

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 Demms 1/22/2020
Department Director Date

Latun M. Shaw 4/22/2020
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							
Other							
SUPERVISOR COMMENTS:							

Eloie Alfonso 3.26.20
Immediate Supervisor Date

Maui Demmy 1/22/2020
Department Director Date

Attey Vraun 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

- Working knowledge of contract language, enforcement of contract requirements, and resolution of contract disputes
- Must have excellent oral and written communication skills and have good interpersonal skills with the ability to function effectively in a diverse work place
- Demonstrated ability to work independently
- Intermediate computer skills and proficiency with Microsoft Office programs
- Knowledge of Oracle Financials System and contract management system desired.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


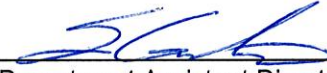
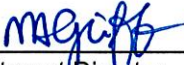


- None

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Make emergency decisions when needed
- Manage job responsibilities in a timely manner to meet deadlines; establish priorities to maximize productivity and efficiency.
- 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:

	10/27/19		10/27/19
_____ Immediate Supervisor	Date	_____ Department Assistant Director	Date
	Nov 4, 2019		11-6-19
_____ Department Director	Date	_____ Department Senior Director	Date
	11-05-2019		
_____ Sr. Director, HR & Risk Management	Date		

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



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:

[Signature] 10/27/19
Immediate Supervisor Date

[Signature] NOV 4, 2019
Department Director Date

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



Contract Compliance Coordinator – Landscaping, Roofing

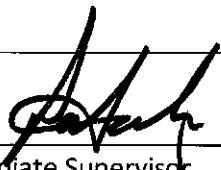
Department: Maintenance

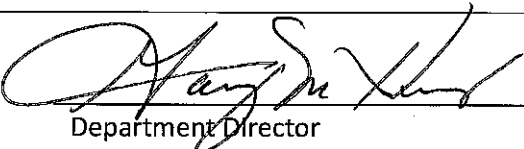
Date: March 16, 2018

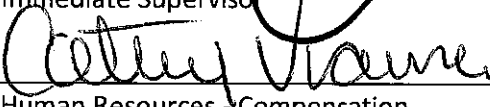
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<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		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							
<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 (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
<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
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

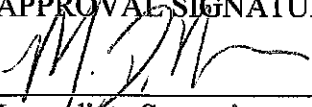
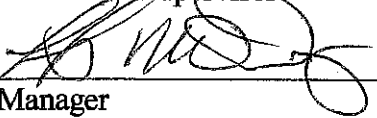


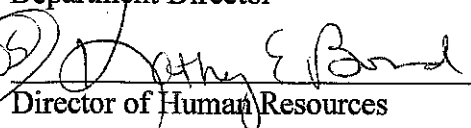
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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**
- 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- 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

EEO Category: Technicians

Shift Premium: Yes

Rotating Shift: N/A

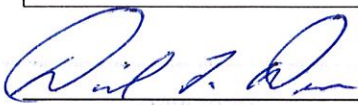
Contract Specialist

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

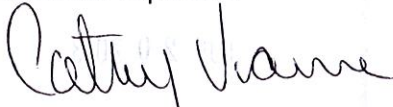
Date



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.



Physical Requirements and Working Conditions


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							
Other							
SUPERVISOR COMMENTS:							



 Immediate Supervisor Date



 Department Director Date



 Human Resources - Compensation Date

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.

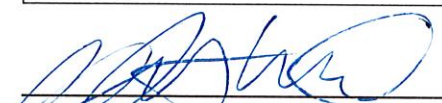
Control Systems Analyst


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:



Immediate Supervisor

6/20/2019

Date



Chief Information Officer

06.20.19

Date



Sr. Director, HR & Risk Management

6-25-19

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							
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor 6/20/2019
Date


 Chief Information Officer 06.20.19
Date


 Human Resources - Compensation 6/20/19
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:							


 6/8/18
 Manager Date


 6-8-18
 Department Director Date


 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 Elbarbasi
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

[Signature]
 Deputy/Executive Director

08/03/2015
 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 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:							



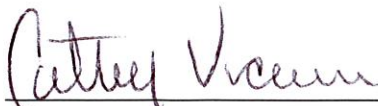
 Department Manager

 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

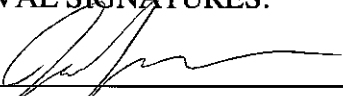
SUPERVISORY RESPONSIBILITIES:

- 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:



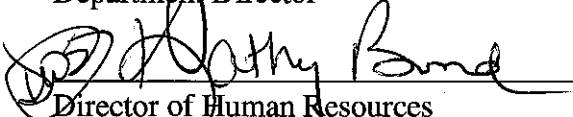
Immediate Supervisor

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

- 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)

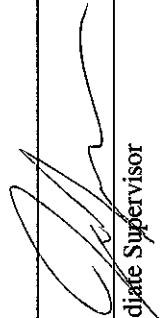
Importance

- 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

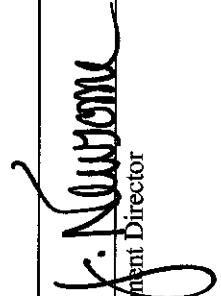
- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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					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 position might exercise independent and make decisions)*

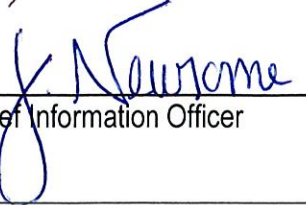
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data. Direction is not normally frequent or detailed.
- 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.


APPROVAL SIGNATURES:



Immediate Supervisor 10-18-19
Date



Chief Information Officer 10.25.19
Date



Department Director 10/25/19
Date



Sr. Director, HR & Risk Management 11-5-19
Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



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 Date 10-18-19



 Department Director Date 10/25/2019



 Human Resources - Compensation Date 10/28/19

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

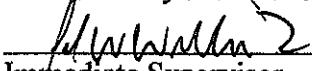
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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:



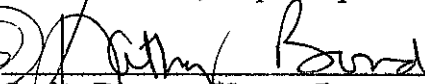
Immediate Supervisor

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						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

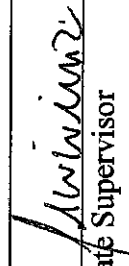
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

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:



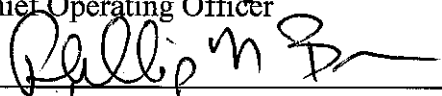
Immediate Supervisor

8-30-2017
Date



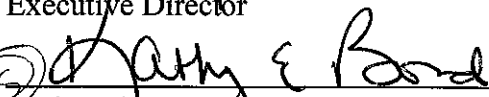
Chief Operating Officer

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

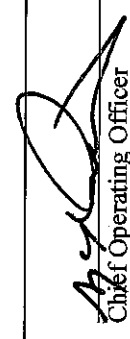
Supervisor Comments:



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)*

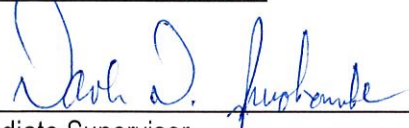
- Directly supervises a staff of approximately 3

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 9/21/21
Date


 Chief Executive Officer 9-21-2021
Date


 Sr. Director, HR & Risk Management 10-6-2021
Date

FLSA: Exempt

EEO Category: Officials & Administrator

Shift Premium: N/A

Rotating Shift: N/A

Director, Construction

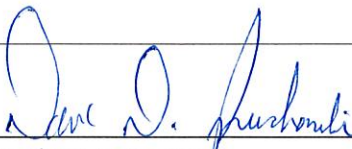
Department: Construction

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						

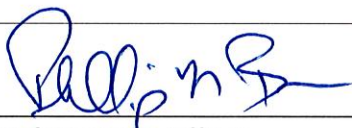
SUPERVISOR COMMENTS:



 Immediate Supervisor

9/21/21

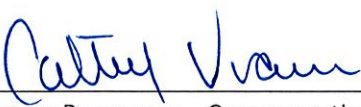
 Date



 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)*

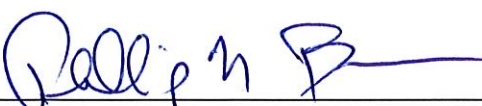

- Directly supervises a staff of approximately four (4); indirectly supervises a staff of approximately eighteen (18)

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

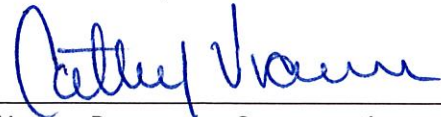
Department: Customer Experience

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:							

 12-12-18
 Immediate Supervisor Date

 12/13/18
 Human Resources - Compensation 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)

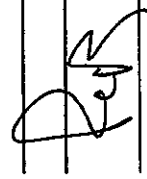
Importance

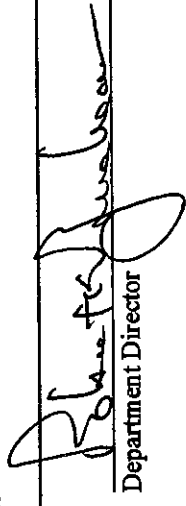
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- 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.

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

Tanner M. Shannan 8/27/19
Immediate Supervisor/CFO Date

[Signature] 8-29-19
Chief Executive Officer Date

[Signature] 8/30/19
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)*

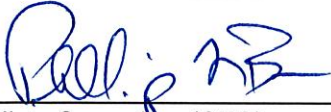

- Directly supervises a staff of approximately eight (8) employees
- Oversight responsibility for department of approximately forty six(46) employees, as well as indirect oversight of contracted staff

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

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.

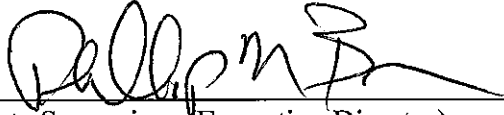
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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.)*

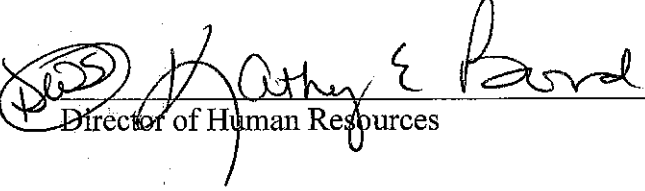
- Expected to work independently without direct supervision.
- Independent decisions on industry and professional standards and the scope and methodology of auditing procedures to execute the annual audit plan. Develops long-range audit coverage with approval of the Finance Committee.
- Independent professional 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

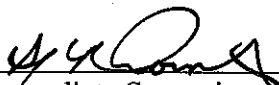
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Responsible for approximately 159 GOAA staff including bargaining and non-bargaining, and additional contractor staff as needed

LATITUDE AND/OR INDEPENDENT JUDGMENT:

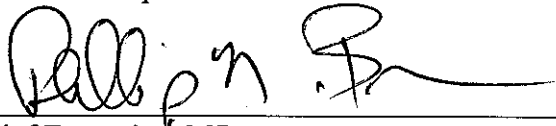
- Expected to work independently without supervision – supervisor consulted in cases of exception, planning, etc.
- Interpret policy, contracts, laws, etc.
- Design, appraise, analyze, evaluate on a regular basis
- High level of authority
- Independent decisions based on industry and professional standards
- 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:



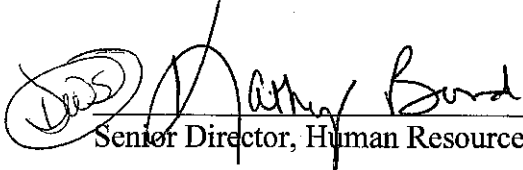
Immediate Supervisor

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)

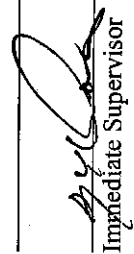
Importance

- 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

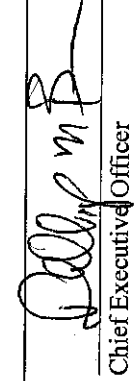
- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

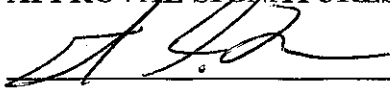
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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.

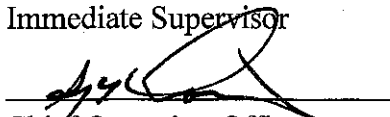
APPROVAL SIGNATURES:



Immediate Supervisor

8-30-2017

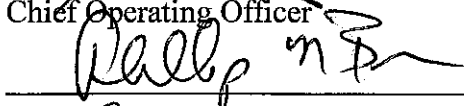
Date



Chief Operating Officer

8-30-2017

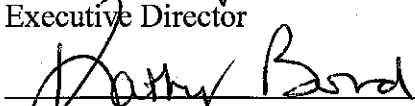
Date



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

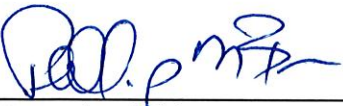



LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- 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:

			
_____ 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:

[Signature] 9-2-2021
 Immediate Supervisor/CEO Date

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

Director, Purchasing & Material Control

Department: Purchasing

Date: March 23, 2022

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: E1

POSITION SUMMARY: Responsible for providing organization, guidance and direction for all Purchasing and Material Control department activities regarding the procurement of Goods and Services, Contract Administration, Inventory Management, the development of Procurement Policies, Strategies and Process Improvements for Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in an effective manner consistent with the strategic goals and the mission statement of the Greater Orlando Aviation Authority (GOAA). Responsible for advising GOAA's Senior Leadership of areas of concern and suggest solutions utilizing best practices in public procurement, and within the guidelines of GOAA's policies and procedures, regulatory statutes and federal agencies, as applicable.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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, develop, promote, and implement programs to meet the goals and objectives of the Purchasing and Material Control department activities. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and develop proposed solutions. Establish and maintain the organizational structure best suited to accomplish GOAA's mission.
- Develop and implement policies, procedures and resources necessary for directing the Purchasing and Material Control Department in accordance with the GOAA-approved mission and objectives.
- Direct and oversee staff assignments to establish and maintain an efficient and effective organizational structure in all areas of assignment and confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications and business continuity. Maintain a safe and secure work area for employees. Prepare and conduct performance evaluations; participate in interviewing and selection of employees, and recommend disciplinary action, as needed.
- Make recommendations to GOAA's departments as to best practices and methods for procuring goods and services for the daily operations of both OIA and OEA.
- Assist GOAA's departments in the development of specifications, terms and conditions for all procurements, contracts and agreements necessary or incidental to the performance of the departments as necessary to accomplish the purpose of the GOAA mission.
- Act as the subject matter expert for GOAA related to Purchasing, Contracts and Inventory Management practices.
- Verify and maintain the adherence of regulatory requirements as well as the ethical and best practices as it relates to the Purchasing Department.
- Develop and implement strategies and methodologies for sourcing new products and services.
- Collaborate with internal customers to understand demand, assist budgeting, identify opportunities for improvement and cost savings.
- Collaborate with external business partners for emergency preparedness.
- Prepare and effectively administer the Purchasing and Material Control department budget.
- Oversee GOAA's Purchasing Card Program for compliance.
- Exercise approval authority as delegated by the Authority through the Operational Procedures (Section 450).
- Develop effective material management practices to maximize existing warehouse space, to facilitate the protection of resources, and to maintain a sensible balance between storing goods for issuance of just-in-time deliveries to meet GOAA's needs.
- Represent the Purchasing Department in case of Appeals or Protests.
- Responsible for staying current on all GOAA emergency response procedures and maintaining proper response as required.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Business Administration, Public Administration or related field and ten (10) years of progressively responsible diversified work experience in procurement in a public sector, of which five (5) years must have been in a management capacity leading staff, preferably an airport or other transportation authority, or an equivalent combination of education, training and experience. Experience in warehouse management is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have demonstrated leadership skills; analysis and problem resolution skills; ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent written and oral communication and interpersonal skills
- Familiarity with State of Florida Contracts, GSA Contracts and other cooperative agreements
- Working knowledge of the solicitation and award process for major purchases of commodities, equipment and services, as allowed by statute in the State of Florida
- Working knowledge of specification, statement of work and purchase description development in the public sector
- Familiarity with State of Florida statutes pertaining to public procurement
- Working knowledge of contract document development and contract management
- Working knowledge of Surplus Property management, as allowed by statute in the State of Florida
- Strong negotiation skills
- Intermediate to advanced computer skills and Microsoft Office programs experience required, working knowledge of an Enterprise Resource Planning System, and an eProcurement system preferred.
- Strong understanding of the Florida Sunshine Law
- Effective budget management skills

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) employees indirectly supervises a staff of approximately 26 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, judgement and authority.
- High level negotiation skills
- Establish plans, procedures, and guidelines for a division
- Interpret policy, contracts, laws, etc.
- Design, appraise, analyze, evaluate department objectives on a regular basis
- Responsible for decisions of high monetary impact
- Independent decisions based on public procurement and professional standards
- Assessment of the degree of risk when determining methods of procurement
- Decision to recommend outside contractors for specific assignments

Director, Purchasing & Material Control

Department: Purchasing

Date: March 23, 2022

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

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

Immediate Supervisor/CFO

Date

Chief Executive Officer

Date

Human Resources - Compensation

Date

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]
 C90

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.)

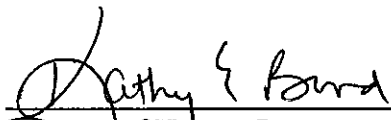
- Latitude for independent judgment is granted to this position at the discretion of the Deputy Executive Director, including but not limited to making a recommendation regarding bid awards and/or resolution of problems regarding a bidder or proposing party. An error in judgment could result in a bid/proposal 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

Date

5/16/08

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

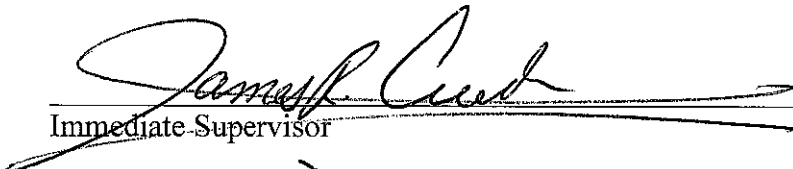
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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.)*

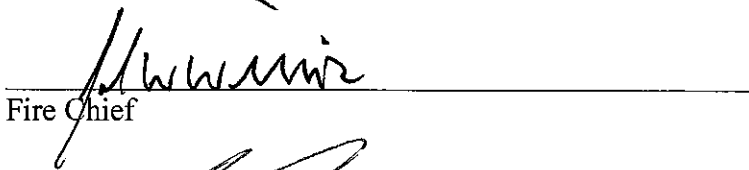
- Has latitude to make independent decisions during emergency operations, based upon department guidelines and training/experience
- As Incident Commander on multi-company operations, has the latitude to make any and all decisions that are needed to mitigate the emergency
- Has latitude to manage daily 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



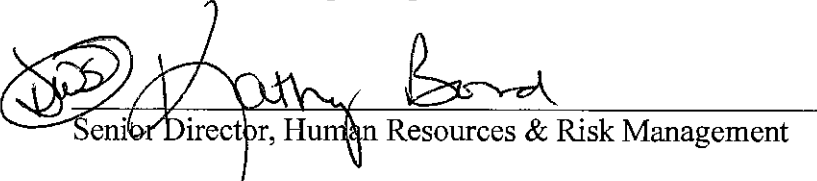
Fire Chief

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			X			3
A. 0 - 20 lbs.						3
B. 21 - 50 lbs.				X		3
C. 50+ lbs.					X	3
Bending/Stooping					X	3
Pushing, Pulling, and/or Digging				X		3
Reaching over Head				X		3
Kneeling, Crawling					X	3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)			X			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:

 Immediate Supervisor

 Senior Director

11/5/2017

11/3/2017

Date

Date

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.

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

Drawing/Contracts Coordinator

Department: Engineering and Construction

Date: May 16, 2022

Title of Immediate Supervisor: Manager, Contracts and Grants

Pay Level: L20

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*




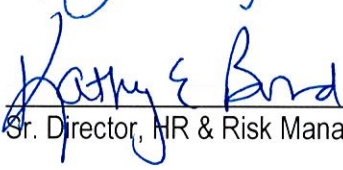
- None

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

- Work independently under moderate supervision, exercising considerable judgment and discretion.
- Provide training and determines compliance with prescribed procedures.
- Establish priorities to maximize productivity and efficiency.
- May identify/establish new procedures.

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APPROVAL SIGNATURES:

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

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A


Drawings Contracts Coordinator

Department: Engineering and Construction

Date: May 16, 2022

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

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


 Immediate Supervisor 5/24/22
 Date


 Department Senior Director 5/24/22
 Date


 Human Resources - Compensation 5/24/2022
 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)*

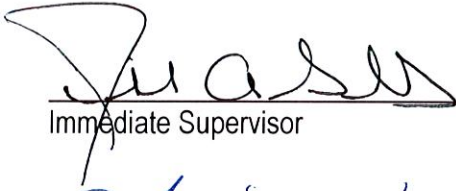
- None

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

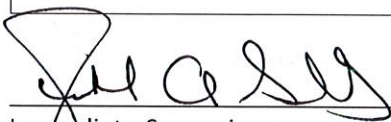
Department: Maintenance

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 20 – 50 lbs 51+ lbs						X	2
						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		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

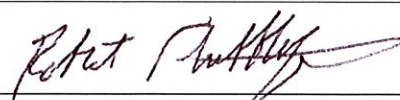
Electrician II

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:							


 6/11/19
 Immediate Supervisor Date


 6-11-19
 Department Director Date


 6/11/19
 Human Resources - Compensation Date

Electrician III

Department: Maintenance

Date: March 6, 2019

Title of Immediate Supervisor: Supervisor, Terminal Electrician

Pay Level: B9

POSITION SUMMARY: Install, repair and maintain electrical systems and equipment on the interior airport property, including landside terminal, airside buildings and other terminal associated buildings and structures.

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

Electrician III

Department: Maintenance


Date: March 6, 2019

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

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


4/11/19

 Immediate Supervisor Date


4-5-19

 Department Director Date


4/18/19

 Human Resources - Compensation 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

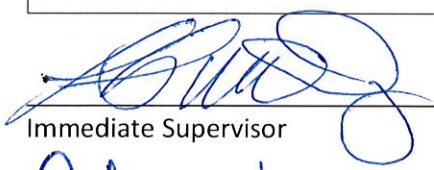
Electro-Mechanical Contracts Coordinator

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.)*

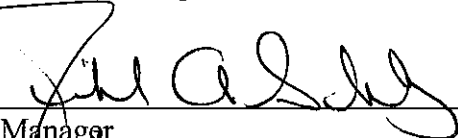
- Determines proper tools and equipment to be used for the assigned task and how they are to be used on a job.
- Exercise of sound independent judgment in recognizing conditions which contribute to material or equipment damage, or which could result in physical harm or injury to self or others.
- Determines 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



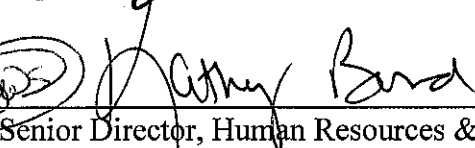
Assistant Director

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

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

- Basic computer skills in Microsoft Word, Excel, Access, and Outlook.
- Good oral and written communication skills.
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment.
- Knowledge of applicable OSHA regulations and NFPA 70E standard.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Low voltage certification desired.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

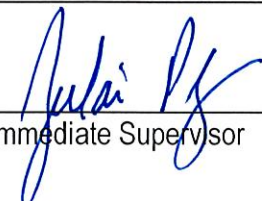




- None

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

- Determine proper tools and equipment to be used for the assigned task and how they are to be used on a job.
- Exercise sound independent judgment in recognizing conditions which may cause damage to material or equipment, 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:

	4/28/21		4/28/21
Immediate Supervisor	Date	Department Assistant Director	Date
	APR 28, 2021		04282021
Department Director	Date	Chief of Operations	Date
	5-14-2021		
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: Yes

Rotating Shift: N/A



Electronics Technician (Revenue)

Department: Parking Operations

Date: April 16, 2021

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

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

SUPERVISOR COMMENTS:

[Signature]
Immediate Supervisor

4/28/21
Date

[Signature]
Department Director

APR 28, 2021
Date

[Signature]
Human Resources - Compensation

4/20/21
Date



Emergency Communications Dispatcher

Department: Security

Date: 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 

EEO Category: Protective Service Workers

Shift Premium: N/A

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: June 16, 2022

Title of Immediate Supervisor: Emergency Communications Training Administrator

Pay Level: L21

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

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

- Serve as Public Safety Answering Point (PSAP) and is responsible for answering all 9-1-1 calls originating on airport property, including Telecommunications Device for the Deaf (TDD).
- Receive and analyze information, prioritize calls and disseminate information to emergency or non-emergency personnel.
- Dispatch police, fire and medical response personnel and Airport Operations personnel to emergency and non-emergency situations including aircraft emergencies.
- Operate 800 MHz CRT Public Safety Communications System, 400 MHz radio, and 911 computerized answering systems.
- Train new hires on police, fire, medical, airport operations, train maintenance consoles and panels, alarms, etc. Responsible for Daily Observation Report and the documentation process during training and the probation period.
- Administer tests when applicable. Assist training administrator with scheduling, coordinating and instructing in-service training classes, refresher and remedial classes and seminars for Communication Center employees.
- Assist training administrator in maintaining training manuals and materials current; assist in revising training materials and curriculum as needed.
- Confirm certifying agency course goals and objectives are met. Maintain program continuity, and that students demonstrate the necessary skills for function in the assigned role.
- Complete regular quality review assessments for assigned areas.
- Responsible for operation of AGT transportation console system and Power Distribution System.
- Operate numerous complex computerized safety and security systems.
- Initiate emergency notification or re-call procedures.
- Operate Florida and National Crime Information (FCIC/NCIC) computer system and relay information to Criminal Justice personnel when appropriate.
- Record and/or activate pre-recorded emergency evacuation or public service messages through the audio paging system.
- Responsible for the operation of audio recording system.
- May perform security surveillance via CCTV system.
- Report equipment malfunctions to appropriate parties when applicable and work in conjunction with contractors or technicians to facilitate repair.
- Maintain numerous logs.
- Assist the traveling public and airport tenants with general information, flight information and operations support.
- Airport paging and airport emergency paging as needed.
- May occasionally perform supervisory responsibilities in absence of supervisor.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to accurately enter information into CAD; teach and utilize various computerized information systems. Working knowledge of Microsoft Word, Excel, PowerPoint.
- Familiarity with 800 MHz public safety systems, 400 MHz radio systems, and 911 computerized answering systems
- Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Able to utilize adult educational practices and methods to deliver effective training and modify training practices according to individual learning styles and abilities
- Must be able to provide coaching, positive and corrective feedback clearly yet sensitively through oral or written communication
- Excellent organizational skills, with the ability to prioritize multiple tasks and handle more than one task at a time
- Must understand techniques of telephone interrogation
- Able to analyze information and use independent judgement
- Exhibit a professional demeanor and maintain appropriate professional relationships necessitated by the work at all times.
- Must have knowledge of principles of emergency dispatch and triage; and coordination of resources
- Knowledge of Public Safety Answering Point (PSAP) regulations
- Must be able to work in a confined, high noise area with no scheduled meals or breaks
- Able to assist in training, assigning and reviewing the work of others
- Must be able to type a minimum of 25 cwpm
- Must maintain reliable, consistent attendance during training assignments
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends and be flexible to adjust schedule as necessary to facilitate training.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Emergency Medical Dispatch (EMD)
- CPR certified
- TDD certified
- Communications Training Officer (CTO)
- Driver and Vehicle Information Database (DAVID)
- Florida State Certification for Public Safety Dispatchers. F.S.S. 401.465
- Florida Criminal Information Computer/National Criminal Information Computer (NCIC/FCIC)
- NIMS: 100, 200, 700, 800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under general supervision

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

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

APPROVAL SIGNATURES:

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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Protective Service Worker

Rotating Shift: Yes

Emergency Communications Dispatcher/Trainer

Department: Communications Center

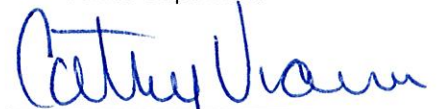
Date: June 16, 2022

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Ability to handle more than one task at a time		X					3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	2
Chemicals						X	1
Insects						X	1
Confined Areas		X					3
Excessive Noise				X			3
Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones		X					3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
GOAA/Personal Vehicle						X	2
SUPERVISOR COMMENTS:							
Due to the computers' sensitivity to heat, the temperature in the Comm Center cannot exceed 72 degrees. Most of the time and especially at night the temperature ranges from 68-70 degrees. All equipment is either alarmed for prompting the operator to an immediate response or designed for two-way communications. Therefore, the employee must be extremely mobile and able to instantaneously respond from a sitting to a standing or walking position.							


 6/16/2022
 Immediate Supervisor Date


 6.23.2022
 Department Director Date


 6/23/2022
 Human Resources - Compensation Date

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

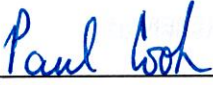
Emergency Communications Training Administrator

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.							


 Immediate Supervisor 5/21/2019 Date

 - 522-19
 Department Director Date


 Human Resources - Compensation 5/23/19 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

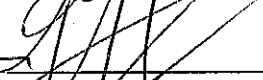
Date



Manager

11/16/17

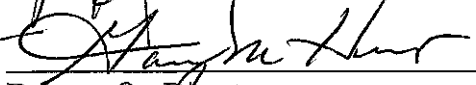
Date



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.			X			3
	B. ___ 21-40 lbs					X	2
	C. ___ 50+ lbs.					X	2
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		3
Typing/CRT (attention to detail)						X	1
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing						X	2
Other							

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

Frequency

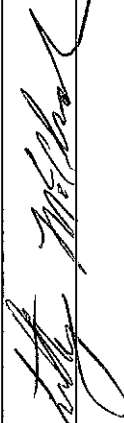
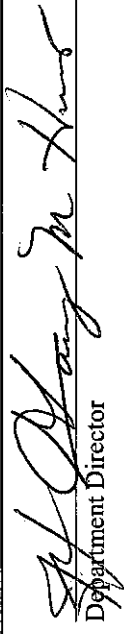
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

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

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

Supervisor Comments:

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

Equipment Operator III

Department: Maintenance

Date: December 18, 2018

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

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

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

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

MINIMUM QUALIFICATIONS:

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

EQUIPMENT OPERATED:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of essential safety equipment and protective devices.
- Knowledge of rules, regulations, and guidelines regarding the safe operation of construction and lift equipment.
- Sound working knowledge of safe rigging and operational limitations of construction and lift equipment.

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:


 12/20/19
 Immediate Supervisor - QIA Date

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

 12/20/18
 Department Manager - OIA Date

 12-21-18
 Department Assistant Director - OIA Date

 12/21/18
 Department Director - OIA Date

 1/14/19
 Department Director - OEA Date

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

FLSA: Non-Exempt  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:						

[Signature] 1/10/2019
Immediate Supervisor - OIA Date

[Signature] 1-9-19
Department Director - OIA Date

[Signature] 1/11/19
Immediate Supervisor - OEA Date

[Signature] 1/14/19
Department Director - OEA Date

[Signature] 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

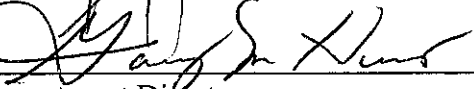
Date



Assistant Director

11-16-17

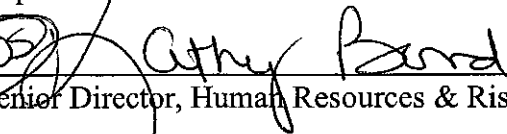
Date



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. B. 21-50 lbs C. 51+ lbs. (with assistance)		X	X	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 Date 27 Mar. 19



Department Senior Director Date 3/27/19



Sf. Director, HR & Risk Management Date 4-5-19

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A




Events and Art Collection Coordinator


Department: Public Affairs

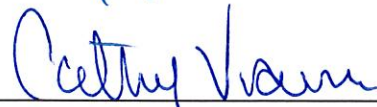
Date: February 14, 2019

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:						

 2/27/19
 Immediate Supervisor Date

 3/29/19
 Department Senior Director Date

 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)*

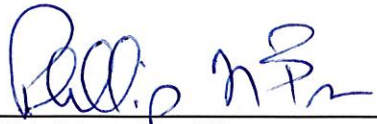
- Must be able to perform routine and non-routine tasks independently with minimal supervision. Good judgment in working with sensitive material and dealing with confidential matters
- Moderate level of authority and judgement to make decisions based on established policy and provide direction to other 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

 Kathy Board

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

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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Executive Assistant

Department: Finance

Date: July 25, 2019

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

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

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

Rob N. B. 8/21/19
 Chief Executive Officer Date

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

Executive Assistant

Department: Operations Administration

Date: February 24, 2022

Title of Immediate Supervisor: Chief of Operations

Pay Level: L18

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

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

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

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

APPROVAL SIGNATURES:



Immediate Supervisor

04-20-2022

Date



Sr. Director, HR & Risk Management

4-22-2022

Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Executive Assistant

Department: Operations Administration

Date: February 24, 2022

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

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



 Immediate Supervisor

Date

04-20-2022



 Human Resources - Compensation

Date

4/24/2022



Fence and Gate Technician

Department: Maintenance

Date: February 16, 2018

Title of Immediate Supervisor: Supervisor, Airfield & Grounds

Pay Level: B8

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES (continued):

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License
- Certifications in Practical Applications in Gas Tungsten Arc Welding and Gas Metal Arc Welding (MIG & TIG) or equivalent training/certification is desired at time of hire, must be obtained within six (6) months of hire.

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

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


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

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

APPROVAL SIGNATURES:

 2/19/18
Department Manager Date

 2/20/18
Department Assistant Director Date

 2-20-18
Department Director Date

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

FLSA: Non-Exempt

Shift Premium:

Yes (if assigned)

EEO Category:

Skilled Craft Worker

Rotating Shift:

N/A



Fence and Gate Technician

Department: Maintenance

Date: February 16, 2018

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

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

Anthony McClellan 2/19/18
Department Manager Date

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

Cathy Vance 2/28/18
Human Resources - Compensation 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							
Other							
SUPERVISOR COMMENTS:							

John P. Mad 2.5.2019
 Immediate Supervisor Date

Sam Steureux 2/5/19
 Department Director Date

Anthony V... 2/6/19
 Human Resources - Compensation 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.						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
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


- 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)

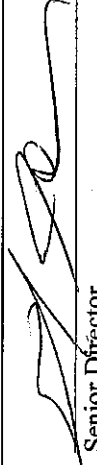
Importance

- 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	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

GIS Administrator

Department: Information Technology

Date: July 8, 2020

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L28

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

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

- Administer and maintain GOAA's enterprise geographic information systems to include the Geodatabases and ArcGIS Portal and Server applications and services in the production, development, and failover environments.
- Administer, develop, and maintain GIS related web/system applications through ArcGIS Portal and Server, Maximo Spatial, ArcPad, MS Access, which in turn provides GOAA Staff with the capability to create maps, analyze spatial data, support decision-making, and collect data. Manage the development, design, training and quality assurance for GIS software web/systems applications. Train and support various GOAA staff in the use of GIS related desktop and browser based applications.
- Manage activities involving GIS related projects. Support the coordination, planning and organization of GIS projects. Develop project scope, manage and monitor schedule to maintain effective and timely completion, and provide overall quality assurance for the project.
- Manage or participate in projects involving collection, input, conversion, organization, maintenance, manipulation and checking of geospatial data and CAD drawings pertaining to all aspects of the airport controlled by the Greater Orlando Aviation Authority.
- Manage, develop, and implement methodologies for the creation and use of spatial data including; data collection methods, digitizing, geometry creation and editing, geocoding, aerial imagery, spatial placement, conversion of CAD/GIS data, CAD/GIS layer, BIM data and attribute standards, analyze and interpret spatial data used in the production of maps, reports, and other products, the creation of spatial database schema's. Provide overall GIS data quality assurance.
- Manage and process the purchase of GOAA's CAD/GIS software, and CAD/GIS software maintenance/subscription packages. Determine budgetary requirements for GIS software/systems and provide long-range planning related to GIS. Support GOAA staff with CAD/GIS related hardware and software research.
- Conduct and coordinate CAD/GIS desktop technical support for GOAA staff. Automate production tasks for CAD/GIS related work. Develop, analyze, and create reports on spatial data in support of GOAA staff.
- Coordinate and work closely with multi-disciplinary GOAA management, staff, consultants, contractors, local governments, FDOT, and FAA in the development, implementation, maintenance, sharing, and presentation of geospatial information.
- Consult with GOAA departments in the development of their GIS goals and objectives. Coordinate GIS activities between GOAA and other external agencies.
- Maintain current knowledge of trends and developments in the geographic information systems field in support of future organizational needs.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related geospatial data discipline with five (5) years of related professional work in a geospatial technology environment or an equivalent combination of education, training and experience. Requires specialization in systems analysis, design, development, testing and system integrations in a medium to large corporate enterprise environment. Proven experience with a variety of GIS related software, programming languages and tools. Experience in the implementation of and post-implementation support of at least one GIS enterprise environment.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Considerable knowledge of GIS data base systems and ability to update and create maps using GIS software
- Working knowledge of computers, GIS software/hardware and applications
- Knowledge of drafting/design techniques and procedures.
- Skill in preparing documents and maps with accuracy and ability to proof documents for thoroughness and accuracy.
- Ability to interpret local ordinances, rules, and regulations.
- Ability to read blueprints, tax maps and other site-related drawings.
- Excellent communication and people skills are required in order to engage visitors, technical and legal consultants, contractors, and various GOAA management and executives in matters related to systems applications.
- Strong technical writing skills.
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- ESRI Enterprise Certifications and/or Professional Certificate in Geographic Information Systems desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work very independently with little supervision or direction – substantial latitude in initiative and judgment
- Latitude to supervise, manage, and direct the work in several projects, major work areas or functions of the organization, technical staff, and consultants; usually involving two or more functional areas, or phases of work of primary importance
- Coordinate operations and activities; set up standards of performance; provide counsel for unusual problems; evaluate performance and compliance with policies, programs, negotiations, etc.

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APPROVAL SIGNATURES:

Chonno Clay 9/24/20
Immediate Supervisor Date

Pete Pelletier 9/24/2020
Department Director Date

[Signature] 9/15/20
Department Manager Date

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

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GIS Administrator


Department: Information Technology


Date: July 8, 2020

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

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


9/24/20
 Immediate Supervisor Date


 Department Director Date


9/25/20
 Human Resources - Compensation Date

GL Financial Analyst

Department: Finance

Date: March 9, 2021

Title of Immediate Supervisor: Chief Accountant, General Ledger

Pay Level: L24

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Ability to analyze and manipulate large amounts of data to produce useful data sets
- Ability to understand and carry out complex oral and written instructions
- Ability to deal tactfully and courteously with employees and the general public
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public
- Meticulous attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

- Certified Public Accountant required

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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APPROVAL SIGNATURES:

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

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

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

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

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



GL Financial Analyst

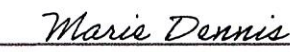
Department: Finance

Date: March 9, 2021

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

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


 3/5/2021
 Immediate Supervisor Date

 3/30/21
 Human Resources - Compensation Date


 3/22/21
 Department Director Date

Cathlynn Vianna

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

Good Morning,

Please see the attachment.

Thank you,

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

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



Grants Financial Analyst

Department: Finance

Date: March 12, 2021

Title of Immediate Supervisor: Manager, Finance (Construction)

Pay Level: L23

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)


- None

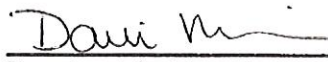
LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)


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

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

APPROVAL SIGNATURES:

 3-26-21
 Immediate Supervisor Date

 3-26-21
 Department Assistant Director Date

 3/26/21
 Department Director Date

 3.26.21
 Chief Financial Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



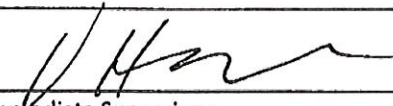
Grants Financial Analyst

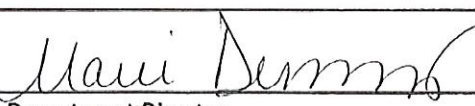
Department: Finance

Date: March 12, 2021

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

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

 3/24/21
 Immediate Supervisor Date

 3/24/21
 Department Director Date

 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

- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment.
- 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

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 graphic equipment safely and within the operational limitations of the equipment.
- Develop and maintains weekly work schedule. Determine type of equipment, tools and material to be used for assigned jobs.
- Determine when a task has been completed properly and ability to manage and prioritize multiple tasks.
- Demonstrate initiative in maintaining Graphics shop standards and assignments.

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

APPROVAL SIGNATURES:

 5-22-19
 Immediate Supervisor Date

 5-22-19
 Department Manager Date

 5/22/19
 Department Assistant Director Date

 5-22-2019
 Department Director Date

 6-3-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: Yes

Rotating Shift: N/A



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

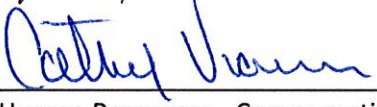
Date: May 15, 2019

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.

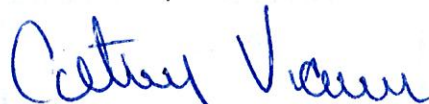
<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours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



 10/20/19
 Date



 08 25, 2019
 Date



 10/29/19
 Date

Human Resources - Compensation

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

- Knowledge of Ground Transportation Rules and Regulations, City of Orlando regulations governing commercial ground transportation, and OIA rules and policies
- Accurate cash handling skills to include payment processing, balancing, closeout and reconciliation.
- Demonstrated skill to include office organization, work prioritization and attention to detail
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and in potentially stressful and confrontational situations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Ability to become licensed as a Notary Public

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 and direction with considerable independence
- Make independent decisions within established guidelines such as compliance with insurance, leasing agreements, registrations and other requirements of the GTR&R, proper issuance of permits, permit duration and location

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

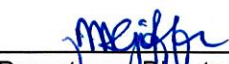
APPROVAL SIGNATURES:



 _____ 10/17/19
 Immediate Supervisor Date


 _____ 10-17-19
 Department Assistant Manager Date


 _____ 10/17/2019
 Department Manager Date


 _____ 10/17/19
 Department Assistant Director Date


 _____ OCT 17, 2019
 Department Director Date


 _____ 10-21-2019
 Department Senior Director Date


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

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



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.

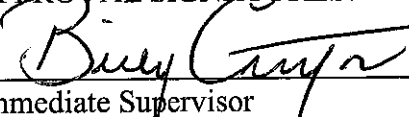
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- 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.

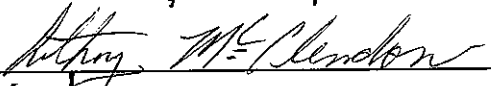
APPROVAL SIGNATURES:



Immediate Supervisor

10-27-16


Date



Manager

10/26/16

Date



Assistant Director

10/28/16

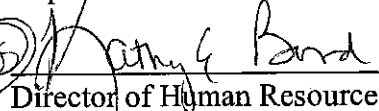
Date



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

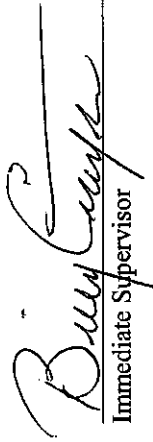
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

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

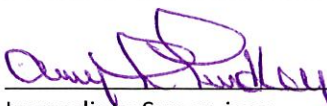
Human Resources Coordinator

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.

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

 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)*


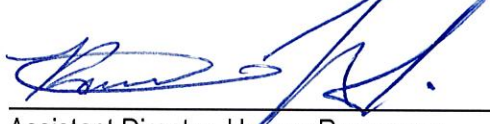
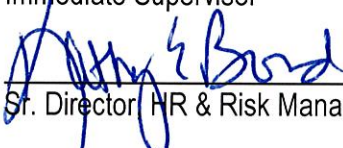
- None

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

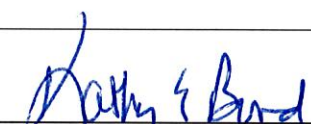
Date: September 27, 2021

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

Human Resources Specialist

Department: Human Resources

Date: November 4, 2021

Title of Immediate Supervisor: Assistant Director, Human Resources

Pay Level: L16

POSITION SUMMARY: Provide complex administrative support to the Senior Director and Assistant Director. Assist with the coordination and processing of Human Resources services in the following areas: recruitment, HRIS, compensation, labor and employee relations, and training and development. Assist the Human Resources staff with a broad range of activities as required, including communication with internal and external customers. Coordinate and assist Human Resources Managers with special events and projects.

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

- Provide complex administrative support to the Senior Director and Assistant Director, including but not limited to; scheduling appointments and meetings; drafting documents, creating and processing travel documents, developing and maintaining both physical and electronic filing systems, creating and coordinating work orders, ordering office supplies and completing related reconciliation of charges; etc.
- Create and maintain a variety of logs, records, files, and databases including but not limited to new hires, terminated employees, education reimbursement, grievances, job descriptions, HR policies, etc.
- Maintain contract and agreement files; track expiration dates and renewal options; notify department authorized representative of renewal deadlines.
- Assist in researching various information for department as needed.
- Serve as Recording Secretary for assigned meeting. Coordinate Sunshine law and other meetings; schedule meetings, complete and distribute agenda and minutes, draft and disseminate associated correspondence; record and transcribe minutes and maintain all records as required under public meeting laws. Confirm meeting notifications and agenda item deadlines are processed in a timely manner.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, prepare service receipt requests and direct pays, initiate fund releases, purchase orders, etc.; complete, process and maintain all related documentation within established timeframes.
- Process Educational Reimbursement requests and reimbursements for approval.
- Monitor the department budget, verify correct allocation of funds, prepare related reports, and research items as necessary. May assist with projections and other research as needed to prepare the annual budget.
- Process clearances for annual ARFF physicals.
- Create ad-hoc HR Newsletter for distribution to Aviation Authority Staff
- Serve as back-up to the Administrative Assistant.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalent and four (4) years experience in administrative, paraprofessional or technical experience in a high volume customer contact or corporate office environment, or an equivalent combination of education, training and experience. Associate degree and/or Human Resources experience preferred. Experience working for a Florida public sector entity with public records is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 50 cwpm

- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Demonstrated administrative skills and attention to detail
- Self-starter; ability to take initiative
- Ability to prioritize scheduling of work
- Ability to deal tactfully and confidently with internal and external customers; maintain professionalism and diplomacy at all times
- Demonstrated ability to maintain the confidentiality of sensitive information
- Strong computer skills using Microsoft Office programs required. Knowledge of HRIS systems (i.e. Oracle, ADP, etc.) preferred
- Multilingual skills a plus

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

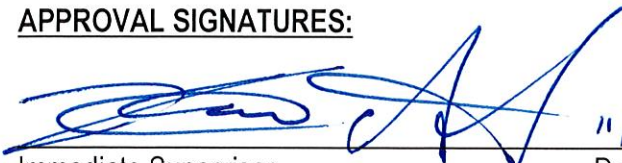
- None

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

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Demonstrate good judgement in communicating with senior management, consultants, other Authority departments, etc.
- Has latitude to use independent judgment concerning normal daily routines, such as paying small invoices, ordering office supplies, scheduling meetings and other duties
- Set work priorities

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APPROVAL SIGNATURES:

 11/4/21
 Immediate Supervisor Date

 11-4-2021
 Sr. Director, Human Resources & Risk Mgmt Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Human Resources Specialist

Department: Human Resources

Date: November 4, 2021

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

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


11/4/21

 Immediate Supervisor Date


11-4-2021

 Sr. Director, Human Resources & Risk Management Date


11/5/2021

 Human Resources - Compensation Date

HVAC Technician III

Department: Maintenance

Date: March 6, 2019

Title of Immediate Supervisor: Supervisor, HVAC

Pay Level: B9

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Environmental Protection Agency (EPA) approved Section 608 certification
- Class "A" or "B" contractor's license desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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


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

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

APPROVAL SIGNATURES:

 4/5/19

Immediate Supervisor Date

 4/15/19

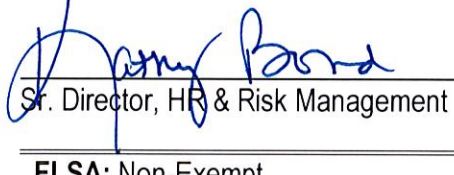
Department Manager Date

 4/5/19

Department Assistant Director Date

 4-5-19

Department Director Date

 4-19-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Skilled Craft Worker

Rotating Shift: N/A

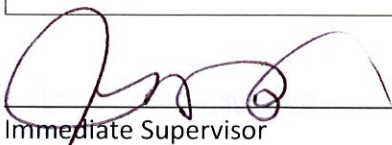
HVAC Technician III

Department: Maintenance

Date: March 6, 2019

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

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


 Immediate Supervisor

4/15/19
 Date


 Department Director

4-5-19
 Date


 Human Resources - Compensation

4/18/19
 Date

Information Center Aide

Department: Customer Experience

Date: October 15, 2019

Title of Immediate Supervisor: Assistant Manager, Airport Information

Pay Level: L11

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum required 25 CWPM; 35 CWPM preferred
- Strong customer service skills with the ability to establish and maintain effective working relationships with the general public, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation
- Familiar with multi-line telephone system equipment

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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APPROVAL SIGNATURES:

Betty Gardenas 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

Betty Párdenal 10-23-19
 Immediate Supervisor Date

B.K. Jh 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:



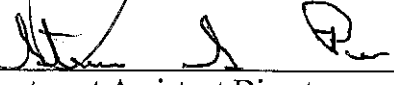
 Immediate Supervisor

9.29.17
 Date



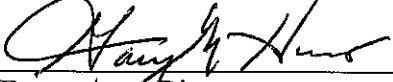
 Manager

10/2/17
 Date



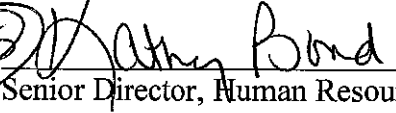
 Department Assistant Director

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:

Olagan
Immediate Supervisor

10.3.17

Date

Henry M. Hill
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

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.

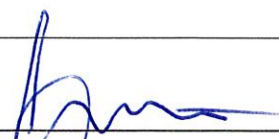
Information Technology Security Analyst

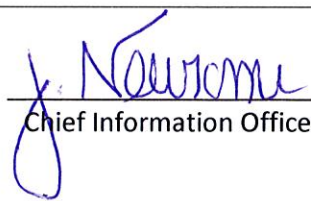
Department: Information Technology

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.

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


 Chief Information Officer Date 11/6/18


 Human Resources - Compensation Date 11/7/18

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.

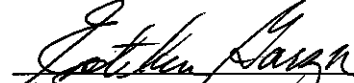
SUPERVISORY RESPONSIBILITIES:

- 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)*

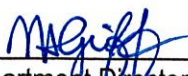
- Operate independently under general supervision and general direction, exercising sound judgment and discretion with respect to safety, time management, and interaction with the public
- Initiate day to day operational decisions based on interpretation of Orlando International Airport rules and policies. 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:						

B. Smith
Department Assistant Manager

5/21/2021
Date

M. J. [Signature]
Department Director

MAY 21, 2021
Date

Cathy Viam
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

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 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

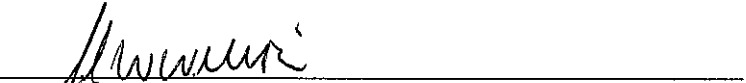
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgement and make decisions.)*

- 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**
- 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.						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)

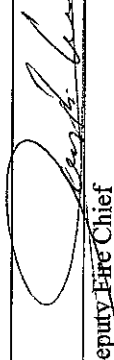
Importance

- 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

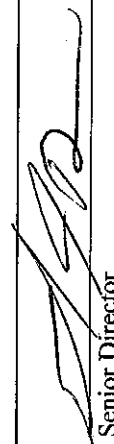
Constant
Very Frequent
Frequent
Occasional
Rare

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)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting				X			3
Lifting:	0 - 20 lbs			X			3
	20 - 50 lbs				X		3
	51+ lbs					X	3
Bending/Stooping						X	3
Pushing, Pulling and/or Digging						X	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
<u>Working Conditions</u>		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
<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
ARFF Emergency Vehicles					X		3
EMS Equipment				X			3
Power Equipment						X	2
Hand Tools						X	2
SUPERVISOR COMMENTS:							



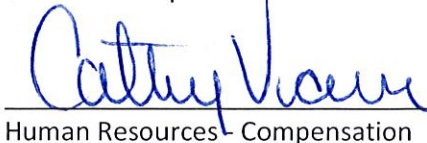
Immediate Supervisor

 10/8/18
 Date



Department Senior Director

 10/05/18
 Date



Human Resources - Compensation

 10/01/18
 Date



Lieutenant, Fire Prevention

Department: ARFF

Date: August 23, 2018

Title of Immediate Supervisor: Deputy Fire Chief

Pay Level: FA1

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

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

- Manage the GOAA fire extinguisher program and program contract, if applicable
- Manage FAR 139.321 Fuel Safety Program, including inspections and training
- Manage GOAA private fire hydrant system, and act as liaison for all airport fire hydrant issues
- Promote fire safety education through presentations and all forms of training
- Manage the enforcement of fire and life safety codes, ordinances, rules, and regulations
- Liaison between ARFF, the airport community, and Orlando Fire Department (OFD) for all fire prevention related items
- Manage fire department company inspections and pre-fire plan programs
- Manage daily activity reports, records, and projects to monitor and maintain accurate documentation of all training and processes
- Assist and serve as a representative for customer service and fire safety related initiatives
- 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 experience in fire service prevention and training, or an equivalent combination of closely related education, training, and experience. ARFF related experience required. Experience as an Officer in a Fire Service agency preferred. Must have a strong background in customer service and public relations.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Lead and direct all shift personnel in fire prevention related functions (approximately 75 personnel)
- May be responsible for shift 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)*

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

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

APPROVAL SIGNATURES:

Brenda Bishop 10/8/18
 Immediate Supervisor Date

Muniz 10/8/18
 Fire Chief Date

[Signature] 10-08-2018
 Department Senior Director Date

John Bond 10-16-18
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Protective Service Workers

Shift Premium: N/A

Rotating Shift: N/A



Lieutenant, Fire Prevention

Department: ARFF

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.

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

Brenda Bishop 10/8/18
 Immediate Supervisor Date

[Signature] 10-08-2018
 Department Director Date

Cathy Vann 10/9/18
 Human Resources - Compensation Date

Lieutenant, Training

Department: ARFF

Date: June 6, 2018

Title of Immediate Supervisor: District Chief, Training

Pay Level: LFA1

POSITION SUMMARY: Organize and coordinate an effective Aircraft Rescue and Fire Fighting (ARFF) training program at Orlando International Airport.

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

Lieutenant, Training

Department: ARFF

Date: June 6, 2018

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

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

Brenda Bishop 6/11/18
 Deputy Fire Chief Date

[Signature] 6/12/18
 Senior Director Date

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

Locksmith III

Department: Security

Date: March 20, 2019

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

Pay Level: B6

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

- Set up internal lock mechanisms for pinning and prepares appropriate number of keys.
- Maintain and repair locking mechanisms in all installed locking devices.
- Repair and/or replace lock related door hardware on all doors.
- Program a variety of electronic locks and keys.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and responding properly as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly so that accurate maintenance and repair records are kept.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years of experience working as a locksmith in the building maintenance or construction fields; or an equivalent combination of education, training, and experience. Locksmith courses required, including but not limited to lock systems in use at the airport (i.e.: Large Format Interchangeable Cores, Simplex Mechanical Pushbutton Locks, master keying). In addition must have one (1) year experience as a GOAA Locksmith II in the Lock Shop with a good performance evaluation. GOAA Locksmith II experience must immediately precede, with no interruption, promotion to Locksmith III.

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None


Locksmith III

Department: Security

Date: March 20, 2019

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

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

 3/28/19
 Immediate Supervisor Date

 3-28-2019
 Department Director Date

 3/28/19
 Human Resources - Compensation Date

Lost and Found Clerk

Department: Landside Division

Date: December 5, 2018

Title of Immediate Supervisor: Supervisor, Lost and Found

Pay Level: L11

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong customer service skills
- Excellent oral and written communications skills
- Working knowledge of Microsoft Word, Outlook, Excel, & Access
- Must be able and willing to work all shifts, weekends, evenings, and holidays
- Ability to make sound decisions under pressure
- Ability to work with confidential and sensitive information
- Ability to handle multiple tasks and pay close attention to detail; organize and prioritize work
- Ability to solve problems independently, and work with minimal supervision
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult, and confrontational situations
- Ability to operate a two-way radio and speak clearly in English when using a radio
- Ability to type 25 CWPM
- Multi-lingual skills preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work under direct supervision
- Initiate day to day operational decisions based on rules, established policy and procedure

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

APPROVAL SIGNATURES:

Patricia Sartin 12/21/18
 Immediate Supervisor Date

Wanda Little 12/21/18
 Department Manager Date

MC 12-21-18
 Department Assistant Director Date

Maepiff JAN 10, 2019
 Department Director Date

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

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

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A



Lost and Found Clerk

Department: Landside Division

Date: December 5, 2018

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

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

SUPERVISOR COMMENTS:

Patricia Pallen 12/21/18
 Immediate Supervisor Date

M. Gifford JAN 10, 2019
 Department Director Date

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