statements; verify invoice amounts against applicable contract/agreement.
- Assist in data gathering and evaluations for budget preparation.
- Develop and implement budget analyses and management reports as required.
- Assist managers and supervisors in proper allocation and utilization of funds.
- Perform statistical analyses and researches alternate fund sources for department.
- Process utilities invoices for payment; perform proper analysis and fund allocation; prepare all related graphs as requested.
- Responsible for preparation of department payroll for assigned personnel utilizing custom computerized time and attendance system; research time and attendance issues and process resolutions; prepare and distribute time and attendance management reports and forms.
- Maintain compliance with GOAA Policy and Procedures and LIUNA bargaining unit contract in all matters related to time and attendance.
- Assist in development and tracking of capital maintenance plans including, but not limited to, budget estimates, schedules for major repairs, refurbishment, and/or replacement of airport systems and facilities, and the department annual Capital Improvement budget.
- Assist in preparing and tracking Capital Initiation Requests (CIRs); process Maintenance documents/packages going to applicable committee for approval.
- May perform duties in absence of Assistant Manager, Cost Control.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in an accounting-related field and two (2) years related payroll processing, budget processing, and capital project support work experience, or an equivalent combination of education, training, and experience. Experience processing complex time and attendance systems required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of spreadsheet, database, word processing software required.
- Knowledge of Oracle and the Authority's current automated timekeeping systems desirable.
- Must be proficient in 10-key skills.
- Demonstrate high degree of reliability, accuracy, have excellent organizational skills, and be able to work independently.
- Meticulous attention to detail and numerical ability
- Ability to manage multiple projects at a time, meet deadlines and accomplish a high volume of work.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 6/8/18

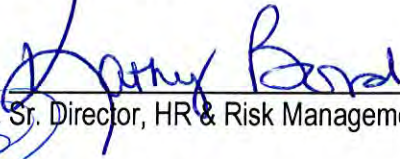
Manager Date

 6/7/18

Assistant Director Date

 6-8-18

Department Director Date

 6-13-18

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Cost Control Specialist

Department: Assistant Manager, Cost Control

Date: May 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			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							

Steve J. Pe 6/8/18
 Manager Date

Harry M. Huro 6-8-18
 Department Director Date

Antony V...
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Cost Control Specialist

Date: July 31, 2015

Department: Operations Administration

Grade/Level: Non-Exempt; L16

Rotating Shift: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Cost Control & Contracts

POSITION SUMMARY: Prepares, monitors, and analyzes expenditure and capital budgets for assigned departments. ~~Coordinates the Operations department's procurement process in Oracle and ensures proper~~ allocation of funds. Reviews, tracks and assists with contract process, amendments, compliance and renewals.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Prepare, monitor and analyze expenditure and capital budgets of Operations departments, update budgets and provide projections as requested. Ensure expenditures are within established budget, identify unbudgeted items.
- Coordinate 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
- Ensure contract invoices are correct and accurate before releasing for payment
- Review financial transactions to ensure proper allocation and utilization of funds in compliance with policies, procedures and contracts
- Assist in the tracking and review of contract renewals and amendments for timely execution. Review budgets to identify pricing changes.
- Review, track and/or assist with assigned department contract process, amendments, compliance and renewals
- Assist departments in preparing budget-related items for review and approval by Executive Director and/or Aviation Authority Board
- Performs other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree with related accounting courses and two (2) years closely related work experience, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Advanced skills in spreadsheet and word processing software, and knowledge of databases; experience in Oracle or similar accounting system preferred.
- Demonstrate high degree of accuracy and attention to detail
- Excellent organizational skills, and ability to work independently
- Good communication skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Considerable independence under general supervision
- Makes independent decisions following established guidelines/procedures

APPROVAL SIGNATURES:

Abraham Elbarouni
Immediate Supervisor

08/03/2015
Date

Donald W. J. J. J.
Deputy Executive Director

08/03/2015
Date

Patricia Bond
Director of Human Resources

8/25/15
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Cost Control Specialist
Department: Maintenance

Date: July 31, 2015
Section: 411

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					3
Lifting					X	1
A. 0 - 20 lbs.					X	1
B. 21- 50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle				X		1
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

Abbas Amin Elbarbahi
 Immediate Supervisor

08/03/2015
 Date

Samir Elbarbahi
 Deputy/Executive Director

08/03/2015
 Date

Custodial Contract Compliance Analyst

Department: Maintenance

Date: November 8, 2019

Title of Immediate Supervisor: Manager, Building Services

Pay Level: L21

POSITION SUMMARY: Conduct continuous analysis of airport wide custodial services contract components to verify compliance and accuracy of reported reimbursable aspects of the contract and to determine that the service provider is performing management, administration, staffing levels, time and attendance tracking, payroll reporting, equipment inventory, custodial services and other component activities in accordance with terms and conditions of the contract. Verify contractor performance to confirm alignment with management instruction, applicable policies and procedures, and in a manner consistent with Greater Orlando Aviation Authority (GOAA) objectives and administrative practices. Provide related management reports for support of decisions related to corrective contract adjustments and amendment needs along with recommended solutions.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Verify daily/weekly/monthly staffing levels and related documentation for custodial management and cleaning staff in accordance with agreement specifications.
- Perform random reviews of time and attendance data, payroll data, employee benefits details.
- Perform periodic inspections to verify equipment inventory and other defined reimbursable components for availability and operational readiness in accordance with terms and conditions of the agreement; may make recommendations regarding status and contract compliance.
- Monitor contractors' reported staffing levels; provide data to management for evaluation of contract compliance and determination of deficiencies.
- Reconcile contractor invoices and make adjustments based on approved Contract Discrepancy Reports (CDR), additional work requests, staffing deficiencies, and special requests.
- Analyze custodial invoices and supporting documentation to minimize errors or discrepancies due to procedural deficiencies, staffing deficiencies, reimbursable accountability, non-compliance, or other factors.
- Create and provide reports as required for support of decisions related to operating budget development, corrective contract adjustments and amendment needs as well as recommended solutions.
- Monitor expenditures and verify work orders are within approved budget limits.
- Participate in the development and implementation of procedures to accurately monitor contractor/subcontractor attendance, verify actual expenditures for reimbursable items.
- Perform duties and responsibilities with an emphasis on the levels and standards of service and responsiveness in accordance with terms and conditions of the contract.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and two (2) years of related experience in day-to-day contract compliance experience in an operations or maintenance area or an equivalent combination of technical training, education, and experience. Knowledge of and experience with custodial contracts/agreements preferred. Familiarity with payroll processing, finance, accounts payable process desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge and experience in maintaining contract files and enforcing contract provisions.

- Proficient in Microsoft Office programs (Word, Excel, Outlook and PowerPoint) required; experience or knowledge with financial, payroll and timekeeping systems preferred
- Must have excellent oral and written communication skills and have good interpersonal skills with the ability to function effectively in a diverse and fast-paced environment
- Demonstrated ability to work independently
- Strong attention to detail, organizational and time management skills
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate compliance responsibilities.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Work independently under limited supervision and general direction, exercising independent judgement and discretion
- Routine contract compliance analysis and problem-solving skills
- Manage job responsibilities in a timely manner to meet deadlines; establish priorities to maximize productivity and efficiency.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 11/8/2019
 Immediate Supervisor Date

 11/08/19
 Department Assistant Director Date

 11/8/19
 Department Director Date

 11-13-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Paraprofessional

Rotating Shift: N/A

Custodial Contract Compliance Analyst

Department: Maintenance

Date: November 8, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							
SUPERVISOR COMMENTS:							



Immediate Supervisor

 11/8/2019
Date



Department Director

 11/8/19
Date



Human Resources - Compensation

 11/12/19
Date

Custodial Inspector

Department: Maintenance

Date: December 17, 2019

Title of Immediate Supervisor: Assistant Manager, Building Services

Pay Level: L16

POSITION SUMMARY: Responsible for the day-to-day monitoring and evaluation of multiple custodial service and supply contracts associated with the Orlando International Airport (OIA) terminal complex and support facility sites.. Confirms all facilities are maintained to the cleaning standards and specifications set forth in the respective contract documents. Provides technical advice and assists 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 custodial and other assigned contracts with emphasis on the levels and standards of service, schedules, frequency of service, productivity, and quality assurance.
- Complete a daily report and contract discrepancy reports, including taking pictures that effectively support the described discrepancies.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level of cleanliness set forth in the contract documents.
- Monitor contractors' daily staffing levels, equipment status, cleaning frequencies, and productivity; provide data to Assistant Manager for evaluation of contract compliance.
- Provide technical assistance in scope development, bidding, and awarding of contracts.
- Respond to custodial services related urgent situations (pooling water, spills, etc.) as appropriate.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate with four (4) years of experience in the custodial services industry and experience enforcing contract terms and conditions; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge and understanding of janitorial and maintenance operations
- Ability to read, understand and enforce contract specifications and drawings of contract documents
- Excellent verbal and written communication skills
- Excellent interpersonal skills with the ability to function effectively in a diverse work place
- Ability to pay attention to detail and meet deadlines
- Demonstrated ability to work independently
- Basic computer skills and understanding of Microsoft office programs to perform records and discrepancy reporting; able to effectively use digital camera and mobile devices such as tablets, iPads, etc.
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Must be willing and able to work rotating shifts, early mornings, late evenings, weekends and holidays based on operational needs

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)

- Work under general supervision with limited independence and general direction
- Make independent decisions within established guidelines

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 1/14/2020

Department Manager Date

 1/14/20

Department Assistant Director Date

 1-14-2020

Department Director Date

 1-17-2020

Sr. Director HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Service-Maintenance

Shift Premium: N/A

Rotating Shift: Yes

Custodial Inspector

Department: Maintenance

Date: December 17, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X					3
Walking		X					3
Sitting					X		2
Lifting:	0 – 20 lbs				X		1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping		X					3
Pushing, Pulling and/or Digging					X		1
Reaching over head			X				1
Kneeling, Crawling					X		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
Digital Camera and Mobile Devices (tablets, etc.)				X			3
Communication Devices (Radio/Cell Phone)		X					3
Other							
SUPERVISOR COMMENTS:							



 Department Manager

 1/14/2020
 Date



 Department Director

 1-14-2020
 Date



 Human Resources - Compensation

 1/21/20
 Date

JOB DESCRIPTION

Job Title: Database Administrator

Date: July 1, 2014

Department: Information Technology

Grade/Level: Exempt, L31

Title of Immediate Supervisor: Manager, Automation Software

POSITION SUMMARY: Oversees the maintenance, tuning, security and support of the databases for the Aviation Authority, including all interfaces and residing hardware systems. Upgrade, implement and deploy application, systems and technologies for the Authority.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Perform Database and Environment Administrative Duties for Oracle Financial Applications, Enterprise Asset Management, and Graphical Information System
- Perform administrative duties for Oracle, RAC and Dataguard database environment
- Perform administrative and troubleshooting duties for Oracle Workflow administration
- Establish and maintain the security and integrity of supported databases. Add, modify and delete database structures as necessary and according to established guidelines.
- Establish and regulate server disk space allocation and utilization by the supported database(s).
- Update database software/applications in accordance with any maintenance contracts pending or as necessary to keep systems within recommended version guidelines.
- Monitor software-licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Establish, schedule and monitor all systems backups and reviews related logs
- Monitor any reports/alerts for data anomalies that may be consuming system resources and tune the residing hardware systems and databases for optimum performance.
- Monitor systems, applications and interfaces for error conditions. Work with the proper support team to resolve the problem with little downtime and minimal loss of data.
- Maintain administrative and support documentation using formal methodologies, standards and procedures.
- Monitor and evaluate customization or development performed by outside consultants that may directly affect critical systems and applications.
- Maintain a current knowledge of developments in both hardware and software to insure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Collaborate with management in the preparation of the Information Systems budget.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Performs other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Information Systems or related field and five (5) years experience in the administration of a medium to large corporate databases or an equivalent combination of education, training and experience. Experience with Windows Server, Unix, Linux, Oracle Applications (EBS), Oracle RDBMS, Oracle Grid Control, Oracle Enterprise Manager and Microsoft Client OS a must. Experience with Microsoft Access, MS SQL server, Storage Volume Managers, and Backup Software is highly desirable as well as software and hardware experience with clustering and high availability architectures.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must possess excellent verbal and written skills.
- Excellent documentation skills.
- Self-motivated; demonstrated ability to perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems. Provides proper advice and recommendations to managers and employees at all levels.
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors.
- Must possess a thorough knowledge of data processing concepts, browser based technology, client server technology, Ethernet topology, transport protocols, electronic mail, fax servers, communication servers, and database servers.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

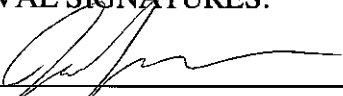
SUPERVISORY RESPONSIBILITIES:

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*


- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.
- Ability to alter work schedule to include weekends if necessary. Provides coverage for, or to perform duties necessary to assure the Authority's normal operating schedule.

APPROVAL SIGNATURES:



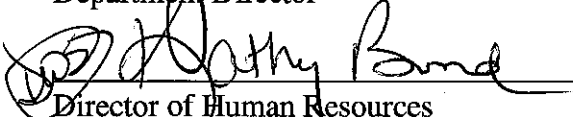
Immediate Supervisor

7/16/14
Date



Department Director

7.16.14
Date



Director of Human Resources

9-16-14
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Database Administrator
Department: Information Technology

Date: July 1, 2014
Section: Information Systems

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 - Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 - Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 - Occasional - 6-20% (1-2 hours per 8 hour day)
 - Rare - 0-5% (Less than 1 hour per 8 hour day)

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		3
Sitting	X					3
Lifting					X	2
A. ___ 0 - 20 lbs.					X	2
B. ___ 21 - 50 lbs.					X	2
C. ___ 50+ lbs.					X	2
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

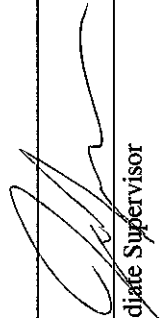
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

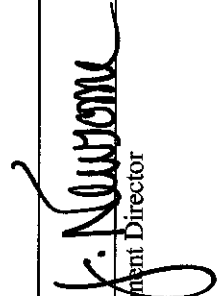
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Driving GOAA Vehicle					X	2
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:


 Immediate Supervisor

7/16/14
 Date


 Department Director

7.16.14
 Date

Database Administrator (Microsoft SQL)

Department: Information Technology

Date: October 17, 2019

Title of Immediate Supervisor: Manager, Automation Software

Pay Level: L31

POSITION SUMMARY: Oversee the maintenance, tuning, security and support of the Greater Orlando Aviation Authority's (GOAA) databases, including all interfaces and residing hardware 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:*

- Install, administer and maintain all single instance and highly available SQL server environments at GOAA.
- Establish and maintain the security and integrity of supported databases.
- Add, modify and delete database structures as necessary and according to established guidelines.
- Establish and regulate server disk space and memory allocation and utilization by the supported database(s).
- Update database software/applications in accordance with any maintenance contracts or as necessary to keep systems within recommended version guidelines.
- Monitor software-licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Establish, schedule and monitor all systems backups and review related logs
- Monitor reports/alerts for data anomalies that may be consuming system resources and tune the residing hardware systems and databases for optimum performance.
- Monitor systems, applications and interfaces for error conditions. Work with the proper support team to resolve the problem with little downtime and minimal loss of data.
- Maintain administrative and support documentation using formal methodologies, standards and procedures.
- Monitor and evaluate customization or development performed by outside consultants that may directly affect critical systems and applications.
- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Define detailed function, interface and performance requirements for selected automation.
- Monitor and maintain knowledge of current developments in both hardware and software to confirm upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Collaborate with management in the preparation of the Information Systems budget.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

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 Windows Server, MS SQL Server, Microsoft clients, Microsoft Analysis (SSAS), Integration (SSIS), Reporting Services (SSRS), Power Shell, Microsoft Access database, and TSQL; and is required in all aspects of SQL Administration and Monitoring including security, all components of SQL Agent, integrations, and automated processes. Experience with DX Enterprise platform for highly available database instances, with Idera SQL diagnostic manager, and configuration and support of IIS application servers and components is preferred

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong written and oral communication skills.
- Excellent technical documentation skills
- Demonstrated ability to analyze, isolate, duplicate and resolve problems
- Able to provide proper advice and recommendations to managers and employees at all levels. Strong ability to communicate technical concepts in a non-technical manner
- Able to work effectively in a stressful environment and use professional etiquette when dealing with GOAA personnel and outside vendors
- Able to effectively administer clustered databases for a SharePoint environment is preferred
- Able to effectively analyze, evaluate and resolve issues and data related issues; troubleshoot error messages and performance problems; write Stored Procedures; perform advanced configurations and build/maintain custom applications; modify objects, domains, database attributes and build object relationships; write custom queries for both search functions (data review)
- Able to administer Reporting Services including experience with SSRS report builder to create and update reports
- Demonstrated experience in developing and supporting large multi-tier applications and interfaces with various RDBMS (Oracle, SQL Server, and Access) on Windows environments with a technical understanding of file system structure.
- Demonstrate significant experience developing and supporting software solutions in TSQL
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Microsoft SQL Server Certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data. Direction is not normally frequent or detailed.
- Work independently with little supervision or direction, substantial latitude in initiative and authority

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.


Database Administrator – Microsoft SQL

Department: Information Technology

Date: October 17, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
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	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:


 Immediate Supervisor

 10-18-19

 Date



 Department Director

 10/25/2019

 Date



 Human Resources - Compensation

 10/28/19

 Date

JOB DESCRIPTION

Job Title: Deputy Fire Chief

Date: November 9, 2017

Department: ARFF

Grade/Level: Exempt; FM1

Title of Immediate Supervisor: Fire Chief

POSITION SUMMARY: Manages the department's three 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. Develops and administers related policies, procedures and guidelines.

RESPONSIBILITIES:

The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

- Manage the fire department's three 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 fire department purview.
- Overall responsibility for the timely completion of staff performance reviews.
- 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.
- 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 taking the responsibilities of that position.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Either a Florida Fire Officer II Certificate or an Associate degree in Fire Science, and five (5) years of fire and EMS supervisory experience. Must possess both the Florida Fire Officer II Certificate and the Associate degree in Fire Science within a reasonable time from date of hire. Promotional assessment and/or training experience preferred. An equivalent combination of related education, training and experience may be considered.

SPECIAL KNOWLEDGE, SKILLS, 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:

- Valid Florida Driver's License for the operation of emergency vehicles
- State of Florida EMT or Paramedic license
- State of Florida Firefighting Certificate of Compliance prescribed by Florida State Statute 633
- 16-hour Emergency Vehicle Operators Course (EVOC)
- NIMS 100/200/300/400/700/800
- Florida Fire Officer II or higher certification

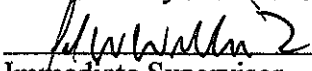
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly oversees approximately four (4) District Chiefs
- Indirectly oversees approximately 73 department personnel.

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment 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.

APPROVAL SIGNATURES:



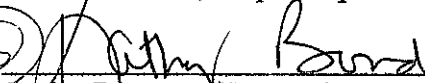
Immediate Supervisor

Date 11/9/17



Senior Director, Airport Operations

Date 11-09-2017



Senior Director, Human Resources & Risk Management

Date 11-14-17

Job Description Supplement Physical Requirements and Working Conditions

Position Title Deputy Fire Chief
Department ARFF

Date November 9, 2017
Section 415

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 - Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 - Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 - Occasional - 6-20% (1-2 hours per 8 hour day)
 - Rare - 0-5% (Less than 1 hour per 8 hour day)
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting			X			2
					X	2
					X	2
					X	2
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging				X		2
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, etc.)					X	3

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

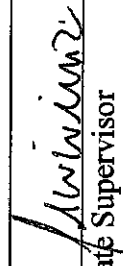
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	2
Heights, Confined Areas					X	2
Excessive Noise					x	2
Other - Hazardous Situations					X	2
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Fire Apparatus					X	1
Powered Equipment (while training staff)					X	1
Hand Tools					X	1
EMS Equipment					X	1
General office equipment (computer, copier, fax, etc.)			X			3
Operate Company Vehicle			X			3


Supervisor Comments:



 Immediate Supervisor

11/9/17

 Date



 Senior Director

11/9/2017

 Date

JOB DESCRIPTION

Job Title: Director, Airport Operations

Date: August 22, 2017

Department: Operations Administration

Grade Level: Exempt, E1

Title of Immediate Supervisor: Senior Director, Airport Operations

POSITION SUMMARY: Responsible for overall management of the Airport Operations divisions at Orlando International Airport (OIA) including but not limited to Landside, Airfield, Airline, Baggage Handling Systems, Parking Operations and Ground Transportation Services.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Plan, develop, promote, and implement programs to meet the goals and objectives of the Airport Operations department. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and develop proposed solutions.
- Maintain thorough knowledge of current aviation and general aviation regulations and confirm assigned areas remain in compliance with all required federal, state, county and local regulations and standards, and other applicable laws, rules, regulations and permits.
- Oversee all required regulatory reporting for the department.
- Coordinate with Federal Aviation Administration (FAA) and other agencies as assigned.
- Design, recommend, implement and manage policies and procedures to comply with Federal Customs and Border Protection (CBP), handling of international baggage and trash, environmental and other regulatory requirements.
- Responsible for obtaining the Airport License annually.
- Monitor Airlines and Fixed Base Operators (FBOs) and business tenants for compliance with airport operational policies.
- Lead the Aviation Authority's emergency response operations, update the Aviation Authority's emergency response plan, and oversee emergency preparedness in areas of responsibility.
- Required to respond after hours for emergencies and operational disruptions.
- Oversee the airport noise abatement program to minimize negative impact to the environment and the neighboring public resulting from airport operations; may attend meetings with the public to address issues and concerns.
- Develop and effectively administer assigned budgets. Research and develop cost saving measures.
- Maintain a work environment that promotes the organization's values, ethics, integrity and legal responsibility.
- Consistently lead the effort to improve and streamline work processes and improve customer service; formulate and recommend department policy and procedure.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for the selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Establish and maintain effective working relationships with senior management of airlines and other airport tenants.

RESPONSIBILITIES (Continued):

- Act as an ambassador for the Greater Orlando Aviation Authority regarding airport operations matters Administer contracts; may draft/negotiate contracts and/or manage the proposal/evaluation/selection process.
- Perform other related duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Aviation Management, Business Administration or related field and ten (10) years directly related experience in airport/airline operations, or an equivalent combination of education, training and experience. Minimum of five (5) years experience in management and leadership roles that include directing and oversight of staff in multiple airport operations areas and emergency response operations required. Experience with FAR 139 and 49 CFR part 1542 compliance required. Airport parking operations experience preferred.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated skill in analyzing, developing and implementing complex operational initiatives
- Excellent public relations skills to act as an ambassador for the Greater Orlando Aviation Authority
- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Demonstrated skill in supervising and motivating staff
- Strong contract and negotiation skills
- Experience with regulatory compliance required including FAR 139 and 49 CFR part 1542
- Knowledge of applicable regulations including but not limited to: Federal Aviation Administration (FAA) requirements including noise and emergency operations; knowledge of Federal Customs and Border Protection (CBP) requirements including international flight and passenger movements, handling of international trash and environmental regulations including Florida Department of Environmental Protection and South Florida Water Management District requirements
- Basic computer skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license
- American Association of Airport Executives (AAAE) credential(s) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Oversight responsibility for a department with approximately two hundred eighty (280) employees
- Direct supervision of approximately eight (8) employees.

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

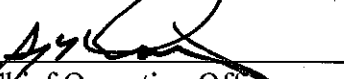
- This is an executive level position, expected to show a high degree of independence, initiative, judgment and authority.
- Judgment exercised in long- and short-term strategic planning, negotiations, policy development, and financial initiatives.

APPROVAL SIGNATURES:



Immediate Supervisor

8-30-2017
Date



Chief Operating Officer

8-30-2017
Date



Executive Director

9-5-17
Date



Senior Director, Human Resources & Risk Management

9-1-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Director, Airport Operations
Department: Operations Administration

Date: August 22, 2017
Section: 411

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			2
Walking			X			2
Sitting			X			2
Lifting					X	1
A. 0 - 20 lbs.					X	1
B. 21 - 50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head				X		2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- 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)
- all
- 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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other - Ability to work nights, weekends, holidays, etc.			X			3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Auto/SUV			X			3
General office equipment (computer, copier, fax, etc.)			X			3

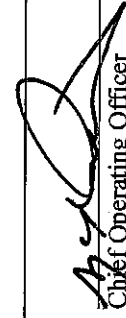
Supervisor Comments:



Immediate Supervisor

8-30-2017

Date



Chief Operating Officer

8-30-2017

Date

Director, Construction

Department: Construction

Date: August 3, 2021

Title of Immediate Supervisor: Senior Director, Engineering and Construction

Pay Level: E1

POSITION SUMMARY: Oversee all aspects of the Aviation Authority's construction activities. Verify construction projects, initiatives and processes are in conformance with the Aviation Authority's established policies and objectives. Rely on extensive experience and judgment to plan and accomplish goals. Lead and direct the work of project managers, field staff, consultants and administrative staff.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Direct the work of the construction area, including overall responsibility for conceptual design, scope development, planning, compliance, technical review, budget, estimates, schedules, pre-bid meetings, bids, cost controls, and day-to-day monitoring during all phases of construction.
- Confirm department policies, procedures, and safety measures are established and adhered to.
- Establish processes to verify the selection and ongoing training of qualified personnel.
- Develop and monitor the department budget.
- Establish and maintain the department's organizational structure for maximum effectiveness and efficiency.
- Make recommendations regarding entering into contracts or agreements.
- Verify the work of the department is coordinated with all necessary GOAA, government, and legal rules and regulations.
- Performs analyses and claim reviews, or establish a claim defense strategy with legal advisors.
- Make regular site visits – inspecting the work, and ensuring compliance with products specified, contract documents, and drawings.
- Direct meetings, conduct specialized tours, give briefings or formal presentations as needed.
- Provide assistance to Chief Executive Officer and Senior Director in managing facilities under the jurisdiction of the Greater Orlando Aviation Authority.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for the selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree related to architecture, building construction, construction management, or engineering disciplines and ten (10) years of aviation related work experience for a consulting firm, a construction company, a public agency, or an airport authority in managing the design and construction of small and large scale projects, or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent interpersonal and negotiating skills required.
- Proficient in use of computers with knowledge of CADD, financial, and management software
- Knowledge of FAA, CBP, TSA, Florida Building Code and City of Orlando rules, regulations and/or ordinances
- Knowledge of engineering and construction means and methods, and management principles

- Ability to effectively lead and/or participate as a member of GOAA Committees.
- Ability to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents. Knowledge of design, estimating, project and program scheduling, efficient time management methods
- Knowledge of hazardous materials cleanup procedures
- Knowledge of water quality, wetlands, wildlife, and vegetation with the understanding how all of these areas benefit and protect the Authority's property
- Efficient and effective time management skills
- Demonstrated leadership skills
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Obtainable professional engineer, architect, or general contractor license is desirable.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

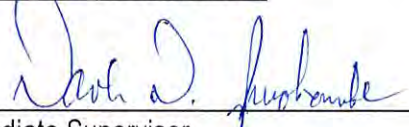
- Directly supervises a staff of approximately 3

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Day to day departmental matters and long range development and program needs following the Authority's strategic master plan.
- Working as a team member on the Airport Development Team, brings future projects into the Authority's approval system.
- Develop GOAA policies, procedures and master plan activities on a continuing basis.
- Coordinates operations and activities, setup standards of performance, provide counsel for unusual problems, evaluate performance and compliance with policies, procedures, negotiate, etc. Assigns work and follows-up to assure the Authority policies, procedures, and plans are carried out.
- Independent judgment is encouraged throughout the department. It is allowed depending on the knowledge, skills, abilities and attitude of the staff. The Director reviews all issues requiring Executive, Authority, or City of Orlando actions and approvals. The Director is active in all legal issues related to the department's projects, programs and actions.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



 Immediate Supervisor Date 9/21/21



 Chief Executive Officer Date 9-21-2021



 Sr. Director, HR & Risk Management Date 10-6-2021



FLSA: Exempt

EEO Category: Officials & Administrator

Shift Premium: N/A

Rotating Shift: N/A



Director, Construction

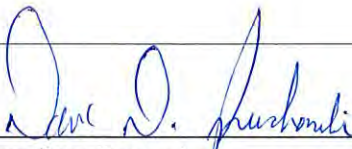
Department: Construction

Date: August 3, 2021

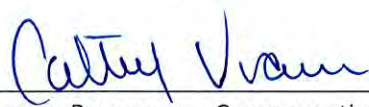
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs				X		2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather			X			3
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		3
Excessive Noise			X			3
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Other						

SUPERVISOR COMMENTS:


 Immediate Supervisor 9/21/21
Date


 Chief Executive Officer 9-21-2021
Date


 Human Resources - Compensation 10/4/2021
Date

Director, Customer Experience

Department: Customer Experience

Date: December 10, 2018

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E1

POSITION SUMMARY: Plan, develop, direct, implement, evaluate and oversee all aspects of airport-wide customer service initiatives and programs for the Greater Orlando Aviation Authority (Authority) and other key stakeholders, providing customers with "The Orlando Experience". Develop a strong customer service oriented environment that aligns with the Authority's strategic plan.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develop, implement, monitor, assess and continually improve the Authority's Customer Experience procedures and processes to achieve goals outlined in the master strategic plan. Maintain excellence in the quality of service provided. Lead the organization in developing a guest services culture, and strive to promote the Orlando International Airport as a leader in airport customer service.
- Develop and utilize analytics and forecasting methodology to measure the needs, perceptions and expectations of customers; effectively analyze results, identify trends and craft appropriate plans of action to address them
- Provide visionary leadership in the customer service field, staying current with emergent developments; develop and implement initiatives that result in quantifiable customer service advancements. May prepare and direct feasibility studies.
- Establish and maintain an efficient and effective organizational structure to accomplish goals, including the Airport Information and Ambassador programs.
- Develop and effectively administer assigned budgets.
- Overall responsibility for maintaining compliance with applicable federal, state, local and other laws, rules, regulations and permits.
- Serve as the Authority's primary liaison for customer service issues and conflict resolution; oversight of customer care and complaint resolution Authority-wide.
- Develop, recommend and implement policies, procedures, safety measures, emergency response plans, etc.
- Provide guidance and advice to Senior Executive Management regarding Customer Experience related issues; serve on the Airport Customer Experience Advisory Council.
- Represent the Authority while interacting with executive level partners throughout the community and airport industry.
- May draft/negotiate contracts or agreements, and/or manage the proposal/evaluation/selection process
- Promote a work environment that embodies the Authority's 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.
- Confirm staff are trained and enabled to do what is best for the customer.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business, Public Administration, Communications, Public Relations or a related field and nine (9) years supervisory/management level customer service experience with an airport, airline or within the hospitality industry or an equivalent combination of related education, training, and experience. Must have experience with planning, developing, implementing and managing customer experience programs.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated skill in developing and implementing complex change initiatives
- Demonstrated ability to identify, develop and implement customer solutions
- Demonstrated in-depth knowledge of the Customer Service/Experience field and current trends and initiatives; including knowledge of best practices in airport and/or hospitality industries
- Demonstrated data analysis, trend analysis and assessment skills
- Excellent interpersonal, written and oral communication skills
- Strong conflict resolution skills
- Demonstrated skill in managing and motivating staff
- Negotiation skills
- Intermediate computer and Microsoft Office skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

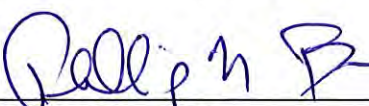

- Directly supervises a staff of approximately four (4); indirectly supervises a staff of approximately eighteen (18)

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Interpret policy, contracts, laws, etc.
- Design, appraise, analyze, evaluate appropriate actions on a regular basis
- High level of authority and independent decisions based on industry and professional standards
- Independently develop studies; interpret and recommend action based on analyses
- Decision to engage non-GOAA personnel (volunteers, 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:

	12-12-18		12-17-18
Immediate Supervisor	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Officials & Administrators

Shift Premium: N/A

Rotating Shift: N/A





Director, Customer Experience

Department: Customer Experience

Date: December 10, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		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			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

12-12-18

Date

Human Resources - Compensation

12/13/18

Date

JOB DESCRIPTION

Job Title: Director of Engineering

Date: November 18, 2008

Department: Engineering

Grade/Level: Exempt; E 1

Title of Immediate Supervisor: Senior Director of Planning & Engineering

POSITION SUMMARY:

Oversees all aspects of the Aviation Authority's engineering and environmental compliance activities. Ensures design of projects, initiatives and processes are in conformance with the Aviation Authority's established policies and objectives. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of project managers, field staff, consultants and administrative staff.

RESPONSIBILITIES:

The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

- Supervises the design, bid and award of the Authority's capitol projects including coordination with local, state and federal agencies.
- Performs analyses and studies, and carries out directives from Senior Director, Deputy Executive Director, Executive Director and the Authority. Provides assistance in managing facilities under the jurisdiction of the Greater Orlando Aviation Authority.
- May conduct specialized tours, give briefings and formal presentations, manage and supervise all department meetings for Authority staff, and provide related information to Authority Board Members, committees, individuals, and outside groups who are visiting or working on the Greater Orlando Aviation Authority's properties.
- Supervises technical reviews, maintains technical design standards. Maintains budget, estimates, scheduling, bids, and cost controls; monitors all phases of program and project development through close-out and final audits, etc. Schedules pre-bid meetings.
- Serves as a member of various Authority committees that approve or oversee Authority business.
- Performs other related duties as assigned.

EDUCATION/ EXPERIENCE REQUIREMENTS:

Bachelor's degree related to architecture, building construction, construction management, or engineering disciplines and ten (10) years of aviation related work experience for a consulting firm, a construction company, a public agency, or an airport authority in managing the design and construction of small and large scale projects or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Excellent interpersonal and negotiation skills required
- Proficient in use of computers
- Knowledge of engineering and construction means and methods, and management principles
- Knowledge of design, estimating, project and program scheduling
- Efficient time management methods
- Knowledge of the following areas: hazardous materials clean-up and monitoring; computer aided design; financial and management software; water quality, wetlands, wildlife, and vegetation with the understanding how all of these areas benefit and protect the Authority's property.
- Professional engineer, architect, or general contractor license is desirable

LICENSES REQUIRED:

- A valid Florida driver license

CERTIFICATIONS:

- Certification in a specialty subject area that may benefit the Authority is desirable

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

Supervises, manages and directs the day to day operations of the engineering department and other assigned areas. Direct or indirectly supervises approximately ten (10) employees.

LATITUDE AND/OR INDEPENDENT JUDGMENT: (Include examples of situations where this position might exercise independent judgment and make decisions.)

- Handles day to day departmental matters and attends to the long range development and program needs following the Authority's strategic master plan.
- Reviews and approves the performance evaluations of departmental staff. Develops GOAA policies, procedures and master plan activities on a continuing basis.
- Coordinates operations and activities, establishes standards of performance, provides counsel for unusual problems, evaluates performance and compliance with policies, procedures, negotiates, etc. Assigns work and follows-up to ensure Authority policies, procedures, and plans are carried out.
- Independent judgment is exercised routinely.

APPROVAL SIGNATURES:



Immediate Supervisor

2-24-09
Date



Deputy Executive Director

2/24/09
Date



Director of Human Resources

3-4-09
Date



Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title Director of Engineering
 Department Engineering

Date November 19, 2008

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant** - More than 80% (6 1/2 hours or more per 8 hour day)
Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
Occasional - 6-20% (1-2 hours per 8 hour day)
Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	1
Walking				X		2
Sitting		X				2
Lifting						
A. ___ 0 - 20 lbs.						
B. <input checked="" type="checkbox"/> 21-40 lbs					X	1
C. ___ 50+ lbs.						
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				2
Speaking & Hearing		X				2
Detailed Inspection/Reading/Editing		X				2
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

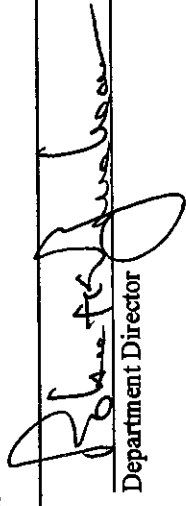
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- 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	2
Heights, Confined Areas					X	2
Excessive Noise				X		2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicles				X		2

Supervisor Comments: Field project site visits. Meetings on and off GOAA properties.


 Immediate Supervisor


 Department Director

Date

2-20-09

Date

Director, Finance

Department: Finance

Date: August 26, 2019

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: E1

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 thirty five (35) 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 affects 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:

Lauren M. Shannon 8/27/19
Immediate Supervisor/CFO Date

[Signature] 8-29-19
Chief Executive Officer ~~8-29-19~~ Date

[Signature] 9-10-19
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Director, Finance

Department: Finance

Date: August 26, 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
GOAA/Personal Vehicle					X		2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
SUPERVISOR COMMENTS:							

Karen M. Shannon 8/27/19
 Immediate Supervisor/CFO Date

[Signature] 8-29-19
 Chief Executive Officer Date

Cathy Vance 8/31/19
 Human Resources - Compensation Date

Director, Information Technology

Department: Information Technology

Date: December 10, 2020

Title of Immediate: Chief Executive Officer

Pay Level: E1

POSITION SUMMARY: Oversee the Information Technology and Business Application operations for the Greater Orlando Aviation Authority (GOAA). Responsible for IT concept development and innovation projects; oversee the management of the IT Master Plan. Define and develop best practices, processes and policies to align with GOAA strategy and goals. Management responsibility for the project management, configuration and capacity functions of the Information Technology 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:*

- Oversee the Information Technology and Business Application operations, establish goals and objectives to accomplish departmental functions.
- Build and lead IT concept development and innovation projects; oversee the management of the IT Master Plan. Define and develop best practices, processes and policies maintaining alignment with GOAA strategy and goals.
- Develop implementation plans for dealing with complex requests for change or for the introduction of new services, evaluating risks to integrity of infrastructure inherent in proposed implementations and review the effectiveness of change implementation.
- Oversee IT Operations Center contract and staff; manage other assigned contracts and staff.
- Oversee the IT Governance Council process and a comprehensive on-going IT project management plan.
- Manage the use of and serve as system administrator for the current program management application/tool. Establish and maintain configuration management processes and procedures.
- Direct and coordinate the annual budget activities for the department including staffing, hardware and software services; negotiate contracts and services with vendors; coordinate, review and analyze requests for proposals including ensuring compliance within technical specifications; assist in development of information technology budget.
- Review the statistical data and complete trend analysis to make appropriate recommendations to Chief Executive Officer.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Computer Science, Management Information Systems, Business Administration, Public Administration or related field and ten (10) years' increasingly responsible experience in the management and administration of a major information technology function or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple priorities and projects while anticipating possible impacts and benefits of change
- Demonstrated accomplishments in project management and planning

- High level analytical skills
- Demonstrated documentation skills
- Knowledge of a variety of IT processes and technology to manage IT activities and operations
- Intermediate computer skills in Microsoft Office programs
- Effective oral and written communication skills; ability to communicate complex ideas to customers
- Demonstrated ability to engage and lead team members, providing effective guidance, coaching and capability development, maintaining close understanding of all team activities, ensuring high quality for all activities/deliverables, and implementing course corrections when needed

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

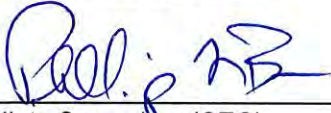
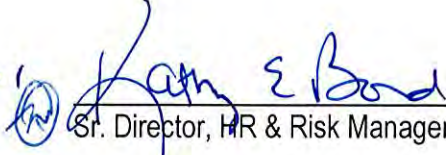
- Directly supervises a staff of approximately eight (8) employees
- Oversight responsibility for department of approximately forty six(46) employees, as well as indirect oversight of contracted staff

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Executive level position expected to demonstrate high degree of independence, initiative, judgment, and authority.
- May exercise independent judgement in complex technical issues, complete analysis, make related presentations, weigh conflicting data/priorities and recommend actions, communicate abstract concepts or complex technical data, research issues and evaluate the resulting data
- May require high level negotiation skills
- Develop policy, procedure and controls
- Actions which could significantly impact the Authority's costs or service levels, the Authority's liability or which could prove controversial for the Authority are referred to executive management or the Board for approval.
- Responsible for decisions with high monetary impact
- High level analytical skills and judgment

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	8-31-2021		
_____ Immediate Supervisor (CEO)	Date	_____ Sr. Director, HR & Risk Management	Date

FLSA: Exempt	Shift Premium: N/A
EEO Category: Officials and Administrators	Rotating Shift: N/A



Director, Information Technology

Department: Information Technology

Date: December 10, 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		3
Walking					X		3
Sitting			X				3
Lifting: 0 – 20 lbs						X	1
20 – 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
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:							

Phillip RB
Immediate Supervisor (CEO)

8-31-2021
Date

Cathy Vann
Human Resources - Compensation

11/1/2021
Date

JOB DESCRIPTION

Job Title: Director of Internal Audit

Date: October 25, 2013

Department: Internal Audit

Grade/Level: Appointed, E1

Title of Immediate Supervisor: Executive Director/Finance Committee

POSITION SUMMARY: Directs a comprehensive internal audit program for the Greater Orlando Aviation Authority. Provides guidance and advice to the Authority Board and executive management concerning the formulation and development of internal auditing policies and procedures regarding procedural, operational, and financial issues. Measures and evaluates the effectiveness of the control structure for Authority departments, tenants, and concessionaires.

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.*

- Directly responsible to the Finance Committee and the Authority Board for the development and implementation of a comprehensive internal audit program for GOAA.
- Directs and reviews the work of a professional internal audit staff engaged in the performance of independent procedural, operational, Information Technology (IT), financial audits, and investigations, including those with complex sensitive issues.
- Examines and evaluates the adequacy and effectiveness of the procedures and systems of procedural, operational, and financial controls for the Authority, tenants, concessionaires, and outside entities that have a relationship with GOAA.
- Determines the theory, objectives, and scope of each audit or project, approves the comprehensive audit work program, and approves the amount of time spent on audits.
- Considers, plans, and oversees outsourced audit activities.
- Establishes policies, procedures, and manuals for the internal auditing function and directs its technical and administrative requirements. Evaluates the efficiency and effectiveness of the department's functions and identifies areas for improvement.
- Conducts post-audit conferences with management to discuss internal audit reports and makes recommendations for improvement to the Finance Committee and Executive Director.
- Appraises the thoroughness of actions taken by management to implement recommendations for improvement. Interacts and communicates with internal and external senior management and principals.
- Provides follow-up to audit findings; meets with legal and department personnel as appropriate on contractual changes, legal clarifications and identifying and communicating industry practices which affect the Authority's agreements.
- Provides management consultation to GOAA departments for continuous process improvement.
- Prepares reports, analysis, or research as requested by executive management.
- Ensures a work environment that promotes the organization's values, ethics, integrity, and legal responsibilities.
- Establishes and maintains an efficient and effective organizational structure in all areas of assignment. Ensures processes are in place for effective selection, and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Presents, participates, or attends relevant continuing professional education and training.
- Serves on Authority Committees as assigned.
- Able and available to travel as needed.
- Performs other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor's degree in Accounting, Business Administration or directly related field and seven (7) years related experience, four of which are supervisory level, or an equivalent combination of education, training, and experience. Advanced degree preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated in-depth knowledge and skill in the interpretation and application of The IIA's International Professional Practices Framework, AICPA Audit and Attestation Standards, and GAO Government Accounting Principles.
- Understands the theoretical and practical aspects of an analytical, technical, or professional discipline or the basic knowledge of more than one professional discipline.
- Demonstrated skill in evaluating, supervising, and motivating staff. Effective delegation and supervisory skills, teambuilding.
- Knowledge and application of data query software (ACL desired), automated financial and management information systems basics, procurement and contracting practices, statistical sampling, qualitative and quantitative analysis, and financial, cost and management accounting.
- Knowledge of management and organizational theory, construction accounting and auditing, and federal and state grant policies, procedures, and accounting.
- Must have professional level written and oral communication abilities.
- Analytical, problem solving and decision making skills, mediation, consensus-building, and conflict resolution skills.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License.
- Two professional certifications required; one must be CPA or CIA. Other certifications may be considered; CISA preferred.

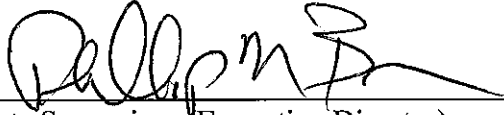
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Manage the Internal Audit department, overseeing approximately six staff members, including management, supervisory, professional, and support staff.

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

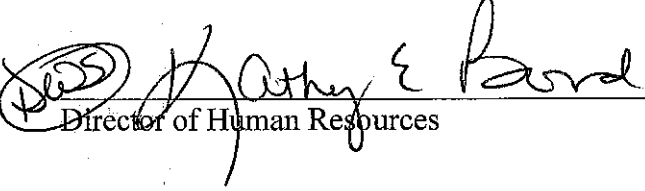
- Expected to work independently without direct supervision.
- Independent decisions on industry and professional standards and the scope and methodology of auditing procedures to execute the annual audit plan. Develops long-range audit coverage with approval of the Finance Committee.
- Independent professional judgment in resolving complex and/or sensitive accounting and auditing issues.
- Interpret policy, agreements, laws, regulations, etc.
- Assessment of the degree of risk.
- Efficient and effective time management skills to continually manage multiple tasks.
- Recommend engaging outsourcing of auditors and audit assignments.
- Procedural changes which affect other departments of which, by policy, require executive management or Board approval are referred for authorization to implement. Actions which could significantly impact the Authority's costs or service levels, the Authority's liability or which could prove controversial for the Authority are referred to executive management or the Board for approval.

APPROVAL SIGNATURES:



Immediate Supervisor (Executive Director)

Date 10/28/13



Director of Human Resources

Date 11-4-13

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Director of Internal Audit
 Department: Internal Audit

Date: October 15, 2013
 Section: 011

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	1
Walking				X		2
Sitting	X					3
Lifting					X	2
A. 0 - 20 lbs.					X	1
B. 21-50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping				X		1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 - Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 - Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 - Occasional - 6-20% (1-2 hours per 8 hour day)
 - Rare - 0-5% (Less than 1 hour per 8 hour day)

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

Paul M. B... 10/28/13

 Date

Immediate Supervisor

JOB DESCRIPTION

Job Title: Director, Maintenance

Date: September 19, 2017

Department: Maintenance

Grade/Level: Appointed, E1

Title of Immediate Supervisor: Chief Operating Officer

POSITION SUMMARY: Responsible for providing organization, guidance and direction to all Maintenance Department activities regarding the construction, operation, and maintenance of Orlando International Airport and Orlando Executive Airport in an effective manner consistent with the strategic goals (long- and short-term) and the mission statement of the Greater Orlando Aviation Authority. Also responsible for all airfield, exterior electrical power distribution and lighting systems, and equipment associated with Aviation Authority buildings and structures at Orlando Executive Airport.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not to preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Develop policies, procedures, and resources necessary for directing the Maintenance Department in accordance with the GOAA-approved mission and objectives.
- Prepare and monitor all aspects of the Maintenance Department budgets (capital improvements and operation and maintenance expense); builds the Capital Improvement Plan (CIP).
- Establish and maintain the organizational structure best suited to accomplish the mission of the Aviation Authority.
- Develop effective planning and scheduling of all maintenance work, including a preventive-predictive maintenance program.
- Provide necessary safety measures for all facilities and equipment; responsible for compliance with all insurance, ordinance, FAA and codes as they relate to facilities and equipment.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Responsible for proposals for upgrade, replacement, and/or disposal of facilities and equipment which is based in whole or in part on maintenance or utilities savings.
- Responsible for determining, ordering and installing in-house, purchased, GOAA-owned or leased equipment.
- Direct and oversee staff assignments to 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.
- Make recommendations regarding entering into all contracts and agreements necessary or incidental to the performance of the Maintenance Department's duties, and employ consulting services and other advisors as may be necessary to accomplish the purpose of the GOAA mission.
- Consult and coordinate matters relating to facility construction, operation, and maintenance with appropriate City, County and Federal agencies.
- Cooperate with all city, county, state, and Federal agencies and other GOAA departments to carry out all policies and programs.

RESPONSIBILITIES (Continued):

- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Monitor compliance with all city, county, state, Federal, and other regulatory agency policies, rules, and mandates.
- Maintain a work environment that promotes the organizations values, ethics, integrity and legal responsibilities.
- Perform other duties as assigned.

EDUCATION/ EXPERIENCE REQUIREMENTS:

Bachelor degree in Engineering, Construction or related field and a minimum of ten (10) years experience in airport operations and maintenance including demonstrated leadership skills and knowledge of engineering, construction and maintenance management practices; knowledge of Federal Aviation regulations; or an equivalent combination of education, training & experience. Master degree in Facilities Management desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated skill in developing and implementing complex initiatives
- Demonstrated in-depth knowledge of Facilities and Grounds maintenance
- Excellent interpersonal and communication skills
- Demonstrated skill in supervising and motivating staff
- Effective budget management skills
- Basic computer skills
- Efficient and effective time management skills

LICENSES/ CERTIFICATIONS REQUIRED:

- Professional Engineering registration and/or General Contracting licenses desired
- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Responsible for approximately 159 GOAA staff including bargaining and non-bargaining, and additional contractor staff as needed

LATITUDE AND/OR INDEPENDENT JUDGMENT:

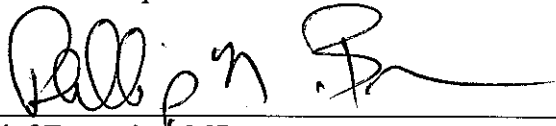
- Expected to work independently without supervision – supervisor consulted in cases of exception, planning, etc.
- Interpret policy, contracts, laws, etc.
- Design, appraise, analyze, evaluate on a regular basis
- High level of authority
- Independent decisions based on industry and professional standards
- Assessment of the degree of risk
- Decision to recommend outside contractors for specific assignments
- Procedural changes, which affect other departments or which, by policy, require executive management or Board approval, are recommended to appropriate level of management.
- Actions which could significantly impact the Authority's costs or service levels, the Authority's liability or which could prove controversial for the Authority are referred to executive management or the Board for approval.

APPROVAL SIGNATURES:



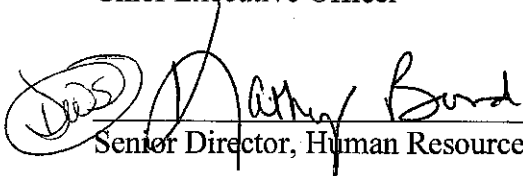
Immediate Supervisor

Date 10-18-2017



Chief Executive Officer

Date 10-19-17



Senior Director, Human Resources and Risk Management

Date 11-2-17

Job Description Supplement Physical Requirements and Working Conditions

Position Title Director, Maintenance
Department Maintenance

Date September 19, 2017
Section 631

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- | | |
|---|---|
| <p>Frequency</p> <p>Constant - More than 80% (6 1/2 hours or more per 8 hour day)</p> <p>Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)</p> <p>Frequent - 21-50% (2 1/2-4 hours per 8 hour day)</p> <p>Occasional - 6-20% (1-2 hours per 8 hour day)</p> <p>Rare - 0-5% (Less than 1 hour per 8 hour day)</p> | <p>Importance</p> <p>3 - Critical part of Job; can't be done any other way</p> <p>2 - Important, but may be performed in some other way</p> <p>1 - Not Critical; may be reassigned or not performed at all</p> |
|---|---|

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting						
A. 0 - 20 lbs.					X	1
B. 21- 50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping				X		1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

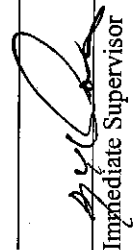
Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all


- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle		X				3
General office equipment (computer, copier, fax, etc.)			X			3

Supervisor Comments:


 Immediate Supervisor

10-24-2017
 Date


 Chief Executive Officer

10-24-17
 Date

JOB DESCRIPTION

Job Title: Director, Orlando Executive Airport

Date: August 22, 2017

Department: OEA - General Aviation

Grade/Level: Exempt; E1

Title of Immediate Supervisor: Senior Director, Airport Operations

POSITION SUMMARY: Responsible for overall management of the Orlando Executive Airport (OEA) general aviation facility including but not limited to fixed base operations, leasing and property management, tenant relations, Customs and Border Protection (CBP) requirements, and environmental regulations.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Plan, develop, promote, and implement programs to meet the goals and objectives of OEA. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and develop proposed solutions.
- Maintain thorough knowledge of current aviation and general aviation regulations and confirm assigned areas remain in compliance with all required federal, state, county and local regulations and standards, and other applicable laws, rules, regulations and permits.
- Oversee all required regulatory reporting for OEA.
- Coordinate with Federal Aviation Administration (FAA) and other agencies as assigned.
- Design, recommend, implement and manage policies and procedures to comply with Federal Customs and Border Protection (CBP), handling of international baggage and trash, environmental and other regulatory requirements.
- Responsible for obtaining the Airport License annually.
- Monitor Fixed Base Operators (FBOs) and business tenants including food and retail for compliance with airport policies. Remain abreast of tenant requirements and coordinate proper action when necessary.
- Responsible for emergency preparedness in areas of responsibility.
- Required to respond after hours for emergencies and operational disruptions.
- Develop and effectively administer assigned budgets. Research and develop cost saving measures.
- Serve as a voting member on the OEA Advisory Committee; report as requested on OEA operations, Board items, and other items of concern to tenants and community. Maintain up-to-date knowledge of regulations and practices governing noise and other ongoing concerns.
- Develop and maintain effective working relationships with tenants, customers, visitors, Aviation Authority staff, community leaders and OEA neighborhood associations; attend meetings as needed to address concerns and issues such as noise abatement.
- Maintain a work environment that promotes the organization's values, ethics, integrity and legal responsibility.
- Consistently lead the effort to improve and streamline work processes and improve customer service; formulate and recommend department policy and procedure.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Act as ambassador for the Greater Orlando Aviation Authority regarding matters at OEA.
- Administer contracts and lease agreements; draft/negotiate contracts and manage the proposal/evaluation/selection process.
- Perform other related duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Business, Aviation Management or Public Administration and seven (7) years of progressively responsible leadership experience in airport administration or an equivalent combination of education, training and experience. Experience with contract administration required; experience with lease and property management preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated leadership skills in upper management positions
- Demonstrated skill in analyzing, developing and implementing complex operational initiatives
- Excellent public/customer relations skills to act as an ambassador for the Greater Orlando Aviation Authority regarding matters at OEA
- Demonstrated in-depth knowledge of general aviation airport management
- Demonstrated oversight of Fix Based Operators (FBO) and business tenants including food and retail
- Knowledge of applicable regulations including but not limited to: Federal Aviation Administration (FAA) requirements including noise and emergency operations, Federal Customs and Border Protection (CBP) requirements including international flight and passenger movements, handling of international trash, and environmental regulations including Florida Department of Environmental Protection and St. John's River Water Management District requirements
- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Efficient and effective time management skills
- Demonstrated skill in supervising and motivating staff
- Strong contract and negotiation skills
- Basic computer skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- American Association of Airport Executives (AAAE) credential(s) preferred

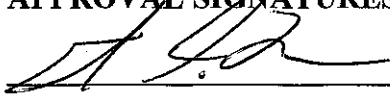
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Direct or indirect supervisory responsibility for approximately 14 employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgement and make decisions.)*

- This is an executive level position, expected to show a high degree of independence, initiative, judgment and authority.
- Judgment exercised in long- and short-term strategic planning, negotiations, policy development, and financial initiatives.

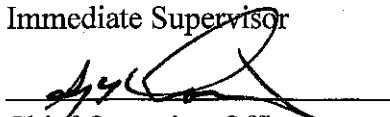
APPROVAL SIGNATURES:



Immediate Supervisor

8-30-2017

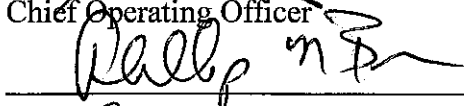
Date



Chief Operating Officer

8-30-2017

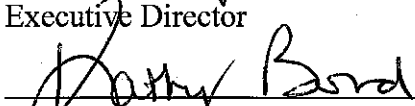
Date



Executive Director

9-5-17

Date



Senior Director, Human Resources & Risk Management

9-1-17

Date

(DWS)

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Director, Orlando Executive Airport
 Department OEA General Aviation

Date August 22, 2017
 Section Administration

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting			X			3
Lifting					X	2
A. 0 - 20 lbs.					X	1
B. 21 - 50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	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 (SEEING)						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	3
Noxious Fumes					X	3
Chemicals					X	2
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
Vehicles (some)					X	1
General office equipment (computer, fax, copier, etc.)			X			3

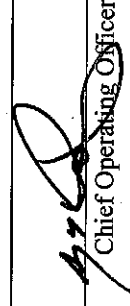
Supervisor Comments:



Immediate Supervisor

8-30-2017

Date



Chief Operating Officer

8-30-2017

Date

Director, Planning & Development

Department: Planning

Date: August 30, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E1

POSITION SUMMARY: Responsible for the oversight of the Planning, Environmental and Commercial Properties Departments. Provide strategic analysis and recommendations to CEO including the review and economic analysis of major projects being considered by the Greater Orlando Aviation Authority (GOAA) and for the analytical support of the Authority's international and domestic air service marketing and economic development efforts. Represent the Authority in assigned matters pertaining to GOAA's interest. .

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversight of Planning activities including capital improvement programs, capacity studies, forecasts of future aviation activity, preparation of strategic and master plans.
- Assemble and analyze statistical and economic information related to development patterns at Orlando and elsewhere to support the Authority's efforts to (1) market Orlando as an international gateway and an international/domestic transfer point and (2) expand domestic air service.
- Identify underserved and potential markets and develop presentation and marketing materials to demonstrate to airport stakeholders, government officials and other influential parties the attractiveness of the Orlando market.
- Oversight of Environmental activities including wetland permitting and mitigation, air, water and solid waste issues; permit compliance.
- Review and analyze major Authority projects, focusing on economic justification and financial feasibility, appropriate priority and timing, interrelationships with other projects, and compatibility with the Authority's stated mission and goals. Coordinate the activities necessary to confirm the projects' technical, economic, financial, and legal feasibility.
- Participate in the Authority's planning efforts, particularly the development of the annual objectives and those master planning and other planning tasks with a horizon of more than one year. Develop and evaluate alternative strategies for the accomplishment of the Authority's objectives.
- Responsible for contractual issues with leasing of airport properties for airlines, airline service providers, vendors and related agencies currently serving or proposing service to Orlando International Airport and Orlando Executive Airport.
- Propose and initiate studies of projects and alternative actions in order to advance the Authority's mission and goals. Identify and define problems in Authority activities and propose, carry out or coordinate studies to find effective solutions.
- Define and evaluate the effects of Authority projects on the airlines, other airport tenants and users, the traveling public, and other regional entities and activities. The Department will also evaluate the effects of activities by these groups on the Authority.
- Support the activities of the Airline Operations Department in handling international and domestic operations through Authority-managed space.
- Participate in the appropriate Authority staff committees, including the Concessions Procurement Committee, Construction Finance Oversight Committee, Ground Transportation Committee, Commercial Property Development Committee, Design Review Committee, airline and Board agenda reviews, airline negotiation sessions, and other working groups needed to coordinate the development and implementation of the Authority's objectives.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in economics, planning, transportation, finance or related fields preferred and ten (10) years of experience in financial or economic analysis, and/or long-range/strategic planning in increasingly responsible positions in related field, or an equivalent combination of related education, training, and experience. Aviation related work experience for a consulting firm, a construction company preferred. A.A.E accreditation preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of the aviation industry with emphasis on aviation planning, environmental permitting / compliance, principals of commercial and aeronautical leasing, operations, cargo, and financial and marketing strategies.
- Demonstrated presentation skills, both written and oral. Ability to prepare effective presentations to strategic and economic marketing and project analyses.
- Demonstrated ability to supervise, guide and motivate staff and consultants to support achievement of strategic planning, and development goals.
- Demonstrated ability to interact with all levels of GOAA staff; legal, marketing, financial, planning and management consultants; representatives of local, state, and federal government agencies; and all levels of the economic development community.
- Demonstrated knowledge of statistics, forecasting methodologies, financial analysis, and business presentation techniques.
- Computer skills using personal computer packages including financial, statistical, database and graphic presentation software preferred.
- Ability to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents.
- Knowledge of design, estimating, project and program scheduling, efficient time management methods
- Efficient and effective time management skills
- Demonstrated leadership skills
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Knowledge of engineering and construction means and methods, and management principles
- Ability to effectively lead and/or participate as a member of GOAA Committees.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately eight (8); employees, as well as direct and indirect oversight of contracted staff

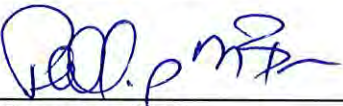
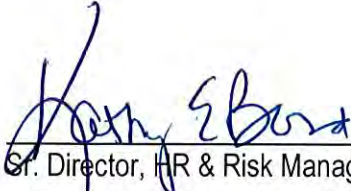
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Executive level position expected to demonstrate high degree of independence, initiative, judgment, and authority.
- May exercise independent judgement in complex technical issues, complete analysis, make related presentations, weigh conflicting data/priorities and recommend actions, communicate abstract concepts or complex technical data, research issues and evaluate the resulting data
- May require high level negotiation skills
- Develop policy, procedure and controls

- Actions which could significantly impact the Authority's costs or service levels, the Authority's liability or which could prove controversial for the Authority are referred to executive management or the Board for approval.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	9-2-2021		9-3-2021
_____ Immediate Supervisor/CEO	_____ Date	_____ Sr. Director, HR & Risk Management	_____ Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials & Administrators

Rotating Shift: N/A



Director, Planning & Development

Department: Planning

Date: August 30, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 - 20 lbs					X	1
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	3
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

[Handwritten Signature] 9-2-2021

Immediate Supervisor/CEO Date

[Handwritten Signature] 9/3/2021

Human Resources - Compensation Date

Director, Risk Management

Department: Risk Management

Date: September 10, 2019

Title of Immediate Supervisor: Senior Director, Human Resources & Risk Management

Pay Level: E1

POSITION SUMMARY: Provide senior-level safety and risk management leadership functions for the Greater Orlando Aviation Authority (GOAA). Oversee the development and administration of safety programs to maintain compliance with safety, health and environmental regulations for GOAA employees, facilities, operations and the visiting public. Provide high-quality, best-practice, cost-effective risk management programs that protect GOAA assets, business operations and reputation within GOAA's risk strategy. Lead and manage loss prevention, risk transfer, insurance, claims management, business risk and opportunity management, business continuity, risk identification, risk mitigation, and strategic risk management practices.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide risk management leadership, innovation, policies, programs and tools to facilitate identification, evaluation, mitigation and monitoring of the GOAA's operational and strategic opportunities and risks to protect assets, business operations and reputation.
- Facilitate organizational and departmental alignment of opportunities and risks within GOAA's risk tolerance.
- Facilitate continuity of operations by providing oversight to the GOAA's business continuity planning, training and exercises that are consistent with the emergency response activities.
- Develop and execute marketing and budget strategies for insurance products and/or alternative strategies for airport liability, property, builders risk, public officials' liability, workers compensation, employers' liability, fiduciary liability, automobile liability, pollution liability, terrorism, crime, and travel accident exposures.
- Interface with executive management, insurance brokers, underwriters and consultants to determine coverage, loss limits, self-insured and deductible limits, and catastrophic coverage requirements.
- Review complex contracts and insurance documents and interface with legal counsel to establish indemnification and insurance requirements that provide appropriate risk transfer for GOAA contracts. Confirm that compliance is monitored.
- Provide cost-effective and reputation-sensitive claims and subrogation management that includes interface with insurers, legal counsels, plaintiffs, witnesses, adjustors, defendants and contractors. Recommend insurance and claim settlements to the Chief Executive Officer and to the Aviation Authority Board, as applicable.
- Oversee GOAA's employee safety programs. Integrate best practices and safety management systems.
- Maintain regulatory compliance with safety, health and environmental regulations for employees, facilities, operations and the visiting public.
- Maximize safe work practices, minimize the possibility of injury or property damage and maintain compliance with relevant regulatory standards by developing, adapting and implementing programs that advance workplace safety and facility safety.
- Establish investigation procedures for safety and health complaints submitted by management, employees, and the public and/or regulatory agencies; evaluate concerns and alternatives, resolve complaints and make recommendations for corrective changes. Review accidents and make recommendations for prevention of similar future incidents.
- Represent the Authority in trade organization and community initiatives that provide mutually beneficial opportunities.
- Develop and effectively administer assigned budgets.

- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in risk management, business, finance, insurance, aviation or a related field and ten (10) years of progressively responsible department leadership experience in risk management, insurance and safety related industries, or an equivalent combination of education, training and experience. Leadership and management experience in an airport, airline or governmental agency preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Analytical skills with a wide variety of safety/risk management functions
 - Excellent oral and written communication skills in English; multi-lingual skills a plus
 - Excellent interpersonal and communication skills
 - Demonstrated ability to understand, critique, negotiate, market and manage contracts and insurance policies
 - Demonstrated skill in supervising and motivating staff, developing and implementing complex initiatives
 - Broad-based operational perspective to lead safety programs and facilitate solutions for non-insurance related business risks and/or successful experience developing and implementing an organizational risk management and business continuity programs
 - Negotiation/diplomatic persuasion skills
 - Ability to effectively lead and/or participate as a member of GOAA Committees
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

The following certifications and advanced education are desired:

- Chartered Property & Casualty Underwriter (CPCU)
- Associate in Risk Management (ARM)
- Certified Risk Professional®
- American Association of Airport Executives (AAAE) designations as a Certified Member (CM) or Accredited Airport Executive (AAE)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of approximately two (2) management level employees, indirectly supervise three (3) staff employees, and oversight of outside consultants and insurance brokers as required.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Assessment in the degree of risk
- Decision to engage outside contractors for specific assignments



Director, Risk Management

Department: Risk Management

Date: September 10, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 - 20 lbs					X	2
20 - 50 lbs					X	2
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes				X		2
Chemicals				X		2
Insects				X		2
Heights, Confined Areas				X		2
Excessive Noise				X		2
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

George G. Bond 9-11-19
Sr. Director, HR & Risk Management Date

Bill P. [Signature] 9-13-19
Chief Executive Officer Date

Cathy Vance 9/11/19
Human Resources - Compensation Date

RECEIVED

SEP 16 2019

HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Director, Security

Date: August 8, 2013

Department: Security Administration

Grade/Level: E1; Exempt

Title of Immediate Supervisor: Deputy Executive Director, Administration, Security and Technology

POSITION SUMMARY: Provides senior-level security leadership functions for the Authority. Develops and administers security programs to ensure compliance with Transportation Security Regulations 49 CFR Part 1542, Airport Security, and associated regulations. Responsible for the direction, management and strategic planning of security operations, security administration, Orlando Police Department contract for law enforcement support, access control, communications center, and Explosive Detection Canine Teams (EDCT or K-9).

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.*

- Plans, directs and administers the Authority's airport security program to ensure compliance with all federal and state security regulations and Authority policies.
- Reviews and interprets the impact of all federal regulations, amendments and advisories on security and directs/implements changes to the airport security program as appropriate.
- Serves as primary liaison with the Transportation Security Administration (TSA). Acts as Airport Security Coordinator or alternate.
- Develops the airport's response to all TSA security concerns.
- Maintains liaison with law enforcement agencies, airlines, and other tenants, government agencies and airport staff on issues and programs affecting airport security. Serves as primary liaison to the ATA Security Committee and prepares documents for monthly consortium meetings.
- Responsible for the direction, management, planning, and performance of multiple departments to include: security administration, access control, communications center, and Explosive Detection Canine Teams (EDCT or K-9).
- Oversees the Orlando Police Department contract for airport law enforcement support. Ensures contract compliance and recommends changes as needed.
- Evaluates the security contractual needs of the Authority. Develops and manages security services contracts with outside vendors.
- Reviews, researches, evaluates, recommends and implements improvements to security systems to include access control, camera surveillance and security training.
- Responsible for review of security violations, penalties and recommendations in accordance with Authority policy.
- Investigates security complaints and internal security incidents.
- Oversees radio communications infrastructure and operations ensuring airport radio communications in normal and emergency situations.
- Develops security training methods and exercises to ensure employees understand their security responsibilities and compliance with the airport security program.
- Represents the Authority in industry organizations and community initiatives as assigned.

RESPONSIBILITIES (continued):

- Directs and oversees the work of staff; establishes and maintains an efficient and effective organizational structure in all assigned areas. Ensures processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Ensures a work environment that promotes the organizations values, ethics, integrity and legal responsibilities.
- Develops and effectively administers assigned budgets.
- Performs other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Aviation Management, Business, Law Enforcement or Public Administration or a closely related field and ten (10) years of progressively responsible leadership experience in airport security or related security area, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Proven leadership experience and analytical skills with a wide variety of the security management functions described herein
- Demonstrated ability to interpret and analyze security materials and design, implement, and negotiate airport security programs
- Ability to maintain professionalism and diplomacy at all times
- Excellent presentation skills and the ability to communicate effectively with a wide variety of audiences and employee groups
- Demonstrated ability to effectively lead and manage multiple security functions
- Must have excellent writing skills
- Computer skills and knowledge of software applications required

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver license

SUPERVISORY RESPONSIBILITIES:

Direct supervision of approximately four (4) to five (5) employees, indirect responsibility for approximately 50 additional employees. Oversees the work of outside service providers and consultants as required.

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*


- Works very independently, with minimal supervision
- Independent decisions and recommendations based on industry and professional standards
- Assessment of vulnerabilities and risk
- Design, analyze, interpret, revise, negotiate and implement on a regular basis
- Decision to engage outside contractors for specific assignments

APPROVAL SIGNATURES:



Deputy Executive Director

8-6-13
Date



Chief Operating Officer

8-9-13
Date



Director of Human Resources

8-14-13
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Director, Security
Department Security

Date August 8, 2013
Section 463

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

	Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting			X				2
Lifting	A. ___ 0 - 20 lbs. B. ___ 21- 50 lbs. C. ___ 50+ lbs.				X		3
Bending/Stooping						X	3
Pushing, Pulling, and/or Digging						X	3
Reaching over Head						X	3
Kneeling, Crawling						X	3
Climbing (ladders, stairs, hills)						X	3
Typing/CRT (attention to detail)		X					2
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing			X				2
Other							

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	3
Noxious Fumes					X	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
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

Brightta Janda
 Immediate Supervisor

8-6-13

Date

[Signature]
 CPO

8-9-13

Date

JOB DESCRIPTION

Job Title: Director of Small Business Development

Date: April 29, 2008

Department: Small Business Development

Grade Level: Exempt, E1

Title of Immediate Supervisor: Deputy Executive Director - Facilities

POSITION SUMMARY:

Responsible for the development and administration of the Authority's Small Business and DBE/MWBE/LDB Programs.

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.

- Plans, develops, promotes, and implements programs to provide maximum opportunities for contract participation with women and minority-owned business and small businesses.
- Provides overall supervision to all staff in the Department.
- Develops and administers Department's annual operating budget. Assists with and reviews data compiled for annual report and forwards it to Deputy Executive Director for review/approval.
- Monitors all phases of Small Business Programs development to determine compliance with the Authority's requirements, program goals, and appropriate federal, state and local statutes. Conducts site visits as needed.
- Serves as the DBE Liaison Officer as required in Federal regulation 49CFR Part 26 and Part 23.
- Oversees the planning, organization and conducting of workshops, seminars, and related public outreach functions to promote the Small Business Development and MWBE/DBE/LDB Programs and ensures necessary training in business development, contract compliance, Authority bidding procedures and other related topics is provided. Ensures provision of counseling services and guidance to existing and potential qualifying business.

RESPONSIBILITIES (continued):

- Monitors and interprets federal policies, guidelines and issues governing small business programs. Monitors the Authority's procurement process in the areas of construction, professional services, purchasing and concessions to ensure that small businesses and MWBE/DBE/LDB businesses are provided maximum opportunity to participate in Authority contracts.
- Promotes and Administers the Authority's Designated Mobilization Loan Program.
- Leads and directs the work of project managers, field staff, consultants, and administrative staff as required.
- Analyzes construction, professional services and concessions bids/proposals and awards for compliance with appropriate statues, policies and regulations. Monitors professional services, construction and procurement contracts for compliance with appropriate statues, policies and regulations. May make presentations to the Construction and Concessions Procurement Committees regarding bid awards.
- Ensures resolution of problems relating to contractor/consultant performance, and that department Directors are consulted with to discuss problems and program improvements.
- Consults with department directors to discuss issues and program improvements and/or resolution of problems relating to contractors'/consultants' performance.
- Develops and implements internal operating policies and procedures.
- Monitors internal operating policies and procedures to ensure consistent application of Small Business and DBE/MWBE/LDB Policies. Participates in the development of small business policy amendments and consults with legal staff and operating managers on necessary revisions.
- Performs other related duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor's degree in Public or Business Administration and ten (10) years experience in developing and managing governmental programs for small and disadvantaged businesses and loan/small business programs for business development or an equivalent combination of closely related training, education, and experience.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to interpret and compile statistical data, prepare detailed reports, analyze legal and financial documents
- Must possess excellent oral and written communication skills
- Must possess excellent interpersonal skills to interact with Authority staff, contractors, small businesses, and representatives of governmental agencies

LICENSES REQUIRED:

- Must possess a valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- Supervises staff of approximately four (4) to assist in administering the Authority's Small Business and DBE, M/WBE and LDB Programs.

CERTIFICATIONS:

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: (Include examples of situations where this position might exercise independent judgment and make decisions.)

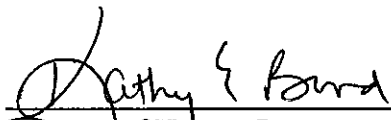
- Latitude for independent judgment is granted to this position at the discretion of the Deputy Executive Director, including but not limited to making a recommendation regarding bid awards and/or resolution of problems regarding a bidder or proposing party. An error in judgment could result in a bid/proposal not being awarded.

APPROVAL SIGNATURES:



Deputy Executive Director - Facilities

5/16/08
Date



Director of Human Resources

5-20-08
Date

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title: Director of Small Business Development
 Department: Small Business Development

Date: April 29, 2008

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting			X			2
Lifting A. ___ 0 - 20 lbs. B. ___ 21-40 lbs C. ___ 50+ lbs.		X				3
			X			2
				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			2
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Auto/SUV			X			2
<i>Radio/Personal equipment</i>			X			2

Supervisor Comments:

Immediate Supervisor

Date

[Signature]

Deputy Executive Director - Facilities

5/16/08

Date

JOB DESCRIPTION

Job Title: District Chief

Date: November 9, 2017

Department: ARFF

Grade/Level: Non-Exempt; FC5

Title of Immediate Supervisor: Deputy Fire Chief

POSITION SUMMARY: Shift commander 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.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Perform 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.
- Maintain Index E operations using available resources, making 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.
- 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.

EDUCATION/EXPERIENCE REQUIREMENTS:

- A minimum of three (3) years experience as an Aviation Authority ARFF Lieutenant, including one (1) year on probation
- Must possess either a Florida Fire Officer II Certificate or an Associate Degree in Fire Science
- Qualified as relief officer in compliance with ARFF Standard Operating Guideline 900.13 Relief Officer Program

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- 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
- Knowledge/skills/abilities of Lieutenants, Engineers, and Firefighters

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

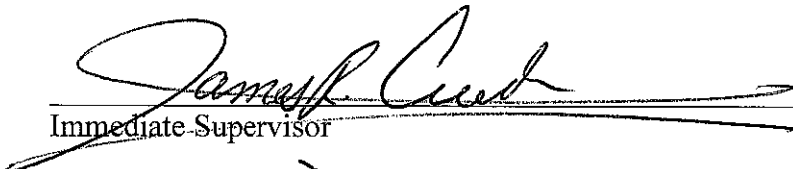
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise assigned Lieutenants, Engineers, and Firefighters (approximately 23 per shift)
- Supervise all personnel on an emergency scene when functioning as Incident Commander

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

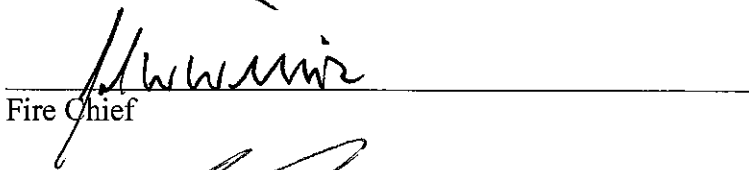
- Has latitude to make independent decisions during emergency operations, based upon department guidelines and training/experience
- As Incident Commander on multi-company operations, has the latitude to make any and all decisions that are needed to mitigate the emergency
- Has latitude to manage daily 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

APPROVAL SIGNATURES:



Immediate Supervisor

11/13/2017
Date



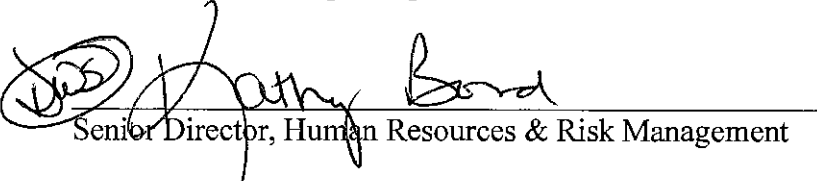
Fire Chief

11/14/17
Date



Senior Director, Airport Operations

11-15-2017
Date



Senior Director, Human Resources & Risk Management

11-17-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title District Chief
Department ARFF

Date November 9, 2017
Section 415

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X			2
Lifting A. 0 - 20 lbs. B. 21 - 50 lbs. C. 50+ 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			2
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

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather			X			2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		2
Other – Hazardous Situations Other				X		3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Emergency Vehicles				X		3
EMS Equipment					X	3
Hand Tools					X	2
Power Equipment					X	2

Supervisor Comments:

[Signature]
Senior Director
Date 1/15/2017

[Signature]
Immediate Supervisor
Date 1/13/2017

Division Chief, Training

Department: ARFF

Date: June 20, 2018

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:

Florida Fire Officer II Certificate or Associate degree or higher in a related field with 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. Experience as an Officer in a Fire Service agency required.

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
- State of Florida Firefighting Certificate of Compliance as prescribed by Florida State Statute 633
- State of Florida EMT or Paramedic License
- Emergency Vehicle Operators Course (EVOC)
- State of Florida Instructor I or higher

The following are required upon hire or must be obtained within 18 months;

- State of Florida Live Fire Training Instructor I, or higher
- State of Florida Incident Safety Officer
- NIMS 100/200/300/400/700/800
- State of Florida Fire Officer II, or higher
- Relief Officer Program for District Chief

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 75 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

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Brenda Bishop 6/20/18
 Immediate Supervisor Date

[Signature] 6/20/18
 Fire Chief Date

[Signature] 6-21-2018
 Sr. Director, Airport Operations Date

[Signature] 6/21/18
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Division Chief, Training

Department: ARFF

Date: June 20, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting				X			3
Lifting:	0 - 20 lbs			X			3
	20 - 50 lbs				X		3
	51+ lbs					X	3
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	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:							

Brenda Bishop

Immediate Supervisor

6/20/18

Date

[Signature]

Department Director

06-21-2018

Date

[Signature]

Human Resources - Compensation

6/20/18

Date

JOB DESCRIPTION

Job Title: Drawings/Contracts Coordinator

Date: April 30, 2015

Department: Planning & Engineering

Grade/Level: Non-Exempt; L9

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Contracts & Grants

POSITION SUMMARY: Responsible for the Authority's electronic plans room, including archive of past project plans and specifications. Monitors project document review and production from start of design through project close-out and audit. Processes various construction-related professional service agreements, addenda and contracts and non-construction professional service agreements. Works closely with consultants, contractors, external agencies, and Aviation Authority staff.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Oversees the electronic plans room, and prepares project plans for off-site storage
- Maintains a tracking system for project drawings and verifies the Authority's drawing standards were followed. Researches and responds to record requests for Authority project drawing files.
- Works closely with the City of Orlando and is primary contact for submitting signed plans and permit applications. Also responsible for complex records/reporting (sewers, impact fees, etc.). Maintains permit application log.
- Receives and coordinates review of tenant design submittal packages at 30%, 60%, 95%, 100% and sealed permit drawing stages. Coordinates review team comments from consultants, contractors, and Authority staff.
- Assigns tenant project numbers and prepares tenant-related project reports.
- Processes approvals of project submittals for permitting, ensuring all items have been provided, are in the proper order, have all necessary exhibits attached, have DRC approvals, etc.
- Ensures CAD documents are reviewed prior to project close-out; uploads the approved CAD files into the Authority's content management system for archives.
- Attends Design Review Committee (DRC) meetings when necessary and assists in the enforcement of conformity to the approved DRC design during construction phase. Tracks DRC approved design documents through technical design review stages and through final project close-out. If deviations from standards are identified, suggests remedies and follows through for resolution.

RESPONSIBILITIES (continued):

- Processes related contract documents in accordance with actions approved by the Construction Committee, the Professional Service Committee and/or the Authority Board. Ensures timely execution of documents.
- Monitors and maintains certificates of insurance, statements of agent or broker, and associated coverages in accordance with agreement requirements through EBIX software.
- Administers electronic folders for related FM Global review of specific drawing sets. Creates subfolders, authorizes users, and archives folders.
- Creates and modifies grant related project information in JACIP (Joint Automated Capital Improvement Plan).
- Monitors the Debarred Vendors List to ensure regulatory compliance regarding debarment, suspension, ineligibility, etc.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Associate degree, preferably related to architecture, construction, engineering, or public administration, and five (5) years of work experience or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Excellent interpersonal skills
- Excellent organizational skills
- Able to multi-task while meeting critical deadlines
- Demonstrate a high degree of accuracy and attention to detail
- Able to work independently
- Proficient in the use of large format copier, plotter, and microfilm reader/printer print room equipment
- Intermediate to advanced computer skills in Adobe Acrobat, MS Word, and MS Excel required; knowledge in MS PowerPoint, MS Access, MS Project and cloud-based storage preferred.
- Knowledge of Auto CAD software, and GIS Oasis systems preferred
- Understanding of construction specifications, and contract terms

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

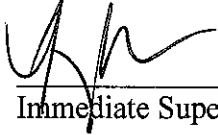
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Provides training and determines compliance with prescribed procedures
- Establishes priorities to maximize productivity and efficiency
- May identify/establish new procedures

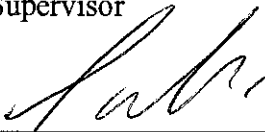
APPROVAL SIGNATURES:



Immediate Supervisor

4/30/15

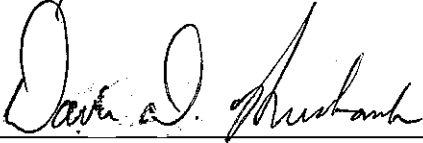
Date



Manager

4/30/15

Date



Senior Director

4/30/15

Date



Director of Human Resources

5-4-15

Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Drawings/Contracts Coordinator
 Department Engineering

Date April 30, 2015
 Section: 614

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					2
Lifting					X	1
A. __ 0 - 20 lbs.						N/A
B. __ 21 - 50 lbs.						N/A
C. __ 50+ lbs.						N/A
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging						N/A
Reaching over Head					X	1
Kneeling, Crawling						N/A
Climbing (ladders, stairs, hills)						N/A
Typing/CRT (attention to detail)	X					3
Speaking & Hearing				X		3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)

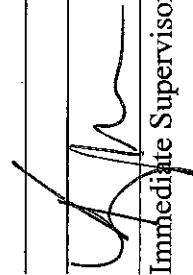
Importance

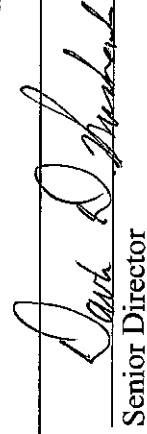
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						N/A
Noxious Fumes						N/A
Chemicals						N/A
Insects						N/A
Heights, Confined Areas						N/A
Excessive Noise						N/A
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:


 Immediate Supervisor


 Senior Director

4/30/15
 Date

Date

Electrical Contracts Coordinator

Department: Maintenance

Date: March 4, 2019

Title of Immediate Supervisor: Manager, Electrical Systems

Pay Level: L21

POSITION SUMMARY: Responsible for monitor testing, operation, calibration, repair and maintenance of electrical systems throughout Greater Orlando Aviation Authority (GOAA) buildings and structures. Confirm that tested electrical equipment and systems are operational and within industry and manufacturer's specifications. Plan, monitor and evaluate maintenance service and supply contracts verifying assigned contracts meet performance standards and specifications. Provide technical advice to develop scopes of work of new contracts. Serve as an Authority's Authorized Representative for assigned contracts

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor and evaluate assigned contracts with emphasis on the levels, standards, and frequencies of service, productivity, quality control and personnel utilization.
- Oversee the inspection, cleaning and maintenance tasks on associated equipment, including infra-red testing, generator tests, automatic transfer equipment operations, and corrective measures.
- Review wiring diagrams, electrical plans, construction drawings and specifications for GOAA engineering requirements.
- Provide advanced scheduling, project coordination and support for related interdepartmental projects.
- Assist Manager in inspections of new construction, tenant upgrade projects, and switchgear operation & maintenance.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level set forth in the contract documents.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and acts as liaison with other GOAA departments.
- Assist Manager in evaluating the plans for future replacements, upgrades, etc.
- Monitor contractors' staffing levels, responsiveness, and productivity; reports deficiencies to Manager as needed.
- Attend construction coordination meetings as required, serving as technical expert.
- Confirm enforcement of contract specifications.
- Provide assistance in developing scope, bidding, and awarding of assigned contracts. Validate project costs, repair estimates, and work requests outside of contract scope.
- Verify contractor pay requests for accuracy and compliance with contract terms. Approve contractor payment requests/invoices.
- Input and track appropriate data and generates related reports.
- Verify Oracle requisitions for materials and parts are initiated and processed in a timely manner.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in related field and three (3) years related experience in electrical systems up to 600 volts, or and equivalent combination of education, training and experience. Preferred experience includes one (1) year experience with electrical contracts, familiarity with electrical contracts at an airport, and electrical & building inspection experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of electrical distribution systems and switchgear monitoring systems
- Intermediate computer-use skills, with emphasis on use of database, spreadsheet, word processing programs
- Thorough working knowledge of electrical codes
- Knowledge of applicable OSHA regulations & NFPA 70E standard, essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe utilization and operation of hand and power tools, and lock out tag out procedures
- Must be able to read, understand and enforce contract specifications, wiring diagrams and electrical drawings on performance based contracts
- Must have knowledge and stay current with all electrical codes and advanced electrical maintenance practices
- Demonstrated attention to detail
- Self-motivated and able to work without direct supervision
- Must stay current on all GOAA emergency response procedures and ensuring proper response as required
- Must be capable of scheduling & controlling Electrical Utility Outages
- Excellent oral and written communication skills
- Good interpersonal skills with the ability to function effectively in a diverse work place
- Basic knowledge of project scheduling, efficient time management, and contract monitoring
- Must be willing and able to work nonstandard and various shifts including; early mornings, late evenings, nights, weekends and holidays to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Journeyman Electrician certificate of competency recognized by the State of Florida desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision and general direction
- Exercise of sound independent judgment for technical issues and in recognizing conditions which contribute to material or equipment damage, or which could result in physical harm or injury to self or others.
- Determine when a task has been completed properly, and which task among those designated will be undertaken next.
- Routine technical decisions/analysis

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 4-9-19

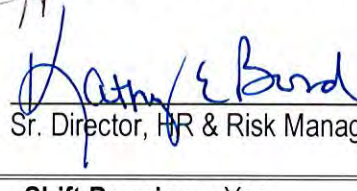
Immediate Supervisor Date

 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

EEO Category: Technicians

Shift Premium: Yes

Rotating Shift: N/A

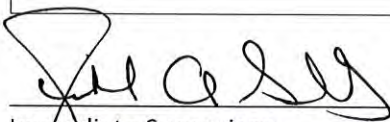
Electrical Contracts Coordinator

Department: Maintenance

Date: March 4, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)					X		2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing				X			2
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas					X		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
Switchgear monitoring systems				X			3
Other							

SUPERVISOR COMMENTS:


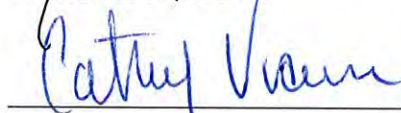
Immediate Supervisor

 4-9-19
Date



Department Director

 4-5-19
Date



Human Resources - Compensation

 4/8/19
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:

[Empty space for supervisor comments]

Robert Phillips 6/11/19
Immediate Supervisor Date

George H. ... 6-11-19
Department Director Date

Cathy Vance 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: January 9, 2019

Title of Immediate Supervisor: Manager, Maintenance Contracts

Pay Level: L21

POSITION SUMMARY: Responsible for the day-to-day monitoring and evaluation of the Automated People Mover (APM) and the Elevator/Escalator and Moving Sidewalks Contracts associated with the terminal complex and support of facility operations. On-site monitoring and troubleshooting of operational services related matters. Maintain all facilities operations to the standards and specifications set forth in the respective contract documents. 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 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 Automated People Mover (APM), Elevator/Escalator and Moving Sidewalks systems, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Sound working knowledge of function and utilization of electro-mechanical equipment and/or evaluating the condition of mechanical and motorized equipment
- Working knowledge of Automated People Mover (APM), Elevator/Escalator and/or Moving Sidewalks systems
- 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
- 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)*

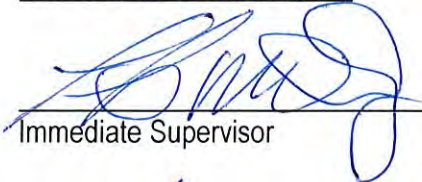
- None

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:

 1/29/19

 Immediate Supervisor Date

 1/30/19

 Department Assistant Director Date

 1-29-19

 Department Director Date

 3-6-19

 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Technicians

Shift Premium: Yes

Rotating Shift: N/A

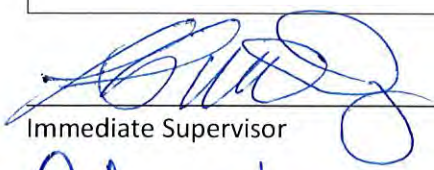
Electro-Mechanical Contracts Coordinator

Department: Maintenance

Date: January 9, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.


Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting					X		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

1/29/19

 Date



 Department Director

1-29-19

 Date



 Human Resources - Compensation

 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.)*

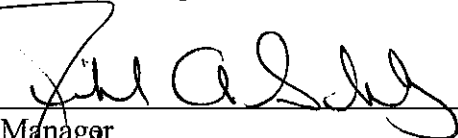
- Determines proper tools and equipment to be used for the assigned task and how they are to be used on a job.
- Exercise of sound independent judgment in recognizing conditions which contribute to material or equipment damage, or which could result in physical harm or injury to self or others.
- Determines 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



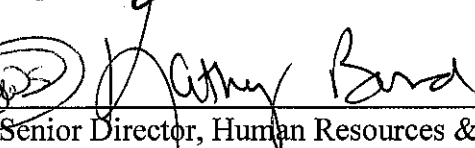
Assistant Director

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. B. ___ 21- 50 lbs. 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

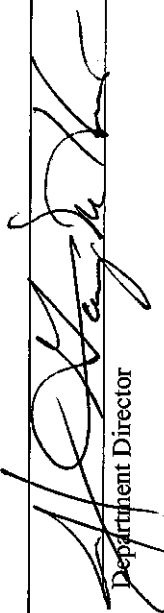
Supervisor Comments:



 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:

Empty box for 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: October 10, 2018

Title of Immediate Supervisor: Supervisor, Emergency Communications

Pay Level: L17

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.
- 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) 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 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 Computer (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 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 11-12-2018
 Department Manager Date

C. Brian J. Allen 11-13-18
 Department Director Date

James Bond 11-15-18
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt Shift Premium: N/A
 EEO Category: Protective Service Workers Rotating Shift: Yes

Emergency Communications Dispatcher

Department: Security

Date: October 10, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 - 20 lbs					X	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

Paul Cook 11-12-2018
 Department Manager Date

E. Brian Johnson 11-13-18
 Department Director Date

Antony V. ... 11/13/18
 Human Resources - Compensation Date

**Emergency Communications Dispatcher/Trainer**

Department: Security

Date: October 23, 2018

Title of Immediate Supervisor: Emergency Communications Training Administrator

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. 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
- Knowledgeable in the techniques and methods of adult education, with demonstrated training skills, to include patience, communication, assessment Must have excellent hearing, sight and the ability to speak clearly, distinctly and effectively
- Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- 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
- 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 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:

Paul Cook 10-24-2018
Department Manager Date

C. Brian Miller 11-13-18
Department Director Date

Nathy Bond 11-15-18
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: October 23, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Table with columns for Physical Effort, Working Conditions, and Equipment/Vehicles, and rows for various tasks like Standing, Walking, Sitting, Lifting, etc. Includes frequency and importance scales.

SUPERVISOR COMMENTS: Due to the computers' sensitivity to heat, the temperature in the Comm Center cannot exceed 72 degrees. Most of the time and especially at night the temperature ranges from 68-70 degrees. All equipment is either alarmed for prompting the operator to an immediate response or designed for two-way communications. Therefore, the employee must be extremely mobile and able to instantaneously respond from a sitting to a standing or walking position.

Paul Cook 10-24-2018
Department Manager Date

E. Brian Miller 11-13-18
Department Director Date

Cathy V... 11/13/18
Human Resources - Compensation Date

Emergency Communications Training Administrator

Department: Security

Date: May 20, 2019

Title of Immediate Supervisor: Manager, Emergency Communications Center

Pay Level: L24

POSITION SUMMARY: Develop, coordinate and revise curriculum and training materials to maintain compliance as required by regulating authorities. Develop Continuous Quality Initiative (CQI) guidelines and standards based on percentage of all calls fielded by the Communications Center. Oversee the training process by administering train the trainer training, testing programs, and schedule all training classes and seminars for Communication Center employees as approved by the Manger, Emergency Communications Center. Supervise and evaluate all Emergency Communications Dispatcher/Trainers and trainees during assigned training period and provide feedback. Provide administrative assistance, and assist the Manager, Emergency Communications Center as directed.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Research, develop, plan and coordinate training programs that maintain compliance with regulatory and legal requirements including Florida State Statue 401.465 and maintain proficiency, teach and/or enhance techniques, procedures and standards expected in Emergency Communications. Maintain training programs, manuals, and materials current.
- Develop and administer a 911 Public Safety Telecommunicator training program as defined by Florida Department of Health.
- Conduct Communications Center Orientation for new hires, train the trainer and recertification training to supervisors and trainers as needed.
- Implement training programs and skill development programs necessary for multiple Continuing Education Units (CEU) requirements. Monitor outcome and suggest improvements when necessary.
- Establish standards through the CQI program. Meet with trainees on a quarterly basis to discuss their progress, strengths, weaknesses, and determine if remediation is necessary.
- Analyze public safety data from a QA/QI perspective and modify training plans as needed.
- Review and evaluate daily observation reports to monitor training progress. Maintain accurate training documentation in accordance with records retention schedules.
- Review and evaluate trainers and trainees performance and prescribe remedial course of action when necessary.
- Represent the Communications Center in Emergency Management activities and exercises.
- Conduct quarterly meetings and train the trainer sessions with trainers for updates and changes in training initiative
- Attend County 911 Training Committee and Emergency Medical Dispatch (EMD) Meetings, to confirm training programs remain up-to-date with current standards and procedures.
- Perform duties of the Supervisor, Emergency Communications and Emergency Communications Dispatcher as assigned.
- Serve as a back-up to the Manager, Emergency Communications Center responsibilities in his/her absence.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years experience emergency dispatching with computers and fire/security alarm systems in fire, rescue, medical and police operations, plus three (3) years satisfactory or better performance in emergency communications with the Aviation Authority, or an equivalent combination of education, training and experience. Supervisory experience preferred; emergency dispatching training required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledgeable in the techniques and methods of adult education, with demonstrated training skills, to include patience, communication, assessment.
- Must have excellent hearing, sight and the ability to speak clearly, distinctly and effectively and able to communicate with supervisors, peers, and subordinates in positive constructive manner
- Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- 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.
- Excellent organizational skills, must be able to prioritize training responsibilities and handle more than one task at a time
- Must understand techniques of telephone interrogation
- Must have knowledge of principles of emergency dispatch and triage; and coordination of resources
- Knowledge of Public Safety Answering Point (PSAP) regulations
- Must be able to work in a confined, high noise area with no scheduled meals or breaks
- Able to multitask, prioritize, analyze information and use independent judgement
- Able to train, assign and review the work of others
- Able to teach operational software programs used in the Communications Center
- In-depth knowledge of Communications Center policies and procedures
- Willing and able to work nonstandard hours and be flexible to adjust schedule as necessary to facilitate training.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Communications Training Officer (CTO)
- Emergency Medical Dispatch Quality Assurance (EMD-Q)
- CPR Certified
- TDD Certified
- Driver and Vehicle Information Database (DAVID)
- Florida Criminal Information Computer/National Criminal Information Center (NCIC/FCIC)
- NIMS 100, 200, 247a, 300, 400, 700, 800
- Florida State Certification for Public Safety Dispatchers F.S.S. 401.465

The following are required at time of hire or must be obtained within 12 months:

- Department of Law Enforcement Limited Access Terminal Local Agency Instructor Certification (LAI)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 4; indirectly supervises a staff of approximately 15 to monitor compliance through the CQI program.

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 and general direction, exercising a high level of independent judgment and discretion
- Evaluate Emergency Communications Training Program and CQI Compliance
- Develop procedures, training programs and test materials for the purpose of training Emergency Communications Center employees
- Exercise considerable independence in prioritizing calls, disseminating information and determining critical police, fire and medical response. Example: Determine priority of call, how many units to dispatch, and which unit(s) to dispatch.
- Must be capable of making decisions in emergency and non-emergency situations for the Communications Center, some of which are not covered by written procedures.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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 5/21/2019
 Immediate Supervisor Date

E. Brian Johnson - 5-22-19
 Department Director Date

Marty Board 6-3-19
 Sr. Director, HR & Risk Management Date

FLSA: Exempt
EEO Category: Professionals

Shift Premium: N/A
Rotating Shift: N/A

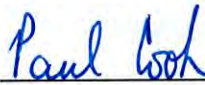
Emergency Communications Training Administrator

Department: Security

Date: May 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				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	2
Chemicals					X	1
Insects					X	1
Confined Areas			X			3
Excessive Noise			X			3
Willing and able to adjust work schedule and may be required to work non-standard hours as conditions warrant				X		3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones				X		3
SUPERVISOR COMMENTS:						
Due to the computers' sensitivity to heat, the temperature in the Comm Center cannot exceed 72 degrees. Most of the time and especially at night the temperature ranges from 68-70 degrees. All equipment is either alarmed for prompting the operator to an immediate response or designed for two-way communications. Therefore, the employee must be extremely mobile and able to instantaneously respond from a sitting to a standing or walking position.						


 5/21/2019
 Immediate Supervisor Date


 5-22-19
 Department Director Date


 5/23/19
 Human Resources - Compensation Date

Environmental Specialist

Department: Planning, Engineering & Construction

Date: March 5, 2019

Title of Immediate Supervisor: Manager, Environmental Compliance

Pay Level: L21

POSITION SUMMARY: Coordinate and monitor the compliance and enforcement of the Greater Orlando Aviation Authority's (GOAA) environmental programs. Conduct environmental inspections, monitor and record results in environmental database.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Conduct regulatory inspections of Resource Conservation and Recovery Act (RCRA), Stormwater Pollution Prevention Control & Counter measure (SPCC), Stormwater Pollution Prevention Plan (SWPPP) and National Pollutant Discharge Elimination System (NPDES) and compose inspection results.
- Inspect, enforce and maintain compliance of the Underground Storage Tank (UST), Aboveground Storage Tank (AST) regulations.
- Assist with the monitoring and compliance of environmental permits issued by EPA, FDEP, Orange County Environmental Department, City of Orlando, Federal and State Environmental Laws, Legislative Acts, and Regulations, utilizing specialized software for tracking permit compliance.
- Assist with the preparation and updates of GOAA documents, manuals, and permits related to environmental projects and programs, such as; Drainage Atlas, Master De-watering permit, etc.
- Gather data, compile statistical analysis, interpret and evaluate results and complete reports for regulatory agencies. Maintain and develop computerized databases for UST's, AST's SWPP's, SPCC's and industrial pretreatment programs' environmental evaluations at Orlando International and Orlando Executive Airports.
- Review environmental project plans, specifications used for scheduling, permitting or acquiring permits and approvals on behalf of GOAA. Prepare memos and documents for construction committee meetings. Construction Quality Assurance Program are coordinated to meet the GOAA's Program.
- Coordinate the activities of environmental projects and programs with consultants in the compliance with all federal, state and local regulations. Coordinate environmental training as needed.
- Assist with the emergency response to hazardous situations, coordinate contractors responding to emergency notifications and evaluate performance and compliance.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Environmental Sciences or related field and two (2) years experience working with environmental programs and/or projects and may include field testing and sampling activities, regulatory compliance with governmental agencies, or an equivalent combination of closely related education, experience and training.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of environmental program procedures, methods, practices, and their application to specific situations
- Knowledge of federal, state and local environmental laws, rules, ordinances etc. and reporting procedures on hazardous waste discharges
- Ability to coordinate environmental projects with other departments, outside consultants and contractors to meet regulatory compliance
- Excellent written and oral communication skills and the ability to communicate technical information

- Excellent planning, organizational and interpersonal skills
- Strong attention to detail and multitasking skills
- Proficient use of communication devices, hand tools, monitoring devices, test equipment and scientific procedures used for environmental inspections and procedures
- Ability to read and understand storm drain atlas and geographic information systems (GIS)
- Ability to perform statistical analysis and interpret and evaluate results
- Intermediate computer skills and Microsoft Office programs required; knowledge of environmental data management systems desired.
- Willing and able to work a flexible schedule including evenings, weekends, and holidays

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

The following are required at time of hire or must be completed/obtained within 12 months:

- Florida Stormwater, Erosion and Sedimentation Control Inspector Certification
- Class A/B UST Operator Training

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
- Position exercises judgement and leadership of the Authority consultants and contractors coordinating activities involving phases of work of primary importance
- Coordinate inspections and activities, set up performance standards, refer unusual problems, evaluate compliance with policies programs

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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	<u>3/6/19</u> Date	 _____ Department Director	<u>3/6/19</u> Date
 _____ Department Senior Director	<u>3/12/19</u> Date	 _____ Sr. Director, HR & Risk Management	<u>3/15/19</u> Date

FLSA: Non-Exempt

EEO Category: Technician

Shift Premium: N/A

Rotating Shift: N/A





Environmental Specialist

Department: Planning, Engineering & Construction

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.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 - 20 lbs					X	2
20 - 50 lbs					X	2
51+ lbs					X	2
Bending/Stooping				X		3
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling				X		3
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather			X			3
Noxious Fumes				X		2
Chemicals				X		2
Insects				X		2
Heights, Confined Areas					X	2
Excessive Noise			X			2
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Petroleum Storage Tank Monitors			X			3
Water Quality Station Monitors			X			3
SUPERVISOR COMMENTS:						

[Signature] 3/6/19
Immediate Supervisor Date

[Signature] 3/6/19
Department Director Date

[Signature] 3/12/19
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

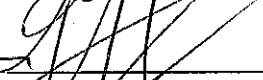
Date



Manager

11/16/17


Date



Assistant Director

11-16-17

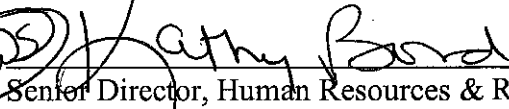
Date



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:

[Signature]

Immediate Supervisor

Date

[Signature]

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:

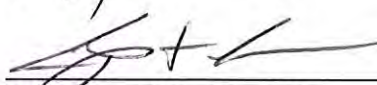
 12/20/19
 Immediate Supervisor - QIA Date

 1/11/19
 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

Shift Premium: Yes

EEO Category: Skilled Craft Workers

Rotating Shift: N/A



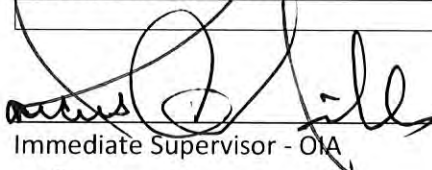
Equipment Operator III

Department: Maintenance

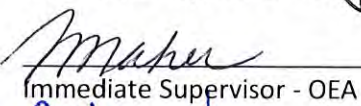
Date: December 18, 2018

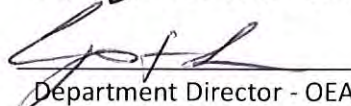
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

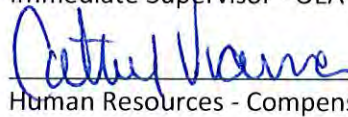
Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour 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, weedeaters, 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

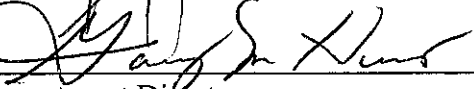
Date



Assistant Director

11-16-17

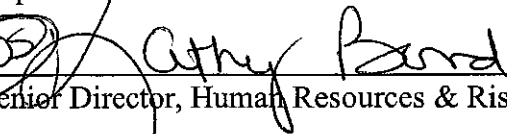
Date



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	A. 0 - 20 lbs.	X					3
	B. 21-50 lbs			X			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.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent interpersonal and customer service skills
- High level planning and organizational skills
- Demonstrated ability to effectively plan and organize events
- Excellent verbal and written communication and public speaking skills
- Proofreading and editing skills, good attention to detail
- Intermediate computer software skills, including Microsoft Office software
- Professional demeanor to represent GOAA to VIP's and throughout the airport and the community
- Demonstrated ability to handle deadlines
- Willing and able to work a flexible schedule including evenings, weekends, and holidays

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Make decisions regularly with regard to maintenance of art
- Independent judgment used regularly in planning and executing events

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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
27 Mar. 19 Date



Department Senior Director
3/27/19 Date



Sr. Director, HR & Risk Management
4-5-19 Date

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A



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:

[Signature] 2/27/19
Immediate Supervisor Date

[Signature] 3/29/19
Department Senior Director Date

[Signature] 4/3/19
Human Resources - Compensation Date

Executive Assistant

Department: Executive Administration

Date: April 22, 2021

Title of Immediate Supervisor: Chief Administrative Officer

Pay Level: L18

POSITION SUMMARY: Provide executive level administrative support for the Chief Administrative Officer (CAO) as assigned. Maintain complex project documents; coordinate interdepartmental processing and approval processes for legal documents, contracts, etc.; draft, proofread and edit documents and reports.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- 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 Directors, 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)*

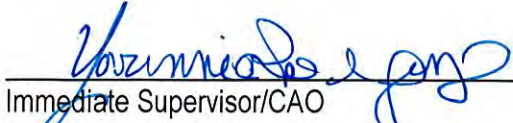
- None

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:

 7-27-21

Immediate Supervisor/CAO Date

 7-27-2021

Chief Executive Officer Date

 _____
Sr. Director HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

Executive Assistant

Department: Executive Administration

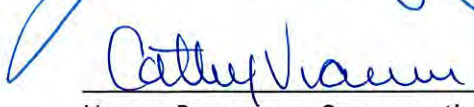
Date: April 22, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking					X		2
Sitting			X				2
Lifting:	0 – 20 lbs				X		2
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
SUPERVISOR COMMENTS:							


 _____ Date


 _____ Date


 _____ 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

Anthony 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							
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



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.



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.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

[Signature] 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. Shawan 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.

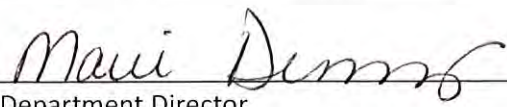
<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours 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

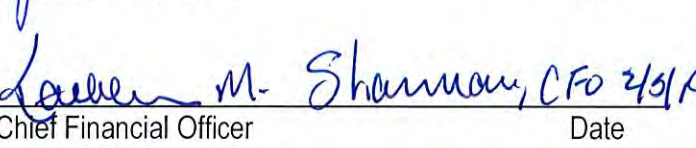

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- 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:							

John P. Mad 2.5.2019
 Immediate Supervisor Date

Sam Steureux 2/5/19
 Department Director Date

Arthur V. ... 2/6/19
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Fire Chief

Date: November 15, 2017

Department: ARFF

Grade/Level: Exempt; FM2

Title of Immediate Supervisor: Senior Director, Airport Operations

POSITION SUMMARY: Direct the GOAA Aircraft Rescue and Firefighting Department (ARFF), which performs 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.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Provide effective leadership and management in the operation of a professional, cost effective fire department; 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.
- Conduct ARFF staff meetings to ensure proper coordination and meeting of department needs. Attend other meetings as directed.
- Perform other related duties as required.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Fire Science, Public/Business Administration or related field and ten (10) years of fire/EMS experience with a minimum of five (5) years of managerial or administrator experience, or an equivalent combination of education, training and experience. Florida Fire Officer II Certificate or higher required. ARFF management experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of ARFF and structural fire suppression, fire prevention, public education and emergency medical services
- Knowledge of goal achievement techniques and the government/public entity process
- Knowledge of emergency preparedness procedures and emergency management
- Skill in negotiating and resolving procedural conflicts/issues
- Ability to effectively prepare and administer the departmental budget
- Skill in public speaking

SPECIAL KNOWLEDGE, SKILLS, ABILITIES (continued):

- 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
- State of Florida Firefighting Certificate of Compliance prescribed by Florida State Statute 633
- 16-hour Emergency Vehicle Operators Course (EVOC)
- Florida Fire Officer II or higher certification
- NIMS certification required (100, 200, 300, 400, 700, 800)
- State of Florida EMT or Paramedic

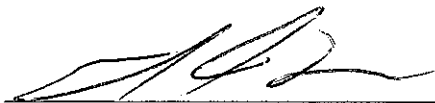
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly oversees approximately two (2) department personnel
- Indirectly oversees approximately seventy five (75) department personnel

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgement 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

APPROVAL SIGNATURES:



Immediate Supervisor

12-04-2017

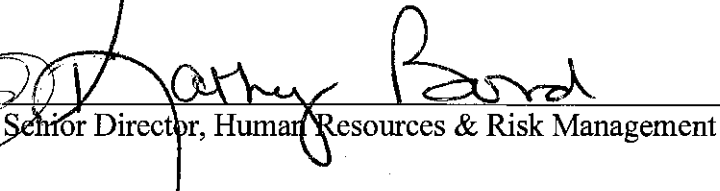
Date



Chief Operating Officer

12.11.2017

Date



Senior Director, Human Resources & Risk Management

12-14-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Fire Chief
Department ARFF

Date November 15, 2017
Section 415

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		3
Sitting			X			2
Lifting				X		2
A. 0 - 20 lbs.					X	2
B. 21 - 50 lbs.					X	2
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			3
Donning and Wearing PPE (bunker gear, etc.)					X	3

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	3
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	2
Heights, Confined Areas					X	2
Excessive Noise					X	2
Other - Hazardous Situations		X				3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicles				X		3
General office equipment (computer, copier, fax, etc.)			X			3

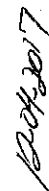
Supervisor Comments:



Immediate Supervisor

Catelyn Vane

Human Resources - Compensation



Chief Operating Officer

12/13/17

Date

12/11/2017

Date

JOB DESCRIPTION

Job Title: Firefighter

Date: March 6, 2017

Department: ARFF

Grade/Level: Non-exempt; FC2

Title of Immediate Supervisor: Lieutenant

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.

RESPONSIBILITIES:

The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

- Performs 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
- Maintains firefighting and EMS skills by participation in training exercises
- Conducts fire safety inspections of buildings and fuel stations/apparatus
- Participates in fire safety, fire extinguisher, and customer service programs
- Maintains a clean and safe work environment
- May work out of classification as Engineer, assuming the responsibilities of that position
- Performs other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

- High school graduate or GED.
- Aircraft Rescue Firefighting experience preferred.

SPECIAL KNOWLEDGE, SKILLS, 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.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES (continued):

- 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

LICENSES REQUIRED:

- State of Florida EMT or Paramedic License
- Must possess a valid Florida driver's license for the operation of emergency vehicles

CERTIFICATIONS:

- State of Florida Firefighting Certificate of Compliance as prescribed by Florida State Statute 633
- 16-hour Emergency Vehicle Operators Course (EVOC) with certificate
- NIMS 100/200/700 preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

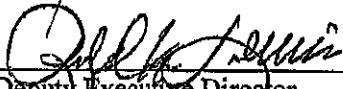
- Has the latitude to complete a given task to the best of their ability
- Make personal safety decisions, inform personnel, and take appropriate actions

APPROVAL SIGNATURES:



Fire Chief

3/13/17
Date



Deputy Executive Director

03/24/2017
Date



Senior Director, Human Resources & Risk Management

4-14-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Firefighter – Paramedic/EMT
 Department: ARFF

Date: March 6, 2017
 Section: 415

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			X			3
A. ___ 0 - 20 lbs.				X		3
B. ___ 21 - 50 lbs.					X	3
C. ___ 50+ lbs.						3
Bending/Stooping				X		3
Pushing, Pulling, and/or Digging				X		3
Reaching over Head				X		3
Kneeling, Crawling					X	3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		2
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing				X		2
Writing				X		2
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			X			3

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather			X			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
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Fire Apparatus			X			3
Powered Equipment				X		3
Hand Tools				X		3
EMS Equipment				X		3

Supervisor Comments:

[Signature]
Fire Chief

4/18/17
Date

[Signature]
Deputy Executive Director

04/19/17
Date

JOB DESCRIPTION

Job Title: Engineer

Date: October 30, 2017

Department: ARFF

Grade/Level: Non-exempt; FC3

Title of Immediate Supervisor: Lieutenant

POSITION SUMMARY: Responsible for the safe driving and maintenance of all ARFF emergency vehicles and apparatus. Serves as part of an emergency crew in the suppression and extinguishment of fires and the mitigation of emergency or hazardous incidents or events. Performs EMS skills based on certification level.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Perform 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
- May work out of classification as Lieutenant, assuming the responsibilities of that position
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

- 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, or hold a State of Florida certification as a Fire Apparatus Driver/Operator
- Must qualify as a relief driver on all apparatus in compliance with ARFF Standard Operating Guideline 900.11 Relief Driver Program

SPECIAL KNOWLEDGE, SKILLS, 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

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

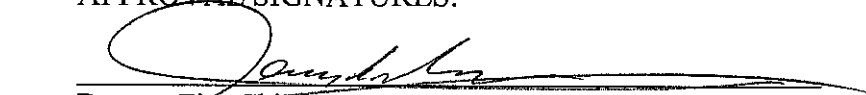
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment 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

APPROVAL SIGNATURES:




Deputy Fire Chief

10/30/17
Date




Fire Chief

10/30/17
Date



Senior Director, Airport Operations

11-01-2017
Date



Senior Director, Human Resources & Risk Management

11-7-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Engineer
 Department ARFF

Date October 30, 2017
 Section 415

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			X			3
	A. 0 - 20 lbs.					
	B. 21- 50 lbs.			X		3
	C. 50+ lbs.				X	3
Bending/Stooping				X		3
Pushing, Pulling, and/or Digging				X		3
Reaching over Head				X		3
Kneeling, Crawling					X	3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		2
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing				X		2
Writing					X	2
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			X			3

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency


- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

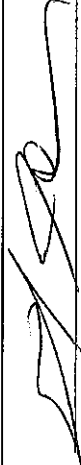
Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

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
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Fire Apparatus			X			3
Power Equipment				X		3
Rescue Vehicles/Hand Tools				X		3
EMS Equipment				X		3

Supervisor Comments:

 _____
 Deputy Fire Chief Date 10/30/17

 _____
 Senior Director Date 11-01-2017

Senior Director, Human Resources & Risk Management _____ 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

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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 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

[Signature] *4-7-2021*
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A


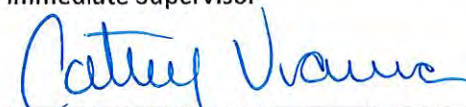
GL Financial Analyst

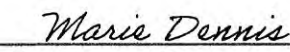
Department: Finance

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

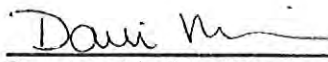
LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)


- 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

SUPERVISOR COMMENTS:

5-22-19
 Immediate Supervisor Date

5-22-2019
 Department Director Date

5/23/19
 Human Resources - Compensation Date



Graphics & Sign Technician

Department: Maintenance

Date: May 15, 2019

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 uses proper material for letter application when applying the 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.

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.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.



Graphics & Sign 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				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:						

[Signature] 5-22-19
Immediate Supervisor Date

[Signature] 5-22-2019
Department Director Date

[Signature] 5/23/19
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

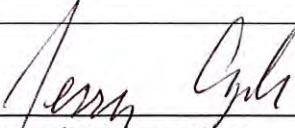
Graphics Painter

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.

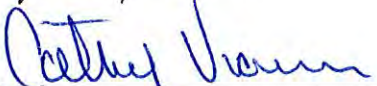
Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour 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:							



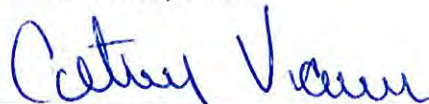
Immediate Supervisor

 10/20/19
Date



Department Director

 DG 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.

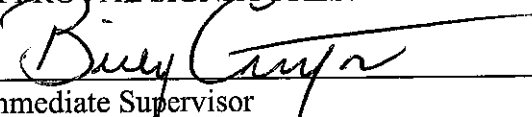
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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.

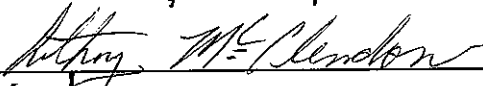
APPROVAL SIGNATURES:



Immediate Supervisor

10-27-16


Date



Manager

10/26/16

Date



Assistant Director

10/28/16

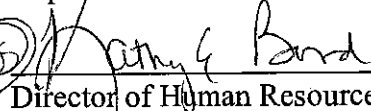
Date



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

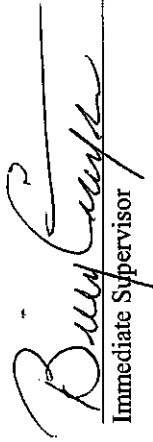
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

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

HRIS Analyst

Department: Human Resources

Date: February 18, 2020

Title of Immediate Supervisor: Assistant Manager, Human Resources/HRIS

Pay Level: L23

POSITION SUMMARY: Generate and analyze data to create accurate reports and perform statistical analysis, forecasting, and other functions useful to strategic management of the Human Resources operations. Provide end user support for Talent Management System. Assist in the evaluation of new Human Resources Information System (HRIS) applications, and upgrades and enhancements to existing systems. Assist with the coordination and administration of Retirement Benefits.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 day-to-day input of changes to process reports and Status Change Forms in the HRIS for system updates and payroll purposes; maintain interface for payroll transmissions and data integrity for synchronization of HR systems.
- Monitor and maintain the Human Resources application requirements of the automated personnel information (employee demographics, benefits, information, and payroll information) utilizing ADP and Oracle HR Module.
- Assist with testing and implementing automated solutions using existing HRIS personnel and payroll systems.
- Assist in developing and implementing solutions utilizing business applications to track, compile, and manage Human Resources and applicable payroll information and data
- Provide end user support for Talent Management System.
- Update and maintain various HR logs and run required monthly, quarterly and yearly reports as needed.
- Map open employment requisition to position control for authorized FTE. Create new positions as necessary.
- Administer and coordinate the processing of pension benefits (FRS, DC, 457 and DB Plans) to include computations, compiling census data for annual actuarial valuation, processing of payout distributions, etc.
- Provide various census reports for insurance renewals and other benefit and pension plan programs.
- Assist in processing data feeds from HR Systems to external benefit systems.
- Respond to employment verifications.
- Assist with the day-to-day maintenance and input changes to Oracle HR for system updates and payroll processes.
- Process Oracle to ADP interface for payroll transmissions and resolve errors.
- Process Vacation Buy Down forms.
- Assist in annual open enrollment process.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors degree in Information Systems, Human Resource Management, Public or Business Administration, or a closely related field and two (2) years of professional experience in system administration and maintenance of Human Resources computer systems with HRIS experience, or an equivalent combination of education, training, and experience. Human Resources experience in multiple disciplines required. Experience with Oracle HR, ADP Workforce Now and Cornerstone On Demand Talent Management Suite preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge and understanding of Human Resources practices and procedures.
- Specific knowledge in HRIS, HR processes, data entry and analysis, and other data-related areas of the Human Resources function.
- Extensive knowledge of and ability to use standard PC equipment and software, including Oracle, ADP, report writing systems, Microsoft Word, Excel and Access applications.
- Ability to type and input data quickly and accurately, use word processing and other personal computer and office equipment skillfully.
- Excellent oral and written communication skills. Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees.
- High degree of attention to detail.
- Able to effectively prioritize workload and work effectively with interruptions and changing priorities.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision, exercising considerable judgement and discretion
- Interact with persons of various levels throughout the Authority; may include outside consultants.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Kandice Mass 2/27/2020
Immediate Supervisor Date

[Signature] 2/27/2020
Sr. Manager, Human Resources Date

[Signature] 3-9-2020
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



HRIS Analyst

Department: Human Resources

Date: February 18, 2020

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 - 20 lbs					X	2
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing			X				3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:

Kandace Moss

Immediate Supervisor Date

Kathy E Bond 3-9-2020

Department Senior Director Date

Cathy Vann 2/27/20

Human Resources - Compensation Date



Human Resources Coordinator

Department: Human Resources

Date: May 7, 2021

Title of Immediate Supervisor: Manager, Human Resources

Pay Level: L18

POSITION SUMMARY: Provide day to day administration and support for Human Resources activities in the following functional areas as assigned: leave management services, benefits administration, and/or wellness program administration. May assist with research and analysis of non-routine matters for the Greater Orlando Aviation Authority (GOAA). Provide general office support to the Human Resources Department, assisting 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:*

- Responsible for the day to day administration and support for Human Resources activities in the following functional areas as assigned:
 - Leave Management Services:
 - Process FMLA, STD, LTD, Life Insurance, Shared Leave, Military Leave, Excused Absence, and Workers Comp Leave: receive and review applications, physician certifications and other related paperwork; send paperwork as appropriate for approval, track leave usage; alert management of impending deadlines/ recertifications and other related tasks as assigned.
 - Support Workers Compensation claims processing: follow up on related paperwork; track claims status; communicate with claims adjustor, supervisors and employees as needed; create and maintain case files.
 - Determine leave eligibility based on policy and guidelines; review non-routine requests and provide recommendation for best practice solutions to management for approvals.
 - Benefits & Wellness Programs Administration:
 - Process the medical, dental, vision, COBRA, HSA's, and flexible spending accounts enrollments 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.
 - Coordinate with carriers, benefits consultant, etc.; assist in developing and coordinating of employee communications; review, update and approve summary plan descriptions and certificates of coverage. Assist senior management in analyzing benefit renewals and establishing plan design.
 - Coordinate the Wellness Program activities, to include, management of vendors, employees and conference rooms schedules, program enrollment process, room setup, and tracking of attendance.
 - Support the Manager in the evaluation of the benefits of wellness initiatives to include; determining and establishing methods to measure and analyze results and their effects on claims; making recommendations regarding specific wellness projects; assist with the development and implementation of new wellness initiatives.
- Provide administrative support for the annual benefits open enrollment process.
- Prepare insurance billings, either on-line "self-billing" or paper "pay as billed" for life, STD, LTD, medical, dental, vision, flex spending and unemployment claims. Submit bills for audit and approval prior to submitting for payment. Verify the accuracy of the records and reports produced and maintained.
- Assist employees and retirees with questions regarding insurance and/or explanation of benefits and assist with resolving insurance issues with the carrier representatives.
- Prepare documentation and research for the development and administration of the annual benefits budget.
- Administer the benefits' briefing in New Hire Orientation and coordinate the new hire enrollment process.
- Responsible for department records management functions including responses to public records requests, organization and maintenance of HR records and documents, requests for retrieval and return of documents from storage vendor, and destruction requests. Maintain knowledge of current state statutes.

- Assist with research and analysis of Leave Administration/Benefit programs and other benefit initiatives.
- Create and maintain a wide variety of logs, records and databases for assigned areas.
- Create and track Oracle requisitions and purchase orders, initiate fund release processes, and prepare service receipt requests and direct pays.
- Responsible for the use and reconciliation of a procurement card.
- Complete bi-weekly payroll for department; maintain records as required.
- Assist with the current online benefits system and other carrier eligibility systems for medical, dental, vision and COBRA.
- Provide administrative support to the department as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and three (3) years' experience in the administration of employee benefits or leave administration, or an equivalent combination of education, training and experience. Experience in benefits (including online enrollment), records management, wellness initiatives and/or Worker's Compensation preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Current knowledge of benefit laws; verify all documents and procedures used in the administration of benefits are in compliance with legal and regulatory requirements
- General knowledge and understanding of Human Resources policies and procedures, and employment laws
- Familiar with employment leave policies and procedural practices (FMLA, STD, LTD, WC, Military)
- Familiar with healthcare plan designs
- Strong oral and written communication skills required, bilingual skills preferred
- Knowledge of Florida Records Management requirements
- Ability to maintain professionalism and diplomacy at all times while interacting with the public, Authority management and employees
- Strong computer skills and advanced experience with Microsoft Office programs required; Oracle, Payroll and Benefit Management systems highly desirable
- A high degree of attention to detail
- Strong organizational and prioritization skills with the ability to meet tight deadlines
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Knowledge of general office procedures and practices
- Demonstrated ability to work independently
- Ability to research and analyze data

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 and direction
- Exercise a moderate level of initiative, independent judgment, and discretion

- Make independent decisions within established guidelines/procedures

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor

5.13.2021
Date

Sr. Director, HR & Risk Management

5-14-2021
Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Paraprofessionals

Rotating Shift: N/A


Human Resources Coordinator

Department: Human Resources

Date: May 7, 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	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							
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							

 5/13/2021
 Immediate Supervisor Date

 _____
 Department Senior Director Date

 5/13/2021
 Human Resources - Compensation Date

Human Resources Coordinator (Recruit)

Department: Human Resources

Date: September 27, 2021

Title of Immediate Supervisor: Manager, Human Resources

Pay Level: L18

POSITION SUMMARY: Assist in professional level staffing and recruiting functions including but not limited to advertising vacant positions, reviewing applicant pools, participating in interviews and applicant evaluations. Assist in facilitating the selection and onboarding processes. May conduct new employee orientation (non-benefits section). Assist other areas of Human Resources 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:*

- Assist in the communication with supervisors and department managers to discuss recruitment needs and establish expectations and timeframes for the employment and selection process. Follow standardized process for developing and placing advertisements and recruitment marketing materials.
- Assist in the evaluation of candidates' qualifications and assist the department in identifying the most qualified for interview. May modify standard selection criteria and interview questions within established guidelines, and assist the department with the interview process. Maintain timely communications with department management regarding the status of recruitment and the selection process.
- Participate on assigned interview panels for entry level positions, record and evaluate candidates' education, experience, training, skills, etc. and work with the panel and HR Manager to make recommendations.
- Schedule interviews; process offer letters; make job offers and coordinate background investigations. Prepare new employee paperwork and new hire files, and plan, prepare and conduct new employee orientation.
- Maintain assigned recruiting related logs in a timely manner (I9, applicant tracking, etc.).
- Maintain all pertinent applicant and interview data in the Talent Management System (CSOD).
- Assist in the review, testing and implementation of CSOD upgrades and patches.
- Assist in the development of appropriate recruitment strategies to address the hiring department needs regarding timeframes and quality of applicants.
- Oversee the applicant testing process and maintain appropriate records.
- Maintain up-to-date knowledge of related policies, procedures, and employment law, and verify all are followed throughout the process.
- Serve as backup to cover the Human Resources reception area and assist with special projects as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Human Resource Management or a related field, and three (3) years of Human Resources work experience, to include recruitment related responsibilities 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

- 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
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

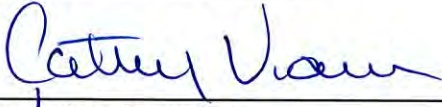
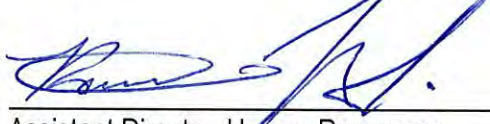
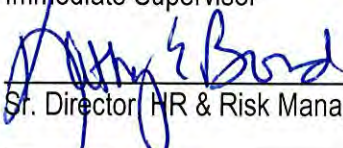
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under general supervision and direction
- Exercise a moderate level of initiative, independent judgment, and discretion
- Make independent decisions within established guidelines/procedures

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	10/7/2021		10/8/21
_____ Immediate Supervisor	_____ Date	_____ Assistant Director, Human Resources	_____ Date
	10-8-2021		
_____ Sr. Director HR & Risk Management	_____ Date		

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Paraprofessionals

Rotating Shift: N/A

Human Resources Coordinator (Recruit)


Department: Human Resources

Date: September 27, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 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:


 _____ 10/17/2021
 Immediate Supervisor Date



 Department: Senior Director Date


 _____ 10/17/2021
 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

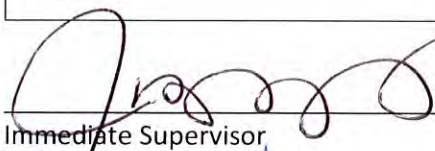
HVAC Technician II

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:							



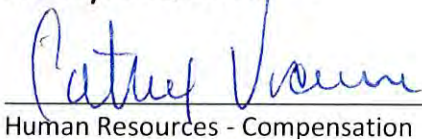
Immediate Supervisor

 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)*

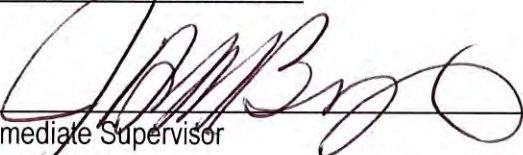
- None

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:

 4/15/19

Immediate Supervisor Date

 4/15/19

Department Manager Date

 4/15/19

Department Assistant Director Date

 4-5-19

Department Director Date

 4-19-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Skilled Craft Worker

Rotating Shift: N/A

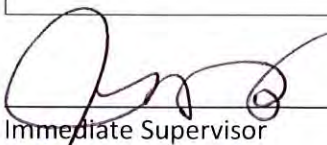
HVAC Technician III

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 2 - Important, but may be performed in some other way 1 - Not Critical; may be reassigned or not performed at all					
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)						
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 Sardenas 10-23-19
 Immediate Supervisor Date

[Signature] 10-23-19
 Department Manager Date

[Signature] 10/22/19
 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							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	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 Sardenal 10-23-19
 Immediate Supervisor Date

B.K. Sh 10/23/19
 Department Director Date

Antony 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:



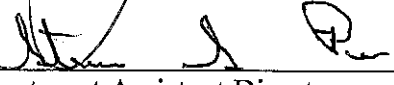
 Immediate Supervisor

9.29.17
 Date



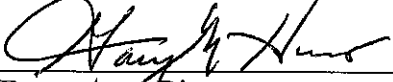
 Manager

10/2/17
 Date



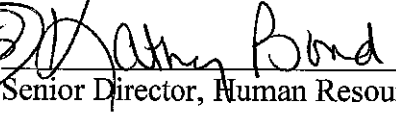
 Department Assistant Director

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

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 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

JOB DESCRIPTION

Job Title: IT Endpoint System Administrator

Date: October 27, 2017

Department: Information Systems

Grade/Level: Exempt; L28

Title of Immediate Supervisor: Manager, Unified Communications

POSITION SUMMARY: Responsible for Endpoint Management to include desktops and mobile devices. Administer the Client Management System for system deployment, provisioning, and lifecycle management. Deploy application installs and monthly patches targeting PC's across the enterprise. Define, create and update PC build images. Administer the Mobile Device Management System to manage mobile devices, and the security of the data on those devices; schedule work so that employees stay productive. Assist in the resolution of support issues and bring a high level of service satisfaction to end users. Identify, diagnose, resolve and communicate IT issues for end users.

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.*

- Utilize Client Management System to build out standardized system deployments, create computer images, manage software delivery and deploy patches
- Utilize Mobile Device Management System for deploying, securing, monitoring, integrating and managing mobile devices
- Assist with user rollout and new mobile device registrations, configure and test new MDM features, maintain MDM system with health checks, retire inactive devices, and confirm removal of out of compliance devices
- Perform software license audits to confirm software product licensing compliance
- Assign users and computers to proper groups in Active Directory
- Perform installation, configuration, and support of the Authority's workstation software
- Manage the patch deployment process by compiling and distributing security updates targeting PC's across the enterprise, eliminating vulnerabilities and ensuring that clients are in compliance with PCI Standards
- Define, create and update PC build images
- Monitor and track incidents and trouble calls in ticketing system in support of the problem management process; recognize high priority tickets and take action within the expected response time
- Monitor escalations from the IT Service Center and confirm that client support requests are completed and closure is achieved
- Install, configure, maintain, modify, and repair internal computer software and associated systems so there is minimum workstation downtime and maximum system availability
- Provide superior technical support to internal and end users to resolve computer software and hardware problems ranging in difficulty from moderate to complex
- Provide technical support for mobile devices (iPhone/iPad/Android) on Mobile Device Management (MDM) System

RESPONSIBILITIES (continued):

- 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 required

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor degree in Computer Science and three (3) years experience in computer technical support in a PC network environment, or an equivalent combination of education, training and experience. Experience in managing Endpoint Security applications in a PCI infrastructure responsible for processing credit card transactions. Experience with Application Packaging Virtualization or Streaming.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of MS Windows and Windows based software
- Solid understanding of enterprise Security, systems patching and vulnerabilities
- Demonstrated proficiency with Application Packaging to build customized applications
- Advanced understanding of IT best practices
- Working knowledge of scripting tools and technologies
- Working knowledge and understanding of Active Directory
- Knowledge of Mobile Device Management (MDM) platforms and experience supporting a MDM System
- Strong understanding of mobile device operating systems (i.e. Windows, iOS and Android OS)
- Quick learner who can quickly understand emerging mobile technologies
- Strong collaboration and project management skills to make recommendations for improvements, implement new MDM product features and convey changes to stakeholder teams
- Ability to work independently and as part of a team
- Strong accountability and integrity for quality of work performed
- Strong verbal and written communication skills
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Able and willing to work alternate shifts or days as needed

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES:

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

Independent judgment for technical issues is critical and required routinely on a daily basis.

- High degree of independence, minimal supervision
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving complex technical problems

APPROVAL SIGNATURES:

Margie Callahan
Immediate Supervisor

11-14-17
Date

J. Newome
Chief Information Officer

2017. 11. 21
Date

(JES) Kathy Bond
Senior Director, Human Resources & Risk Management

12-1-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: IT Endpoint Systems Administrator
 Department: Information Technology

Date: October 27, 2017
 Section: 521

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting		X				3
Lifting		X				3
			X			3
				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				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Company / Department Vans			X			3
General office equipment (computers, copiers, faxes, etc.)		X				3

Supervisor Comments:

Margie Callahan
 Immediate Supervisor

11-14-17
 Date

J. Newman
 Chief Information Officer

2017.11.21
 Date

Information Technology Security Analyst

Department: Information Technology

Date: November 2, 2018

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 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 McAfee endpoint
- Linux, proficiency at the command line level
- Experience using network security products such as endpoint protection, ePO, DLP, WebGateway, TIE, ATD, Splunk, NeXpose
- Experience using tools such as Nessus, Nmap, Ettercap, Hashcat, Metasploit, Aircrack, Burp Suite, Acunetix, FTK, Sleuth Kit, Wireshark, Tcpdump, Netcat, and similar tools
- Experience with Microsoft Server and client Operating Systems (OS)

DESIRED:

- Experience in computer security incident response and forensics
- Experience with the administration of BCP 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, COBIT, 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+, 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.


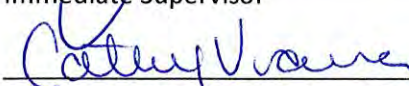
Information Technology Security Analyst

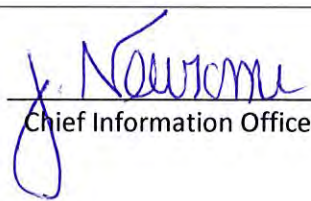
Department: Information Technology

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.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	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 11/5/18

 Human Resources - Compensation Date 11/7/18


 Chief Information Officer Date 11/6/18

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.

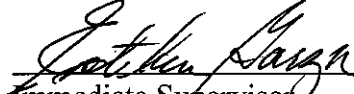
SUPERVISORY RESPONSIBILITIES:

- 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>Constant
 Very Frequent
 Frequent
 Occasional
 Rare</p> | <p>Frequency
 - More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)</p> |
| <p>Importance
 3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all</p> | |

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X	X		2
Lifting			X	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
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

- Ability to make sound decisions under pressure
- Ability to handle multiple tasks and pay close attention to detail
- Ability to solve problems independently
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult, and confrontational situations
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledge of Central Florida and the surrounding areas
- Must be willing and able to work rotating shifts, early mornings, late evenings, weekends, and holidays based on operational needs
- Multi-lingual skills preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Parking Enforcement Specialist Training (PEST) required within 90 days of hire
- NIMS 100/200/700/800 required at time of hire/promotion or must be obtained within 6 months:

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None


LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

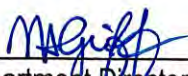
- Operate independently under general supervision and general direction, exercising sound judgment and discretion with respect to safety, time management, and interaction with the public
- Initiate day to day operational decisions based on interpretation of Orlando International Airport rules and policies. Refers unique issues to the Supervisor, Landside Operations
- Must be capable of responding to airport emergencies that arises and provide support to Landside Operations as required/requested


This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:


 Department Assistant Manager 5/21/2021
 Date


 Department Assistant Director 5-21-21
 Date


 Department Director MAY 21, 2021
 Date


 Chief of Operations 05-24-2021
 Date


 Sr. Director, HR & Risk Management 5-25-2021
 Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service/Maintenance

Rotating Shift: Yes



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:						

[Signature]
Department Assistant Manager

5/21/2021
Date

[Signature]
Department Director

MAY 21, 2021
Date

[Signature]
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

- Demonstrated strong attention to detail
- Demonstrated ability to maintain confidentiality

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

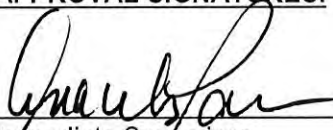
- None

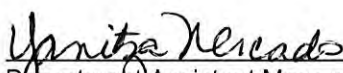
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Must be able to examine application forms and other documents to determine if the information sufficiently qualifies a person to receive access control media
- Exercises considerable independence under general supervision
- Makes independent decisions following established guidelines

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



 _____ 10-5-20
 Immediate Supervisor Date


 _____ 10/5/2020
 Department Assistant Manager Date


 _____ 10/5/2020
 Department Manager Date


 _____ 10/5/2020
 Department Director Date


 _____ 10-06-2020
 Department Senior Director Date


 _____ 12-9-2020
 Sr. Director HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

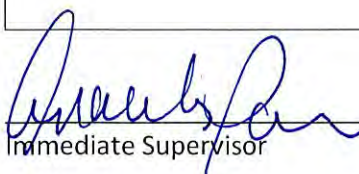
Lead Access Control Technician

Department: Security

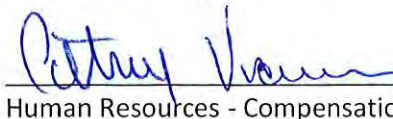
Date: September 24, 2020

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 20 – 50 lbs 51+ lbs					X	1
					X	1
					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			3
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Electronic Fingerprint Device		X				3
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						
SUPERVISOR COMMENTS:						


10.5.20
Date


10-5-2020
Date


10/13/20
Date

Human Resources - Compensation

JOB DESCRIPTION

Job Title: Lieutenant

Date: October 30, 2017

Department: ARFF

Grade/Level: Non-exempt; FC4

Title of Immediate Supervisor: District Chief

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.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not to preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- 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
- May work out of classification as District Chief, assuming the responsibilities of that position and serving as Incident Commander
- Perform Engineer and Firefighter responsibilities
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

- A minimum of three (3) years experience as an Aviation Authority ARFF Engineer, including one (1) year on probation
- Certified as Florida Fire Officer I

SPECIAL KNOWLEDGE, SKILLS, 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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise assigned Engineers and Firefighters (approx. 16 per shift)
- Indirect supervision of staff assigned under their group or division during emergency operations

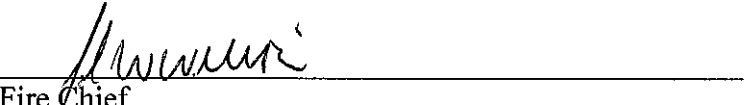
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgement and make decisions.)*

- 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.
- Ensure personnel operate effectively, efficiently, and safely in all environments
- Make personal safety decisions, inform personnel, and take appropriate actions

APPROVAL SIGNATURES:


Deputy Fire Chief

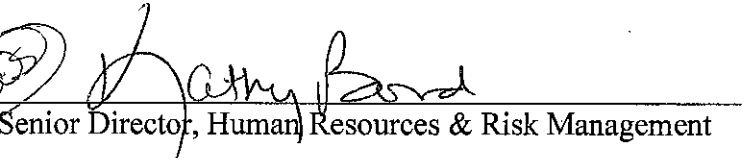
10/30/17
Date


Fire Chief

10/30/17
Date


Senior Director, Airport Operations

11-01-2017
Date


Senior Director, Human Resources & Risk Management

11-7-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Lieutenant
Department ARFF

Date October 30, 2017
Section 415

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

	Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X				3
Walking			X				3
Sitting				X			2
Lifting	A. 0 - 20 lbs.		X				3
	B. 21- 50 lbs.				X		3
	C. 50+ lbs.					X	3
Bending/Stooping					X		3
Pushing, Pulling, and/or Digging					X		3
Reaching over Head					X		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
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)				X			3

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

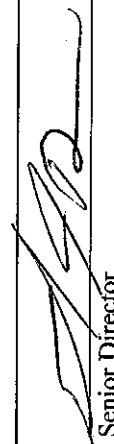
Constant
Very Frequent
Frequent
Occasional
Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather			X			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
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Emergency Vehicles				X		3
EMS Equipment				X		3
Hand Tools				X		3
Power Equipment				X		3

Supervisor Comments:


Deputy Fire Chief

10/30/17
Date


Senior Director

11-01-2017
Date

Senior Director, Human Resources & Risk Management

Date

Lieutenant, EMS

Department: ARFF

Date: October 5, 2018

Title of Immediate Supervisor: Division Chief, Training

Pay Level: FA1

POSITION SUMMARY: Organize and coordinate 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 Paramedic Coordinator for the ARFF department, managing compliance with Florida State Statute 401 and Orange County EMS Protocols
- Responsible for maintaining department, vehicle, and personnel EMS licensures and certifications
- Manage patient reporting requirements and records, including quarterly Bureau of EMS reporting and documentation quality assurance
- Manage State and Federal compliance with medications, fluids, and controlled substances procurement, security, storage, inventory, reporting, use, and disposal
- Develop, coordinate, schedule, and conduct EMS material training, including special exercises
- Manage activity reports and records to monitor and maintain accurate documentation of assigned training, certifications, licensure, etc.
- Serve as the Health and Safety Officer, department Safety Committee Chairperson and Infection Control Officer, managing infection control incidents and bio hazardous waste
- Research and provide recommendations for the procurement of medical and training equipment
- Manage the GOAA Automated External Defibrillator Program
- Respond to, perform, and/or give direction on emergency scenes as needed
- 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 using methods and techniques of instruction in EMS, 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:

- 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
- Knowledge of applicable NFPA codes
- Thorough knowledge of 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

Lieutenant, EMS

Department: ARFF

Date: October 5, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<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
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:							



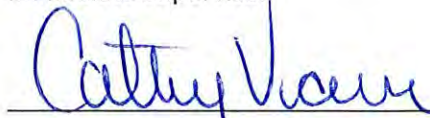
Immediate Supervisor

 10/8/18
 Date



Department Senior Director

Date



Human Resources - Compensation

 10/11/18
 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

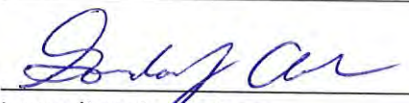
Locksmith III

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
Other							
SUPERVISOR COMMENTS:							

 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 Salvi 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)						
<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		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							
<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
Two-Way Radio		X					3
Postage Machine					X		3
Other							

SUPERVISOR COMMENTS:

Patricia Pallen 12/21/18
 Immediate Supervisor Date

M. Gifford JAN 10, 2019
 Department Director Date

Debbie Vance 1/11/19
 Human Resources - Compensation Date