GREATER ORLANDO AVIATION AUTHORITY

Job Description

Database Administrator

Department: Information Technology | Date: December 4, 2023

Title of Immediate Supervisor: Manager, Automation Software | Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- Excellent oral and written communication skills
- Excellent documentation skills
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Must be able and willing to work both standard and non-standard work schedules, including weekends 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)*

- High degree of independence and judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed
- Using sound judgment and creativity in solving highly complex technical problems
- Evaluate, analyze, design and initiate appropriate actions. Provide proper advice and recommendations to managers and employees at all levels

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

Interim - Vice President Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Database Administrator

Department: Information Technology

Date: December 4, 2023

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

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

Interim - Vice President Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Deputy Chief Financial Officer

Department: Finance

Date: August 16, 2023

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: E2

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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APPROVAL SIGNATURES:

Immediate Supervisor/CFO Date

Chief Executive Officer Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Deputy Chief Financial Officer

Department: Finance

Date: August 16, 2023

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor/CFO Date

Chief Executive Officer Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Deputy Fire Chief

Department: ARFF

Date: September 18, 2024

Title of Immediate Supervisor: Fire Chief

Pay Level: FM1

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

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

- Manage the ARFF department's combat shifts and administrative personnel.
- Assist in the overall planning, direction, and coordination of fire department functions to maintain Index E operations.
- Manage the FAA required programs under the ARFF department's purview.
- Counsel personnel as needed, and issue disciplinary actions in accordance with Aviation Authority policies and procedures.
- Evaluate equipment condition and adequacy to maintain compliance with requirements.
- Participate in emergency and disaster planning, including exercise development and implementation.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Manage approval of time sheets in electronic timekeeping system.
- Establish operating procedures, give special instructions and assignments.
- May assume command of fire department incidents, or act as ARFF representative in the EOC.
- Participate in budget preparation and administration, including all facets of procurement.
- Manage and participate in personnel hiring and assessment promotional processes.
- Oversight of the ARFF training program, monitoring compliance with FAA and State of Florida regulatory requirements.
- Attend and represent ARFF at airport and community meetings.
- Provide information to ARFF and airport community, via writing and public speaking.
- Assume the position and responsibilities of the Fire Chief in their absence. May act as shift commander as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED

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

Required within 18 months of hire/promotion:

- State of Florida Fire Officer III Certificate, or higher

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly oversees three (3) District Chiefs, three (3) Administrative Division Chiefs; Indirectly oversees four (4) Administrative Lieutenants, approximately 101 departmental personnel.

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

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

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APPROVAL SIGNATURES:

Immediate Supervisor/ Fire Chief	Date	Senior Vice President, Operations	Date
Vice President, Human Resources	Date		

FLSA: Exempt

EEO Category: Protective Service Worker

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Deputy Fire Chief

Department: ARFF

Date: September 18, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping					X	3
Pushing, Pulling and/or Digging				X		3
Reaching over head				X		3
Kneeling, Crawling					X	3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)					X	3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather			X			3
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		2
Hazard Situations				X		3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Emergency Vehicles				X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
EMS Equipment				X		3
Hand Tools				X		3
Power Equipment				X		3
SUPERVISOR COMMENTS:						

Immediate Supervisor/Fire Chief Date

Senior Vice President, Operations Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

District Chief

Department: ARFF

Date: July 18, 2023

Title of Immediate Supervisor: Deputy Fire Chief

Pay Level: FC5

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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APPROVAL SIGNATURES:

Deputy Fire Chief	Date	Fire Chief	Date
Chief of Operations	Date	Vice President, Human Resources	Date

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

District Chief

Department: ARFF

Date: July 18, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		**X**				**3**
Walking		**X**				**3**
Sitting			**X**			**3**
Lifting: 0 – 20 lbs			**X**			**3**
20 – 50 lbs				**X**		**3**
51+ lbs					**X**	**3**
Bending/Stooping					**X**	**3**
Pushing, Pulling and/or Digging				**X**		**3**
Reaching over head				**X**		**3**
Kneeling, Crawling					**X**	**3**
Climbing (ladders, stairs, hills)				**X**		**3**
Typing/CRT (attention to detail)			**X**			**3**
Speaking & Hearing		**X**				**3**
Detailed Inspection/Reading/Editing			**X**			**3**
Writing			**X**			**3**
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)					**X**	**3**
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather			**X**			**3**
Noxious Fumes					**X**	**2**
Chemicals					**X**	**2**
Insects					**X**	**1**
Heights, Confined Areas					**X**	**2**
Excessive Noise				**X**		**2**
Hazard Situations				**X**		**3**
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Emergency Vehicles				**X**		**3**
General Office Equipment (Computer, Copier, Fax, etc.)			**X**			**3**
EMS Equipment				**X**		**3**
Hand Tools				**X**		**3**
Power Equipment				**X**		**3**
SUPERVISOR COMMENTS:						

Deputy Fire Chief Date

Chief of Operations Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Division Chief, EMS

Department: ARFF

Date: November 15, 2023

Title of Immediate Supervisor: Deputy Fire Chief

Pay Level: FA2

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

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

- Serve as the primary EMS Coordinator for the ARFF department, managing compliance with Florida State Statutes and EMS Protocols.
- Oversight, development and scheduling of all fire department EMS programs and continuing education for personnel.
- Responsible for maintaining all department, vehicle, and personnel EMS licensures and certifications.
- Manage DEA (Drug Enforcement Agency) compliance with controlled substances (including schedule II and schedule IV narcotics) procurement, security, storage, inventory and disposal.
- Guarantee compliance with Florida State Statutes (Chapter 401, Chapter 633, Chapter 395) and Florida Administrative Code (Chapter 64-J and Chapter 69-A).
- Serve as the AHA (American Heart Association) Training Site Coordinator for the ARFF department.
- Manage the ARFF Preceptor Program ensuring compliance of Provisional Paramedics/EMTs as determined by the Orange County Office of the Medical Director (OC-OMD).
- Serve as the Health and Safety Officer, department Safety Committee Chairperson and Infection Control Officer.
- Guarantee Centers for Disease Control (CDC) Compliance by confirming an up to date Infection Control Plan. Staying up to date with changing guidelines and updating the ARFF Department Infection Control Plan as needed.
- Provide oversight of EMS QA (Quality Assurance) program ensuring all State of Florida EMS reporting requirements are met.
- Advise Deputy Fire Chief regarding areas of concern and recommended solutions regarding EMS.
- Work jointly with the Lieutenant, EMS with research and procurement of EMS equipment.
- Coordinate and monitor the EMS budget line items.
- Coordinate with OC-OMD on procurement of EMS Training Supplies via grants from the State of Florida Department of Health.
- Serve as the coordinator for the EMS equipment contracts.
- Oversight for any EMS Operational contracts, including contracted ambulances services and any associated EMS Administrative Contracts.
- Act as liaison for OC-OMD and represent the fire department and GOAA on various committees as assigned.
- Assist the Training Division team with group tasks, including: new hire Firefighter orientation and probationary program, technical rescue scenarios/assessments/recurrent training, and ARFF/structural live fire training
- Supervise employees in the 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 EMS training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Serve as the ARFF Department Liaison to research and provide all official records requests.
- 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.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

- Designated Infection Control Officer
- National Association of Emergency Medical Technicians (NAEMT) PHTLS Instructor
- NIMS 100/200/300/400/700/800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) Administrative Lieutenant
- Lead and direct all shift personnel in training related functions (approximately 90 personnel)
- May supervise personnel assigned under ICS/command structure established by the Incident Commander

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Fire Chief	Date
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Division Chief, EMS

Department: ARFF

Date: November 15, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping					X	3
Pushing, Pulling and/or Digging					X	2
Reaching over head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			X			3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	3
Excessive Noise				X		2
Hazardous Situations					X	3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
ARFF Emergency Vehicles				X		3
EMS Equipment			X			3
Power Equipment					X	2
Hand Tools					X	2
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Fire Chief Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Division Chief, Fire Prevention

Department: ARFF

Date: November 15, 2023

Title of Immediate Supervisor: Deputy Fire Chief

Pay Level: FA2

POSITION SUMMARY: Management of an effective Aircraft Rescue and Firefighting (ARFF) Fire Prevention Program at Orlando International Airport (OIA). Has direct oversight of the Fire Prevention program.

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

- Oversight of the GOAA fire extinguisher program contract, inventory, replacement of fire extinguishers as needed, and inspect wheeled fire extinguishers on the airfield ramps
- Oversee compliance of FAR 139.321 Fuel Safety Program, including inspections, training, and all documentation.
- 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 recommended 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
- Liaise with GOAA life safety for private fire hydrant system and all airport fire hydrant issues
- Liaise with GOAA departments, airlines, tenants, and outside agencies regarding fire prevention related topics including but not limited to; fire extinguishers, fire hydrants, fuel safety, and state and local fire codes
- Oversight of fire safety education and fire extinguisher training to GOAA departments, airlines, tenants, and outside agencies through presentations and all forms of training
- Advise Deputy Fire Chief regarding areas of concern and recommended solutions regarding fire prevention.
- Work jointly with Lieutenant, Fire Prevention in the procurement of fire prevention education supplies, fire extinguishers, and fire prevention equipment
- Coordinate and monitor the fire prevention budget line items to maximize the efficiency and effectiveness of overall departmental operations
- Manage the enforcement of fire and life safety codes, ordinances, rules, and regulations.
- Liaise between ARFF, the airport community, and Orlando Fire Department (OFD) for all fire prevention related items
- Attend meetings relating to construction and planning and life safety/fire prevention topics.
- Investigates fire and life safety related complaints
- Oversee fire department company inspections and pre-fire plan programs
- Serve as a representative for customer service and fire safety related initiatives
- Represent the fire department and GOAA on various committees as assigned
- 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
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have a strong background in customer service and public relations
- Must have good interpersonal skills and ability to provide training to various customers
- Thorough knowledge of State of Florida fire service regulations, statutes and rules
- Thorough knowledge of applicable FAA regulations, NFPA standards, and fire ground safety procedures
- 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 computer programs and data processing
- Effective oral and written communication capabilities
- Demonstrated leadership and/or supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license and Emergency Vehicle Operator Course (EVOC) certification
- State of Florida Firefighting Certificate of Compliance prescribed by Florida State Statute 633
- State of Florida EMT or Paramedic License
- State of Florida Fire Officer II, or higher
- State of Florida Instructor II, or higher
- State of Florida Live Fire Training Instructor I, or higher
- State of Florida Incident Safety Officer
- State of Florida Municipal Fire Safety Inspector
- Fuel Safety Supervisor FAR 139.321

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

- State of Florida Fire Extinguisher Technician course
- NIMS 100/200/300/400/700/800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of approximately one (1) Administrative Lieutenant and indirectly supervise ARFF Aviation Fuel Technicians (AFTECHs).
- Lead and direct all shift personnel in fire prevention related functions (approximately 90 personnel)
- May supervise personnel assigned under ICS/command structure established by the Incident Commander

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Fire Chief	Date
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Division Chief, Fire Prevention

Department: ARFF

Date: November 15, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			X			3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		2
Hazard Situations					X	3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
ARFF Emergency Vehicles				X		3
Fire Prevention Equipment				X		3
Hand Tools					X	2
Power Equipment					X	2
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Fire Chief Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Division Chief, Training

Department: ARFF | Date: August 25, 2023

Title of Immediate Supervisor: Deputy Fire Chief | Pay Level: FA2

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

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

- Oversight, development and scheduling of all fire department EMS and Training programs, appropriate educational development programs, and continuing education for personnel including required FAA mandated full scale exercises and live fire training.
- Maintain personnel compliance as required by FAR 139 and State of Florida regulatory training programs.
- Oversee the documentation and tracking of department training and personnel regulatory compliance.
- Advise Deputy Fire Chief regarding areas of concern and recommended solutions.
- Liaison with GOAA departments, airlines, tenants, and outside agencies regarding ARFF training.
- Liaison with local fire departments and other ARFF training departments for best practices programs.
- Assist with research and procurement of training and EMS equipment.
- Develop and oversee implementation of the fire department promotional process; manage the Relief Officer Program for ARFF Lieutenants.
- Develop and manage succession training program for department personnel.
- Coordinate and monitor the travel and training, and EMS budget line items.
- Function in a primary role as Safety Officer on emergency scenes; may be assigned to the Emergency Operations Center (EOC) and/or as command staff on the scene of an emergency.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Represent fire department and GOAA on various committees as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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	Fire Chief	Date
Chief of Operations	Date	Chief Operating Officer	Date
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Division Chief, Training

Department: ARFF

Date: August 25, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)					X	3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes					X	2
Chemicals					X	1
Insects					X	2
Heights, Confined Areas					X	2
Excessive Noise				X		2
Other – Hazardous Situations					X	3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
ARFF Emergency Vehicles				X		3
Training Equipment				X		3
Hand Tools					X	2
Power Tools					X	2
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Chief of Operations Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

Immediate Supervisor	Date	Department Assistant Director	Date
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt
EEO Category: Technicians
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Electrical Contracts Coordinator

Department: Maintenance Date: March 4, 2019

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Electrician I

Department: Facilities

Date: November 8, 2023

Title of Immediate Supervisor: Supervisor, Terminal Electrical

Pay Level: B6

POSITION SUMMARY: Assist Electrician II and Electrician III with Installation, repair and maintenance pf 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:*

- Assist with Installation, operation, repair and maintenance of 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.
- Assist with Inspection 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.
- Assist with completing 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 one of the following (all certification hours must be from an accredited school):

1. Completion of an Electrical training program; no experience required;
2. Combination of some formal Electrical training program and six (6) months Electrical work experience in commercial buildings, large residential buildings (apartment or condominium complex) or similar;
3. One year Electrical work experience in commercial buildings, large residential buildings (apartment or condominium complex) or similar;
4. An equivalent combination of Electrical training courses and Electrical work experience may be considered

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic 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

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 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:

Immediate Supervisor	Date	Department Manager	Date
Department Assistant Vice President	Date	Department Vice President	Date
Vice President, Human Resources	Date		

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Electrician I

Department: Facilities

Date: November 8, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing	X					3
Walking	X					3
Sitting					X	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
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, 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:						

Immediate Supervisor Date

Department Vice President Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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

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)*

- 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:

Immediate Supervisor	Date	Department Manager	Date
Department Assistant Director	Date	Department Director	Date
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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.

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

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

- Valid Florida driver's license
- Current Journeyman Electrician certificate of competency recognized by the State of Florida

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Determine 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:

Immediate Supervisor	Date	Department Manager	Date
Department Assistant Director	Date	Department Director	Date
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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 /Arial boom lift					X	3
Bucket Truck					X	3
Fluke TRMS Clamp multi- voltage/amperage meter			X			3
Band Saw					X	2
Mobile Maintenance Management System				X		3
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Electro-Mechanical Contracts Coordinator

Department: Maintenance | Date: June 22, 2022

Title of Immediate Supervisor: Manager, Maintenance Contracts | Pay Level: L21

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

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

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

MINIMUM QUALIFICATIONS:

Associate degree and three (3) years related experience with the maintenance and repair of facility mechanical systems, or an equivalent combination of education, training and experience. Preferred experience includes experience with Automated People Mover (APM), Elevator/Escalator and Moving Sidewalks systems and/or electro-mechanical contracts administration.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Assistant Director	Date
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt
EEO Category: Technicians
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Electro-Mechanical Contracts Coordinator

Department: Maintenance Date: June 22, 2022

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting				X		1
Lifting: 0 – 20 lbs				X		1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		3
Pushing, Pulling and/or Digging				X		2
Reaching over head				X		3
Kneeling, Crawling				X		2
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing				X		3
Must be able to work various shifts, early mornings, late evenings, holidays, and weekends						3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X		3
Radio/Cell Phone		X				3

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

Immediate Supervisor	Date	Department Assistant Director	Date
Department Director	Date	Chief of Operations	Date
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Skilled Craft Workers
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Emergency Communications Dispatcher

Department: Security | Date: April 27, 2023

Title of Immediate Supervisor: Supervisor, Emergency Communications | Pay Level: L19

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or Florida state ID

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

Department Manager	Date	Department Assistant Vice President	Date
Department Vice President	Date	Chief of Operations	Date
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Emergency Communications Dispatcher

Department: Security

Date: April 27, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	2
Chemicals					X	1
Insects					X	1
Confined Areas	X					3
Excessive Noise			X			3
Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends						3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones	X					3
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
GOAA/Personal Vehicle					X	2

SUPERVISOR COMMENTS:

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

Department Manager Date

Department Assistant Vice President Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Emergency Communications Dispatcher Trainee

Department: Security | Date: January 14, 2020

Title of Immediate Supervisor: Supervisor, Emergency Communications | Pay Level: L16

POSITION SUMMARY: On-the-job training to dispatch Police, Fire, Medical and Airport Operations response personnel to emergency and non-emergency situations, including aircraft emergencies. Training to 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 one (1) year experience with the Greater Orlando Aviation Authority (GOAA). Preferred experience includes one or more of the following:

- two (2) or more years' experience with GOAA;
- Operations or Security experience with GOAA;
- dispatching or call center experience; and/or
- other work experience demonstrating the ability to perform multiple tasks simultaneously in a fast-paced stressful environment.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- 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
- Able to accurately enter information into and utilize various computerized information systems.
- Must have excellent hearing, vision and the ability to speak clearly, distinctly and effectively in English
- 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 and 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:

Department Manager Date

Department Director Date

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Protective Service Workers

Shift Premium: N/A

Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Emergency Communications Dispatcher Trainee

Department: Security

Date: January 14, 2020

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes					X	2
Chemicals					X	1
Insects					X	1
Confined Areas	X					3
Excessive Noise			X			3
Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends						3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones	X					3
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
GOAA/Personal Vehicle					X	2

SUPERVISOR COMMENTS:

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

Department Manager Date

Department Director Date

Human Resources - Compensation Date

Emergency Communications Training Administrator

Department: Security

Date: January 7, 2025

Title of Immediate Supervisor: Manager, Emergency Communications

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 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 a 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 and operational needs.

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 exercise independence 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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Vice President, Security	Date
Senior Manager, Human Resources	Date		

FLSA: Exempt
EEO Category: Mid-Level Officials and Administrator
Manager Hours: 40

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

Emergency Communications Training Administrator

Department: Security

January 7, 2025

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

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

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Employee Communication Strategist

Department: Customer Experience | Date: September 20, 2023

Title of Immediate Supervisor: Manager, Communications | Pay Level: L25

POSITION SUMMARY: Create and facilitate airport-wide communication regarding employee engagement programs, appreciation, and recognition efforts. Monitor performance of communication methods and explore emerging communication tools and their potential uses for department needs.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 content for airport employee communications that support and reinforce organizational objectives. Publish content via Airport Employee Communication emails, websites, blogs, social media platforms, digital monitors, I-Port and Pocket Guide. Encourage/recruit new subscribers and participants.
- Create documents and materials that follow organizational standards and branding.
- Serve as lead for enhancements, updates and maintenance of the employee airport website including content creation for customer service and employee engagement initiatives. Work closely with the IT department and contracted developers to effectively manage website.
- Create communication collateral using graphic design skills and/or working closely with the Social Media team's Senior Strategist and Video Graphics Production.
- Work closely with the Social Media team, Marketing and Public Affairs to maintain consistent messages.
- Monitor the analytics of website; research and develop ways to improve functionality and end user experience.
- Identify emerging communication tools and their potential use for CX department.
- Assist with upkeep and maintenance of the MCO Recognition Program database.
- Liaison with the Marketing Team to provide support and backup to Aviation's websites.
- Collect and coordinate feedback from various communication channels for the identification of training opportunities and new customer service initiatives.
- Promote Customer Experience and Employee Experience efforts throughout the airport community.
- Support department with special programs and events, as needed.
- Participate in the Customer Service Advisory Council meetings and working groups including the Culture Team.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and four (4) years' experience in communications, marketing or employee relations, preferably in an airport environment, or an equivalent combination of education, training and experience. Graphic design skills desirable. WordPress/website maintenance experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Creative skills to design, develop, create and edit content, including writing, photography, videography, graphic designs, etc.
- Strong analytical skills; ability to interpret trends and performance measurements
- Excellent interpersonal skills required to interact with Authority staff and partners
- Advanced computer skills including Microsoft programs, Word Press and social media platforms
- Excellent attention to detail; organizational skills

- Proficient marketing knowledge and skills
- Excellent oral and written communications skills
- Detail oriented and excellent organizational skills
- Demonstrated ability to effectively plan, schedule and meet deadlines
- Willing and able to work a flexible schedule including early mornings, late evenings, holidays, and weekends as required to accommodate events for employees with various shifts

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, exercising a considerable judgment and discretion
- Remain up-to-date on constant changes in specialty field and develop appropriate recommendations
- Make recommendations based on analysis/interpretation
- High level problem-solving skills to assess and respond to complaints at the airport environment

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Vice President	Date
Chief Creative Office	Date	Vice President, Human Resources	Date

FLSA: Exempt
EEO Category: Professional
Shift Premium: N/A
Rotating Shift: No

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Employee Communication Strategist

Department: Customer Experience Date: September 20, 2023

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

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

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Must be able to work rotating shifts, early mornings, late evenings, holidays and weekends.						3

Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computers, copier, fax, etc.)			X			3
Personal/GOAA Vehicles					X	2

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Vice President Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Engineer

Department: ARFF

Date: August 9, 2023

Title of Immediate Supervisor: Lieutenant

Pay Level: FC3

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

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

- Perform firefighting and/or emergency medical functions in hostile environments as necessary.
- Operate and completely understand the capabilities of all classes of ARFF vehicles.
- Responsible for safe operation of fire department vehicles, including emergency response.
- Maintain gear and equipment in a clean, serviceable condition.
- Complete daily station duties and vehicle/equipment inspection.
- Perform responsibilities of a firefighter.
- Following probation, will work out of classification as Lieutenant, assuming the responsibilities of that position.
- May operate as a member of a Rescue Task Force Team during ASHER or other potentially hazardous events.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Deputy Fire Chief	Date	Fire Chief	Date
Chief of Operations	Date	Chief Operating Officer	Date
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Engineer

Department: ARFF

Date: August 9, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping					X	3
Pushing, Pulling and/or Digging				X		3
Reaching over head				X		3
Kneeling, Crawling					X	3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			X			3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather			X			3
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		2
Other – Hazardous Situations				X		3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle/Fire Apparatus				X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Power Equipment				X		3
Hand Tools				X		3
EMS Equipment				X		3

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Chief of Operations Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Engineering & Construction Project Coordinator

Department: Engineering and Construction — Date: August 17, 2022

Title of Immediate Supervisor: Senior Director, Engineering and Construction — Pay Level: L23

POSITION SUMMARY: Provide project administrative support and coordination for the Engineering and Construction departments. Assist management staff with a broad range of activities, special events and projects.

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

- Provide a variety of Engineering and Construction project administrative support to executive and management staff. Project administration duties include, but are not limited to the following:
    - Assist with the implementation if capital programs, researching objectives and coordination of annual budget request.
    - Assist in the establishment of consulting services.
    - Assist in the research and compliance review of active building codes and regulations, including local, state and federal permitting agencies. Review of department policies, procedures and safety measure for updates as needed.
    - Assist the Director, Construction with coordination of construction activities including the coordination of the analysis and review of claims. Provide support during site inspection visits.
    - Assist the Director, Engineer with coordination of engineering activities including the coordination of the review and maintenance of technical design standards.
- Provide complex administrative assistance for the Senior Director, Engineering and Construction and department management staff. Designated as the single point of contact department coordinator for the processing and approval of internal communications, scheduling of internal and external meetings, schedule prioritizing to assist others with calendar needs, reports and presentations, contracts and agreements, board items, etc. Track document progress and update various department staff as needed.
- Organizing complex data, designing spreadsheets, etc. Often requires compiling and evaluating data from multiple sources into presentations or reports; researching information using independence regarding sources.
- Organize and maintain a variety of complex files, including business files, contract files, project files, communication files, etc. for multiple ongoing programs and activities; prioritize as needed.
- Develop, maintain and monitor basic to complex logs, records, spreadsheets, reports and project records as needed.
- Coordinate with various staff to collect, edit and record Board and Committee agenda materials received for processing and approval of Executive management.
- Develop, edit and maintain presentations for Board/Committee presentations, and other various presentations as assigned.
- Coordinate with Board Services and Committee coordinators for the processing and approval of Board and Committee agenda materials including memos, exhibits, reports, presentations, etc.
- Serve as liaison for legal counsel, contractors, consultants, Owner Authorized Representatives (OARs), etc., and department Directors or department staff as assigned.
- Responsible for the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation. Authorized procurement card user; reconcile monthly activity.
- Process project invoices and permit applications/documents for signature. Establish and maintain filing systems as needed.
- Manage the distribution of work and provide guidance to department administrative staff as assigned.

- Serve as department Payroll Clerk.
- Assist as assigned with department budget and contract invoices.
- Take and transcribe meeting minutes for assigned or special project meetings.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and three (3) years' experience related to project management, public administration and/or executive administrative support for multiple executives or an equivalent combination of education, training and experience. Experience in an engineering design firm, construction company, government agency, legal firm or airport authority preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Project management skills
- Basic negotiation skills
- Excellent people skills required to interact with Authority staff, executives, consultants, etc.
- Proficient computer skills, with knowledge and skill in Microsoft Windows, Word, Excel and PowerPoint; experience with Oracle Financial System, iPro and Box preferred
- Typing 50 CWPM, transcription skills using a recorder or speed writing skills
- Advanced organizational skills, attention to detail and administrative skills
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Demonstrated ability to work with confidential information and executive level matters
- Ability to read and interpret contracts and agreements
- Excellent oral and written communications skills in English

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Work independently under minimum supervision, exercising considerable judgment and discretion.
- Expected to manage job responsibilities in a timely manner to meet deadlines.
- Establish priorities to maximize productivity and efficiency.
- Position provides assistance by answering questions and helping others.

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

APPROVAL SIGNATURES:

Immediate Supervisor/Senior Director	Date	Chief Executive Officer	Date
Sr. Director, HR & Risk Management	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Engineering & Construction Project Coordinator

Department: Engineering and Construction Date: August 17, 2022

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor/Senior Director Date

Chief Executive Officer Date

Human Resources - Compensation Date

Environmental Agent

Department: Planning & Environmental

Date : Jul 23, 2025

Immediate Supervisor: Assistant Vice President, Environmental

Pay Level: L11

POSITION SUMMARY : Coordinate and monitor the compliance and enforcement of the Greater Orlando Aviation Authority's (GOAA) environmental programs. Conduct environmental inspections, monitor, and record results in environmental database.

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

- Conduct regulatory inspections of Resource Conservation and Recovery Act (RCRA), Stormwater Pollution Prevention Control & Counter measure (SPCC), Stormwater Pollution Prevention Plan (SWPPP) and National Pollutant Discharge Elimination System (NPDES) and compose inspection results.
- Inspect, enforce, and maintain compliance of the Underground Storage Tank (UST), Aboveground Storage Tank (AST) regulations.
- Assist with the monitoring and compliance of environmental permits issued by EPA, FDEP, Orange County Environmental Department, City of Orlando, Federal and State Environmental Laws, Legislative Acts, and Regulations, utilizing specialized software for tracking permit compliance.
- Assist with the preparation and updates of GOAA documents, manuals, and permits related to environmental projects and programs, such as: Drainage Atlas, Master De-watering permit, etc.
- Gather data, compile statistical analysis, interpret, and evaluate results and complete reports for regulatory agencies.
- Maintain computerized databases for UST's, AST's SWPP's, SPCC's and industrial pretreatment programs' environmental evaluations at Orlando International and Orlando Executive Airports.
- Review environmental project plans, specifications used for scheduling, permitting, or acquiring permits and approvals on behalf of GOAA.
- Coordinate the activities of environmental projects and programs with consultants in compliance with all federal, state and local regulations. Coordinate environmental training as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Minimum of 1 year of professional experience supporting environmental programs or projects, which may include:
    - Field testing and sampling activities
    - Internships
    - Regulatory compliance with governmental agencies
- Or an equivalent combination of education, training, and experience

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent planning, organizational and interpersonal skills.
- Strong attention to detail and multitasking skills.
- Analytical and problem solving skills.
- Basic knowledge of Microsoft Word and Excel.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under moderate supervision, exercising considerable judgment and discretion

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

APPROVAL SIGNATURES:

Immediate Supervisor/AVP	Date	Senior Vice President, Multi Modal Planning & Environmental	Date
Chief Development Officer	Date	Chief Administrative Officer	Date

FLSA: Non-Exempt
EEO Category: Technician
Manager Hours: N/A

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

Environmental Agent

Department: Planning & Environmental Date: July 23, 2025

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor/AVP Date

Human Resources – Compensation Date



GREATER ORLANDO AVIATION AUTHORITY

Job Description

Environmental Specialist

Department: Planning, Engineering & Construction

Date: September 12, 2024

Title of Immediate Supervisor: Manager, Environmental Compliance

Pay Level: L21

POSITION SUMMARY: Coordinate and monitor the compliance and enforcement of the Greater Orlando Aviation Authority's (Aviation Authority) environmental programs. Conduct environmental inspections, monitor and record results in environmental database.

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

- Conduct regulatory inspections of Resource Conservation and Recovery Act (RCRA), Stormwater Pollution Prevention Control & Counter measure (SPCC), Stormwater Pollution Prevention Plan (SWPPP) and National Pollutant Discharge Elimination System (NPDES) and compose inspection results.
- Inspect, enforce and maintain compliance of the Underground Storage Tank (UST), Aboveground Storage Tank (AST) regulations.
- Assist with the monitoring and compliance of environmental permits issued by EPA, FDEP, Orange County Environmental Department, City of Orlando, Federal and State Environmental Laws, Legislative Acts, and Regulations, utilizing specialized software for tracking permit compliance.
- Assist with the preparation and updates of Aviation Authority documents, manuals, and permits related to environmental projects and programs, such as; Drainage Atlas, Master De-watering permit, etc.
- Gather data, compile statistical analysis, interpret and evaluate results and complete reports for regulatory agencies. Maintain and develop computerized databases for UST's, AST's SWPP's, SPCC's and industrial pretreatment programs' environmental evaluations at Orlando International and Orlando Executive Airports.
- Review environmental project plans, specifications used for scheduling, permitting or acquiring permits and approvals on behalf of the Aviation Authority. Prepare memos and documents for construction committee meetings. Construction Quality Assurance Program are coordinated to meet the Aviation Authority's Program.
- Coordinate the activities of environmental projects and programs with consultants in the compliance with all federal, state and local regulations. Coordinate environmental training as needed.
- Assist with the emergency response to hazardous situations, coordinate contractors responding to emergency notifications and evaluate performance and compliance.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Environmental Sciences or related field and two (2) years experience working with environmental programs and/or projects and may include field testing and sampling activities, regulatory compliance with governmental agencies, or an equivalent combination of closely related education, experience and training.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of environmental program procedures, methods, practices, and their application to specific situations
- Knowledge of federal, state and local environmental laws, rules, ordinances etc. and reporting procedures on hazardous waste discharges
- Ability to coordinate environmental projects with other departments, outside consultants and contractors to meet regulatory compliance
- Excellent written and oral communication skills and the ability to communicate technical information

- Excellent planning, organizational and interpersonal skills
- Strong attention to detail and multitasking skills
- Proficient use of communication devices, hand tools, monitoring devices, test equipment and scientific procedures used for environmental inspections and procedures
- Ability to read and understand storm drain atlas and geographic information systems (GIS)
- Ability to perform statistical analysis and interpret and evaluate results
- Intermediate computer skills and Microsoft Office programs required; knowledge of environmental data management systems desired.
- Willing and able to work a flexible schedule including evenings, weekends, and holidays

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

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

- Florida Stormwater, Erosion and Sedimentation Control Inspector Certification
- Class A/B UST Operator Training

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Position exercises judgement and leadership of the Authority consultants and contractors coordinating activities involving phases of work of primary importance
- Coordinate inspections and activities, set up performance standards, refer unusual problems, evaluate compliance with policies programs

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

APPROVAL SIGNATURES:

Assistant Vice President, Environmental Date

Sr Vice President, Planning & Environmental Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professional

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Environmental Specialist

Department: Planning, Engineering & Construction Date: September 12, 2024

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

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

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

SUPERVISOR COMMENTS:

Assistant Vice President, Environmental Date

Sr Vice President, Planning & Environmental Date

Human Resources Compensation Date

EPMO Program Analyst

Department: Executive Administration

Date : May 21, 2025

Immediate Supervisor: Assistant Vice President, EPMO

Pay Level: L24

POSITION SUMMARY:. Responsible for supporting the Enterprise Portfolio Management Office (EPMO) by tracking, analyzing, evaluating, and regular reporting of portfolio/program/project performance metrics and key performance indicators (KPIs)in accordance with the organization's Project Management Life Cycle. Apply Earned Value Management analysis to compare actual versus planned portfolio/program/project performance for scope, schedule, and cost baselines. Conduct project classification and prioritization analysis to facilitate project prioritization and resource optimization decision making by senior leadership. Be the subject matter expert for the organization's Project Management Information System (PMIS) and train key stakeholders. Assist with business process improvement initiatives using a defined methodology such as defining, measuring, analyzing, improving, and controlling business processes. Fostering a culture of continuous improvement and excellence.

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

- Conduct Earned Value Analysis including Planned Value, Earned Value, Cost and Schedule Variance, Cost and Schedule Performance Index, Estimate at Completion, Estimate to Complete, Budge at Completion, and Variance at Completion.
- Monitor program/project health metrics and proactively identify potential issues to mitigate risks.
- Develop and deliver regular program reports to management, highlighting KPIs and progress against goals.
- Analyze program and project data to identify trends, risks, opportunities, and areas for improvement.
- Utilize data-driven insights to inform decision-making and continuous improvement initiatives.
- PMIS and reporting systems power user.
- Collaborate with key stakeholders amongst the business units to inventory and learn core processes
- Document "as-is" processes to capture process and cycle times, redundancies, critical path and impact analysis, and recommended improvements.
- Assist with creation and implementation of improved processes.
- Assist with continuous improvement initiatives to optimize program efficiency and effectiveness.
- Assist in the development, execution, and closure of project plans.
- Maintain standardized process management knowledge base system including tools and templates.
- Proactively communicate program and project status updates, and potential challenges to stakeholders.
- Assist with administrative tasks in support of EPMO's operations.
- Execute all other assigned duties and responsibilities.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business, engineering, Project Management, or a related field.
- Knowledge of/and experience with projects and process improvement in an airport setting preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge of project management phases, techniques, and tools
- Strong ability to work in a team environment
- Ability to pay attention to detail and meet deadlines; strong organizational skills.
- Demonstrated ability to analyze data and to analyze and plan projects.
- Strong analytical, quantitative, critical thinking skills and the ability to manage changing priorities.
- Excellent oral and written/grammar communication skills.
- Ability to present information.
- Demonstrated ability to maintain confidential and sensitive information.
- Must always maintain professionalism and diplomacy while interacting with the public, Aviation Authority management and employees, tenants, vendors, contractors, airlines, regulatory authorities, etc.
- Strong computer skills in Microsoft Suite of products including Word, Excel, Outlook, PowerPoint, Visio, and Teams
- Strong desire to learn and apply knowledge into EPMO environment.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- High level of initiative required. Ability to work independently within supervision's guidance and organization's established processes and procedures.
- Independently manage and prioritize multiple complex tasks, completing work under pressure to meet strict deadlines.
- Able to work effectively and efficiently toward goals in a complex, diverse environment with multiple and changing demands.
- Establish general operating procedures, quality, and quantity of work in an area of responsibility.
- Expected to manage job responsibilities in a timely manner to meet deadlines.
- Establish priorities to maximize productivity and efficiency.
-

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

may change at any time with or without notice. The Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor Date

Chief External Affairs Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Manager Hours: 24

Shift Premium: N/A

Rotating Shift: N/A

EPMO Program Analyst

Department: Executive Administration Date: May 21, 2025

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Human Resources – Compensation Date

JOB DESCRIPTION

Job Title: Equipment Operator II

Date: November 10, 2017

Department: Maintenance

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

Title of Immediate Supervisor: Supervisor, Airfield & Grounds

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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	Date
Manager	Date
Assistant Director	Date
Department Director	Date
Senior Director, Human Resources & Risk Management	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

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. __ 0 - 20 lbs.			X			3
B. __ 21-40 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

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	Date
Manager	Date
Assistant Director	Date
Department Director	Date
Senior Director, Human Resources & Risk Management	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

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

Immediate Supervisor Date

Department Director Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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

Department Senior Director Date

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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:

Immediate Supervisor Date

Department Senior Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Executive Office Administrator

Department: Executive Administration | Date: January 2025

Title of Immediate Supervisor: Chief, External Affairs | Pay Level: L27

POSITION SUMMARY: Provide combination of project management, writing and editing, research, and high level administrative and relationship support functions to the Chief Executive Officer (CEO), Chief, External Affairs (CEA), and other executive staff. Coordinate special projects, compile information and complete complex reports and analysis.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 internal and external special projects in coordination with other departments and/or organizations on behalf of the CEO and CEA. Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Provide analytical and specialized administrative support to relieve Executive of and/or assist with complex details and advanced administrative duties; managing an extremely active calendar of appointments.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the CEO and CEA, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response: gather and analyze information required for review.
- Draft and review written correspondence on behalf of the CEO, CEA, and other management staff as requested.
- Participate in meetings, taskforces and workgroups both internally and externally on behalf of the CEO and CEA.
- Provide a bridge for communication between the CEO, CEA and internal departments.
- Manage centralized procedures for tracking all documents requiring CEO's and other executive staff's approval; coordinate with department representatives to provide a complete package of documents for signatures, prioritize as needed.
- Ensure Executive Office procedures are streamlined for efficiency and performed in a paperless environment, where possible. Research and develop complex reports, spreadsheets, presentations, etc. for special projects/assignments including 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.
- Maintain and update master Executive Office mailing lists for stakeholders, consultants and elected officials.
- Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows.
- 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.
- Responsible for supervising External Affairs Specialist and ensuring job duties are performed in a timely and accurate manner.
- Maintain SharePoint for External Affairs.
- Serves as Protocol Officer and coordinates scheduling for GOAA's Protocol Office activities/events.
- Assist other Executive office staff.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Management, Public Administration or related field and four (4) years of executive level administrative support and project management, or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of principles of project management
- Ability to exercise highlevel of judgment to perform job duties.
- Proficient written and verbal communication skills with excellent grammar skills and attention to detail.
- Proficient in Microsoft Office programs (Word, Excel, Access, PowerPoint) and Outlook.
- Strong organizational and planning skills in a fast-paced environment.
- 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 prioritize as needed.
- Strong interpersonal, analytical and problem solving skills with the ability to work effectively with diverse groups.
- Ability to determine appropriate course of action in complex situations and have the ability to make decisions.
- Strong relationship building skills and service-oriented attitude.
- 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 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
- High level problem - solving skills
- Manage multiple projects with a wide variety of tasks, determining priorities
- 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 Date

Chief Executive Officer Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Assistant to Chief Executive Officer

Department: Executive Administration Date: January 2025

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

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

Chief Executive Officer Date

Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Facility Assets Coordinator

Date: June 2, 2016

Department: Maintenance

Level: Non-exempt; L17
Rotating Shifts: No
Shift Premium: No

Title of Immediate Supervisor: Manager, Facility Assets

POSITION SUMMARY: Gathers, organizes, and prepares asset records for inspection, scoring, and planned replacement along with their input into the Centralized Maintenance Management System (CMMS). Also supports the day-to-day operation of this system. Operates under the objectives of the Asset Management Program (AMP) which will support maintenance functions and assets management functions at Orlando International Airport and Orlando Executive Airport. Uses knowledge of resources and procedures to work independently on assigned projects. Performs administrative audits of Maintenance Department contracts.

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 inspection criteria (both in-house and contractor-developed) for distribution to the asset inspectors.
- Tabulate scores and condition assessments for the purpose of input into the CMMS.
- Utilize and assist others in utilizing the Asset Management System software in the areas of asset record creation and record maintenance.
- Input and maintain existing and newly created assets in the CMMS.
- Input and maintain other CMMS data such as job plans, parts inventories, work order processing.
- Generate system designed reports for end users and asset managers.
- Analyze assigned projects, define problems, suggest solutions, and recommend resource needs. Point of contact for airlines, clarify work orders, etc.
- Provide support to supervisory and management staff regarding work order process, manpower utilization, performance standards, work scheduling, work order status and discrepancy resolution.
- Perform administrative audits of Maintenance Department contracts, completing a detailed analysis of how contracts are being executed and administered.
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS: Associate degree in Business, Accounting or related field and three (3) years experience to include data entry, data processing, accounting and other related experience or an equivalent combination of training, education, and experience. CMMS experience, Maximo experience, or experience with a financial application system preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Exceptional ability to pay attention to detail and meet deadlines
- Demonstrated ability to analyze, plan and coordinate projects
- Excellent communication skills, both oral and written
- Basic computer skills to include spreadsheets, project management software, database, and presentation software

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license

SUPERVISORY RESPONSIBILITIES:

- None

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

- Latitude in initiative, judgment and authority in carrying out duties and responsibilities consistent with this position as described.
- Works independently under general supervision.

APPROVAL SIGNATURES:

_____	_____
Immediate Supervisor	Date
_____	_____
Department Director	Date
_____	_____
Director of Human Resources	Date

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Facility Assets Coordinator
Department Maintenance
Date May 18, 2016
Section 631

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

Immediate Supervisor Date

Department Director Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

Department Manager	Date	Department Assistant Director	Date
Department Director	Date	Sr. Director, HR & Risk Mgmt	Date

FLSA: Non-Exempt		**Shift Premium:**	Yes (if assigned)
EEO Category:	Skilled Craft Worker	**Rotating Shift:**	N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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:

Department Manager Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Financial Analyst – GASB

Department: Finance | Date: September 15, 2023

Title of Immediate Supervisor: Manager, Finance (Financial Reporting) | Pay Level: L23

POSITION SUMMARY: Serve as liaison with Concession, Commercial Property, Information Technology and other Finance staff. Responsible for the accounting of the GASB 87 Leases (Lessee and Lessor) and GASB 96 Subscription-Based Information Technology Agreements (SBITA) of the Greater Orlando Aviation Authority's (GOAA). Coordinate monitoring of leases and SBITA, including identification of leases/agreements, documentation, set up of Propworks accounts, preparation of journal entries and related GL account reconciliations. Prepare financial statements required disclosures.

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

- Coordinate with Concessions, Commercial Property, Information Technology and Finance the identification of new GASB 87 Leases and GASB 96 SBITA Agreements, including but not limited to, leases for Rental Automobile Concessions (RACs), airlines, concessions, property (building and grounds), leasebacks and IT subscriptions
- Obtain and save an electronic copy of the new leases and agreements.
- Create Propworks lease accounts and bill rules for GASB 87.
- Run Propworks reports and compare terms to documentation (leases and agreements).
- Run Propworks reports to prepare journal entries, and reconciliations.
- Verify the original/billed revenues recorded were properly reversed and new lease revenues recorded properly.
- Provide monthly explanations to variances in leases related GL accounts.
- Prepare quarterly and fiscal year end notes to the financial statements and Annual Comprehensive Financial Report (ACFR).
- Compare GL revenues per category with revenues in the ACFR Statistical schedule (STAT 03).
- Prepare Internal Control policy for Leases with detailed procedures.
- Review and Interpret new GASBs for compliance and assist in the implementation of new GASBs as needed
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive accounting analytical skills, critical thinking and high level problem solving abilities.
- Working knowledge of GASB 87 Leases and GASB 96 SBITA and its implementation desired
- Current technical accounting skills including knowledge of GAAP, GASB and financial reporting practices for enterprise fund accounting preferred
- Extensive knowledge of Excel, computerized accounting systems including General Ledger and Fixed Assets modules; experience with Oracle preferred
- Able to handle high volume of transactions, and interpret detailed information, contracts and financings
- Knowledge and experience of various financial areas and handling multiple responsibilities
- Excellent oral and written communication skills, as well as interpersonal skills
- Ability to analyze and manipulate large amounts of data to produce useful data sets

LICENSES/CERTIFICATIONS REQUIRED:

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

Immediate Supervisor	Date	Department Assistant Vice President	Date
Department Deputy CFO	Date	Chief Financial Officer	Date
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Financial Analyst – GASB

Department: Finance

Date: September 15, 2023

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Deputy Chief Financial Officer Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Financial Analyst, Capital Assets

Department: Finance

Date: November 15, 2019

Title of Immediate Supervisor: Chief Accountant, General Ledger

Pay Level: L23

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

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

- Analyze and evaluate potential capital assets transactions to determine if cost consists of a capital asset or expense.
- Analyze capital projects completion status to determine capital asset classifications and record transfers to the FA system.
- Analyze and process in the FA system all additions, transfers, retirements, and depreciation of capital assets.
- Research GASB, GAAP, other governmental agencies, and similar industries to determine treatment of unusual transactions.
- Research GASB, keep informed of new statements that will affect the Authority disclosures and prepare CAFR notes relating to capital assets.
- Perform financial analysis on complex construction projects to calculate the allocation of capitalized interest to the cost of the asset.
- Analyze monthly GL and financial statement variances related to capital assets and provide explanations.
- Perform monthly closing functions of the FA system, reconcile to GL and assist with the closing of GL.
- Prepare the monthly and quarterly supporting schedules related to capital assets.
- Prepare fuel inventory reconciliation, analyze variances, and research any significant discrepancies.
- Prepare material control inventory reconciliation, research any discrepancies and correct it.
- Perform monthly bank reconciliations of approximately five bank accounts, including ten zero balance accounts.
- Analyze, reconcile and prepare the journal entry to clear interfund transactions.
- Analyze calculation and prepare monthly Airline Revenue Sharing entry.
- Test Oracle R-12 – Fixed Asset module when patches are made as they relate to capital assets and general ledger.
- Provide back up to the general ledger financial analyst when deemed necessary.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

Commented [N1]: Add this language

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Manager	Date
Department Director	Date	Chief Financial Officer	Date
Sr. Director, HR & Risk Management	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Financial Analyst, Capital Assets

Department: Finance

Date: November 15, 2019

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

Immediate Supervisor	Date	Department Director	Date
Chief Financial Officer	Date	Sr. Director, HR & Risk Management	Date

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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.

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Fire Chief

Department: ARFF

Date: June 16, 2023

Title of Immediate Supervisor: Chief of Operations

Pay Level: FM2

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

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

- Provide counsel and administrative leadership in all matters of public safety pertaining to the development and maintenance of airport fire protection and emergency medical services
- Coordinate the functions and operation of the department in a manner consistent with GOAA policy.
- Plan, assign, and coordinate activities performed by a large group of employees engaged in varied fire/rescue emergency response situations. The Fire Chief may assume command of any ARFF or other emergency operations warranting personal direction.
- Responsible for the compilation, submission, and execution of operating and capital budgets for fiscal operations.
- Supervise the planning, organization, and control of ARFF policies and procedures to maintain Index E operations.
- Establish departmental goals and objectives.
- Analyze fire service needs, as well as the availability of resources, existing programs, and other related factors in developing innovative programs to meet those needs.
- Conduct ARFF staff meetings to ensure proper coordination and meeting of department needs. Attend other meetings as directed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

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

Preferred Certifications

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor Date

Chief Executive Officer Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Officials and Administrator

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Fire Chief

Department: ARFF

Date: June 16, 2023

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Chief Executive Officer Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Firefighter

Department: ARFF

Date: July 18, 2023

Title of Immediate Supervisor: Shift Lieutenant

Pay Level: FC2

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

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

- Perform firefighting and/or emergency medical functions in hostile environments as necessary
- Responsible for safe operation of fire department vehicles, including emergency response
- Responsible for maintaining safe, clean gear and equipment
- Responsible for daily station maintenance and other firefighting duties
- Maintain firefighting and EMS skills by participation in training exercises
- Conduct fire safety inspections of buildings and fuel stations/apparatus
- Participate in fire safety, fire extinguisher, and customer service programs
- Maintain a clean and safe work environment
- Following probation, will work out of classification as a Structural Relief Driver, assuming the responsibilities of the Engineer position when needed
- May operate as a member of a Rescue Task Force Team during ASHER or other potentially hazardous events
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED

- State of Florida Firefighting Certificate of Compliance as prescribed by Florida State Statute 633
- Valid Florida driver's license
- 16-hour Emergency Vehicle Operators Course (EVOC) with certificate
- State of Florida EMT License required/Paramedic License preferred
- NIMS 100/200/700

Required within 36 months of hire/promotion:

- State of Florida Paramedic License must be obtained within 36 months of hire as a condition of continued employment with the Greater Orlando Aviation Authority. ***Firefighters hired prior to July 9, 2023 are not subject to the State of Florida Paramedic License attainment requirement.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Has the latitude to complete a given task to the best of their ability
- Make personal safety decisions, inform personnel, and take appropriate actions

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

APPROVAL SIGNATURES:

Deputy Fire Chief	Date	Fire Chief	Date
Chief of Operations	Date	Vice President, Human Resources	Date

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Firefighter

Department: ARFF

Date: July 18, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		**X**				**3**
Walking		**X**				**3**
Sitting			**X**			**3**
Lifting: 0 – 20 lbs			**X**			**3**
20 – 50 lbs				**X**		**3**
51+ lbs					**X**	**3**
Bending/Stooping				**X**		**3**
Pushing, Pulling and/or Digging				**X**		**3**
Reaching over head				**X**		**3**
Kneeling, Crawling					**X**	**3**
Climbing (ladders, stairs, hills)				**X**		**3**
Typing/CRT (attention to detail)			**X**			**3**
Speaking & Hearing		**X**				**3**
Detailed Inspection/Reading/Editing			**X**			**3**
Writing			**X**			**3**
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			**X**			**3**
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather			**X**			**3**
Noxious Fumes					**X**	**2**
Chemicals					**X**	**2**
Insects					**X**	**1**
Heights, Confined Areas				**X**		**3**
Excessive Noise				**X**		**2**
Hazard Situations				**X**		**3**
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Emergency Vehicles			**X**			**3**
General Office Equipment (Computer, Copier, Fax, etc.)			**X**			**3**
EMS Equipment				**X**		**3**
Hand Tools				**X**		**3**
Power Equipment				**X**		**3**
SUPERVISOR COMMENTS:						

Deputy Fire Chief Date

Chief of Operations Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

HR Front Desk Clerk

Department: Human Resources | Date: June 19, 2024

Title of Immediate Supervisor: Assistant Vice President, Human Resources | Pay Level: L14

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

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

- Provide administrative support to the department including answering telephones, process/distributing mail, making copies, and faxing documents; scheduling employee meetings and appointments; maintaining a wide variety of logs and records.
- Coordinate a large volume of filing and scanning, much of it sensitive. Organize and maintain associated logs for file and storage rooms and electronic filing. Process central filing requests.
- Greet and assist internal and external customers. Research and provide information regarding policies, procedures, benefit forms, career opportunities, telephone employment verifications, etc.
- Process badge renewals request for all internal Greater Orlando Aviation Authority (Aviation Authority) employees and generate Badge Expiration Report.
- Assist job applicants with the application process, providing information about job openings, application procedures, and required documentation over the phone or in person.
- Coordinate meeting room bookings for the HR Department and verify all necessary resources are available.
- Maintain the Airport Employment Guide, administer work samples, set up the New Hire Orientation folders, assist with Expanded Orientation folders, maintain the job line, etc.
- Receive, sort, and distribute incoming mail and packages to the appropriate recipients within the HR department and prepare outgoing mail and packages as needed.
- Monitor and maintain office equipment, such as printers, copiers, and scanners. Coordinate repairs or maintenance with vendors as required.
- Monitor inventory levels and notify the Immediate Supervisor to reorder office supplies, stationery, and other materials as needed.
- Maintain strict confidentiality of HR-related information and handle sensitive documents and discussions with discretion and professionalism.
- Manage HRFrontDesk email and Calendar, respond to email inquiries, and forward emails to the appropriate Department.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

- This position works under general supervision with limited independence and under general direction.
- Makes routine decisions within established.

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

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

HR Front Desk Clerk

Department: Human Resources Date: June 19, 2024

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Vice President, Human Resources Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

General Maintenance Worker

Department: Facilities | Date: April 22, 2024

Title of Immediate Supervisor: Supervisor, Maintenance Support | Pay Level: B4

POSITION SUMMARY: The General Maintenance Worker performs general maintenance and repairs on equipment and buildings. Requires practical skill and knowledge of trades, such as painting, carpentry, plumbing, masonry, HVAC, and electrical work.

Work involves a variety of the following duties: replacing electrical receptacles and switches, light fixtures, and motors, changes filters and fan belts, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 semi-skilled general labor tasks, which include, but are not limited to: HVAC filter replacements and other helper tasks, plumbing helper tasks, electrical helper tasks, etc.
- Work involves a variety of the following duties:
  - Replacing electrical receptacles and switches, light fixtures, and motors
  - Changes filters and fan belts
  - Use plaster or compound to patch minor holes and cracks in walls and ceilings, then paint structures and equipment
  - Repairing or replacing sinks, water coolers, and toilets
  - Repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks
  - Replacing broken window panes
  - Performing general maintenance on equipment and machinery
- Complete maintenance work orders as assigned, record all time, materials, and equipment information correctly and promptly to ensure accurate maintenance and repair records are kept.
- Assists other trades and receive training.
- Responsible for staying current on all Greater Orlando Aviation Authority (Aviation Authority) emergency response procedures and implements proper response as required.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and one (1) years of experience as a construction or maintenance trades at similar levels, or an equivalent combination of education, training, and experience.

EQUIPMENT OPERATED:

- GOAA automobile (when assigned to mail position)
- Two-way radios

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida 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)*

- Determines the best method of accomplishing assigned tasks with supervision.

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

APPROVAL SIGNATURES:

Immediate Supervisor Date	Manager, Airfield & Grounds Date
Assistant Vice President, Facilities Date	Vice President, Facilities Date
Vice President, Human Resources Date	

FLSA: Non-Exempt
EEO Category: Laborers and Helpers
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

General Maintenance Worker

Department: Facilities

Date: April 22, 2024

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

Frequency		Importance
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all
Occasional:	6-20% (1-2 hours per 8 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		2
20 – 50 lbs				X		2
51+ lbs					X	1
Bending/Stooping				X		3
Pushing, Pulling and/or Digging				X		2
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing			X			3
Writing					X	2
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather					X	1
Noxious Fumes				X		2
Chemicals				X		2
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, etc.)				X		3
Waste Line Auger		X				3
Pipe threading machine				X		2
Bucket Truck					X	2
Hand/ Power tools				X		3
Mobile computerized maintenance management system	X					3
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Manager, Airfield & Grounds Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

GIS Administrator

Department: Information Technology | Date: July 8, 2020

Title of Immediate Supervisor: Assistant Manager, Business Automation | Pay Level: L28

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Manager	Date
Department Director	Date	Sr. Director, HR & Risk Management	Date

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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.

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

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

GIS Developer

Department: Information Technology | Date: January 31, 2024

Title of Immediate Supervisor: Assistant Manager, Business Automation | Pay Level: L28

POSITION SUMMARY: Analyzes processes, develops and evaluates process automation concepts and options, assesses associated costs and benefits, designs and test documents, application development, software installation, configuration and change management, and user training and support. Assess software, product, or service capabilities and alternatives (COTS or custom) to make recommendations considering cost and effectiveness. The candidate will lead select Geographic Information System (GIS) server, mobile, and desktop application development 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:*

- Provide technical support and troubleshooting for GIS applications and systems.
- Collaborate with GIS administrators, analysts, and stakeholders to understand their needs and requirements.
- Develop and implement GIS applications, tools, and workflows to support various projects and stakeholders.
- Design, develop, and maintain geospatial databases and data models.
- Integrate GIS systems with other software applications and data sources.
- Develop custom scripts and tools to automate GIS processes and workflows.
- Conduct testing and quality assurance of GIS applications and systems.
- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts and assess options and assessment of their associated costs and benefits.
- Define detailed function, interface, and performance requirements for selected automation options that are consistent with standard application methodologies.
- Prepare specifications for acquisition or development of automation systems and components, and prepare test plans and procedures as appropriate.
- For acquired systems and components developed in-house, prepare design documentation, and conduct design reviews, code, or configure software, prepare test plans and procedures, and perform or observe tests as appropriate.
- Prepare training documents, conduct training sessions, and provide continuing support.
- Technical lead on selected projects (mobile and desktop GIS applications) as required.
- Understand and use formal development and maintenance methodologies, standards, and procedures.
- Perform other duties as directed, including but not limited to system or component administration duties.

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, system integrations and testing 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 Enterprise GIS Architecture, geospatial databases and data models
- Ability to develop and update applications, create maps and dashboards using GIS software
- Strong programming skills in languages such as Python, Arcade, JavaScript, or C#
- Experience working with ESRI on premises and online software and toolsets for both desktop and mobile applications
- Knowledge of web development technologies such as HTML, CSS, REST APIs and JavaScript
- Skill in preparing and proofing documents and maps for accuracy and thoroughness of content
- Solid understanding of system design and workflow analysis
- Working knowledge of the latest computers, mobile device and GIS software and application technologies
- Excellent verbal and written communication skills
- Strong technical writing skills
- Demonstrated experience in working on teams to establish goals and deliver results
- Strong interpersonal relationship skills with a focus on teamwork, customer service and customer satisfaction
- Excellent organization skills; ability to prioritize and effectively handle multiple projects; exhibits good judgment
- Experience using one or more leading analysis and development methodologies (such as Agile)
- Attention to detail, a self-starter and the ability to take initiative

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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APPROVAL SIGNATURES:

Immediate Supervisor	Date	Senior Manager, Automation Software	Date
Assistant Vice President, IT	Date	Interim Vice President, IT	Date
Vice President, Human Resources	Date		

FLSA: Exempt
EEO Category: Professionals

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

GIS Developer

Department: Information Technology

Date: January 31, 2024

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Senior Manager, Automation Software Date

Assistant Vice President, IT Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

GL Financial Analyst

Department: Finance

Date: March 9, 2021

Title of Immediate Supervisor: Chief Accountant, General Ledger

Pay Level: L24

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Certified Public Accountant required

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor Date

Department Assistant Director Date

Department Director Date

Chief Financial Officer Date

Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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.

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

Immediate Supervisor	Date	Department Assistant Director	Date
Department Director	Date	Chief Financial Officer	Date
Sr. Director, HR & Risk Management	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

Immediate Supervisor	Date	Department Manager	Date
Department Assistant Director	Date	Department Director	Date
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Graphic Art Technician

Department: Maintenance

Date: May 15, 2019

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting		X				3
Lifting: 0 – 20 lbs		X				3
20 – 50 lbs					X	2
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging				X		1
Reaching over head			X			2
Kneeling, Crawling				X		1
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing			X			2
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes				X		2
Chemicals				X		2
Insects					X	2
Heights, Confined Areas			X			3
Excessive Noise					X	2
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Scissor Lift and/or Bucket Truck					X	3
Hand Tools		X				3
Plotters			X			3
Large Format Printer, Traffic Printer			X			3
Engraver			X			3
Roller Applicator Table			X			3
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

Graphic Designer

Department: Marketing

Date : October 24, 2025

Immediate Supervisor: Senior Manager, Marketing Services

Pay Level: L24

POSITION SUMMARY : The Graphic Designer is responsible for creating and producing high-quality print and digital assets that align with GOAA brand standards. This role reduces reliance on external creative agencies by delivering cost-effective, innovative design solutions. Working closely with Marketing & Air Service Development and other departments, the designer manages projects from concept to completion, ensuring timely delivery within budget. Key responsibilities include developing communications collateral, preparing print-ready files, supporting social media campaigns, and maintaining organized creative resources. The position requires strong collaboration, attention to detail, and a commitment to staying current with industry trends and best 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:*

- Work as an in-house designer in collaboration with our external creative agency
- Work with Marketing staff, creative agency and other departments as needed, to develop print and digital creative assets based on vendor specifications, needs, and the GOAA brand standards
- Assist in the production of creative assets from conception to completion
- Collaborate with staff on the development of communications collateral including brochures, flyers and newsletters
- Produce print-ready files for use in production as required, including correct file formatting, trim and bleed marks, etc. Support social media efforts and campaigns with images and/or video
- Review all creative to ensure consistency and compliance with brand standards
- Present designs to departmental staff and the Branding Team for approval
- Create and maintain files for all creative assets and resources, such as software, images, videos, art materials and fonts
- In collaboration with the Sr. Marketing Manager, ensure delivery of assigned projects within the agreed upon budget and timeline
- Seek out new products and maintain cutting-edge industry trends and knowledge

MINIMUM QUALIFICATIONS:

- Associate's degree in Graphic Design, Visual Communications, or a related field. (Bachelor's degree preferred.)
- At least 2–3 years of professional experience in graphic design, preferably in an in-house or agency setting.
- Experience producing both print and digital assets from concept to completion.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator; Premiere or After Effects a plus).
- Knowledge of file preparation for print and digital, including color modes, resolution, trim, and bleed.
- Familiarity with social media platforms and creating optimized content for each.
- Strong understanding of branding principles and ability to maintain brand consistency.
- Excellent time management and ability to meet deadlines in a fast-paced environment.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Remain up-to-date on constant changes in specialty field and develop appropriate recommendations
- Due to the high level of public exposure, the quality of professionalism and judgment displayed directly affects the public image of the Aviation Authority
- Exercise independent judgment while making decisions regarding customer service, personnel issues, fiscal budget, etc.

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Assistant Vice President, Marketing	Date
Chief, External Affairs	Date	Chief Administrative Officer	Date

FLSA: Exempt

EEO Category: Professionals

Manager Hours: 24

Shift Premium: N/A

Rotating Shift: N/A

Graphic Designer

Department: Marketing

Date: October 24, 2025

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

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

Immediate Supervisor Date

Human Resources – Compensation Date



GREATER ORLANDO AVIATION AUTHORITY

Job Description

Graphics & Sign Technician

Department: Maintenance

Date: April 25, 2023

Title of Immediate Supervisor: Supervisor, Graphics

Pay Level: B3

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Assistant Vice President	Date
Department Vice President	Date	Chief of Operations	Date
Vice President of Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Graphics & Sign Technician

Department: Maintenance

Date: April 25, 2023

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

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

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

Immediate Supervisor Date

Department Assistant Vice President Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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

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 ensure platforms, rigging and other equipment are safely and properly secured.
- Determine if and when a painting task should be discontinued due to unsafe or high-risk conditions.
- Determine what equipment is appropriate for the assigned task and how it is to be used on a job; when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Manager	Date
Department Assistant Director	Date	Department Director	Date
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker
Shift Premium: Yes (if assigned)
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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:						

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

Job Description

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	Date	Department Manager	Date
Department Assistant Director	Date	Department Director	Date
Department Senior Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt
EEO Category: Service - Maintenance
Shift Premium: N/A
Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Ground Transportation Enforcement 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.

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing	X					3
Walking	X					3
Sitting					X	2
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	2
51+ lbs					X	2
Bending/Stooping					X	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					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	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
Two way Radio		X				3
Citation wireless hand held device				X		3
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

Immediate Supervisor	Date	Department Assistant Manager	Date
Department Manager	Date	Department Assistant Director	Date
Department Director	Date	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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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.

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

Department Director Date

Human Resources - Compensation 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

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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	Date
Manager	Date
Assistant Director	Date
Department Director	Date
Director of Human Resources	Date

Job Description Supplement
Physical Requirements and Working Conditions

Position Title Heavy Equipment Operator Date October 26, 2016

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

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

Importance

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X			3
Lifting A. __ 0 - 20 lbs.		X				3
B. __ 21-50 lbs.		X				3
C. __ 50+ 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	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, motograders, 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, weedeaters, hedge trimmers, chainsaws.						3

Supervisor Comments:

Immediate Supervisor Date

Department Director Date

HR Instructional Designer

Department: Human Resources | Date: December 10, 2024

Immediate Supervisor: Sr. Manager, Human Resources | Pay Level: L24

POSITION SUMMARY: Design, develop, and implement engaging and effective learning experiences and educational programs for the Human Resources Department. Work closely with subject matter experts (SMEs) and key stakeholders to ensure that training programs meet organizational needs and learning objectives, using a variety of instructional design methodologies and technologies.

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

- Design, develop, and revise instructional content and learning materials, including e-learning modules, instructor-led training (ILT) programs, blended learning solutions, and job aids.
- Apply instructional design models (e.g., ADDIE, SAM) to create effective learning experiences that align with organizational goals and learner needs.
- Develop learning objectives, course structures, and assessments to ensure measurable learning outcomes.
- Work closely with subject matter experts (SMEs) to gather relevant content and ensure accuracy and quality of materials.
- Collaborate with stakeholders, including HR, managers, and department heads, to identify learning needs and performance gaps.
- Guide best practices in adult learning theory, instructional design, and the use of emerging learning technologies.
- Utilize learning management systems (LMS) and authoring tools (e.g., Articulate Storyline, Adobe Captivate) to develop and deliver e-learning solutions.
- Stay updated on new instructional design trends, technologies, and tools to continuously improve training offerings.
- Assist in selecting and integrating appropriate technology tools (e.g., LMS, virtual classrooms, mobile learning platforms) to support training initiatives.
- Design and implement evaluation tools (e.g., surveys, quizzes, feedback forms) to assess the effectiveness of training programs and learner performance.
- Analyze feedback and learner data to continuously improve course content and delivery methods.
- Report on the success of learning programs and recommend improvements based on performance metrics.
- Provide support to the Human Resources Sr. Manager and stakeholders, ensuring they have the necessary resources and materials to deliver training effectively.
- Facilitate or co-facilitate instructor-led training sessions as needed.
- Offer post-training support to learners, such as answering questions or providing additional resources.
- Maintain accurate documentation of all training materials, course designs, and learner progress.

- Create reports for stakeholders on the effectiveness of training programs and learner engagement.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Instructional Design, Education, Human Resources, or a related field. A minimum of three years of experience in instructional design and training development. Proven experience in designing and developing e-learning and instructor-led training programs. Experience working with Learning Management Systems (LMS) and e-learning development tools (e.g., Articulate Storyline, Adobe Captivate, Camtasia). Professional Human Resources certification is desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of instructional design methodologies (e.g., ADDIE, SAM, Agile)
- Expertise in creating engaging and interactive e-learning content
- Familiarity with adult learning principles and instructional best practices
- Proficiency in Microsoft Office Suite, (Word, Excel, PowerPoint) video conferencing software, and eLearning authoring tools
- Excellent communication and collaboration skills to work with SMEs, stakeholders, and learners
- Strong organizational and time management skills, with the ability to manage multiple projects simultaneously.
- Ability to work on several projects at once, and to plan and organize a wide variety of activities
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees
- Must be able to maintain the confidentiality of sensitive information
- Detail-oriented with the ability to translate complex information into clear and engaging learning materials
- Familiarity with emerging trends in learning technology, such as gamification, mobile learning, and virtual reality

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Ability to work independently and as part of a team in a fast-paced environment
- Substantial latitude in initiative, judgment, and authority
- Creative thinker with a passion for creating an impactful learning experience
- Interpret policy
- Develop strategic plans

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APPROVAL SIGNATURES:

Immediate Supervisor Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professional

Manager Hours: 24

Shift Premium: N/A

Rotating Shift: N/A

HR Instructional Designer

Department: Human Resources Date: December 10, 2024

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Human Resources – Compensation Date

HR Training Coordinator

Department: Human Resources
Date: December 5, 2025

Title of Immediate Supervisor: Manager, Org. Training Compliance
Pay Level: L21

POSITION SUMMARY: Responsible managing the Learning Management System (LMS), oversees compliance and training records, and provides reporting on training completion and performance evaluations. This role supports organizational learning by coordinating in-house and virtual training programs, preparing materials, and facilitating onboarding, including first-day orientation and facility tours.

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

- Lead LMS administration, including content publishing, audience assignment, enrollment, transcripts, dashboards, and certification tracking—while responding to employee inquiries and providing customer support for registration, requirements, and troubleshooting LMS issues.
- Maintain accurate and organized training records and compliance documentation for audits, while monitoring and reporting on the completion of performance evaluations and related training requirements to ensure timely compliance.
- Generate and distribute reports on training completion, overdue courses, certification status, and compliance metrics.
- Develop and administer assessments, evaluations, and surveys to measure learning effectiveness and behavioral change.
- Analyze training data and provide insights on completion rates, performance evaluations, and compliance status to stakeholders.
- Maintain training calendars and schedules for in-house and virtual programs.
- Prepare training materials, job aids, and evaluations; ensure timely distribution.
- Administer registration for in-house training activities and manage attendance tracking.
- Conduct first-day orientation sessions, including driving a GOAA vehicle to provide a guided tour of airport facilities; support the one-year onboarding program and ensure all onboarding content aligns with organizational training standards and compliance requirement
- Assist with vendor coordination for external training programs and content delivery.
- Perform other duties as assigned to support the success of the training and development efforts.

MINIMUM QUALIFICATIONS:

Associate's degree and at least three (3) years of related experience in supporting training and development or human resources initiatives, or an equivalent combination of education, training, and experience. Experience in a public sector or large organizational environment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of Learning Management Systems (LMS) functionality and administration, training evaluation methods, compliance requirements, and adult learning principles.

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and data reporting tools; experience with SharePoint or HRIS systems is beneficial.
- Strong analytical and problem-solving skills, including the ability to interpret training data, generate actionable insights, and apply critical thinking to identify opportunities for improvement.
- Excellent written and verbal communication skills, with the ability to prepare and deliver engaging presentations for diverse employee groups and interact effectively with employees, leadership, and vendors.
- Outstanding organizational and time management skills to manage multiple priorities and meet deadlines.
- Ability to adapt to changing priorities and maintain focus under pressure while demonstrating initiative and ownership of assignments.
- Customer service awareness and interpersonal skills for providing responsive support and building positive relationships across the organization.
- Self-starter mindset, proactively seeking solutions and following through on tasks without constant direction.

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 exercise independence and make decisions)*

This position operates with a moderate degree of independence under general supervision. The incumbent is expected to exercise initiative, sound judgment, and discretion within defined boundaries, and to proactively manage assignments, recommend solutions, and follow through on tasks with minimal direction.

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

APPROVAL SIGNATURES:

Immediate Supervisor Date

Vice President, Human Resources Date

Chief Administrative Officer Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

HR Training Coordinator

Department: Human Resources Date: December 5, 2025

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

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

Human Resources – Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Human Resources Engagement Coordinator

Department: Human Resources | Date: July 1, 2024

Title of Immediate Supervisor: Senior Manager, Human Resources | Pay Level: L23

POSITION SUMMARY: Assist in the planning, designing, developing, facilitating, and delivering various employee engagement and enrichment programs to improve the onboarding process, employee workplace performance and employee engagement aligning all initiatives with the organization'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:*

- Design and implement engagement strategies and onboarding programs (materials, communications, and activities) aligned with the organization's values and objectives. Research and create onboarding content utilizing instructional design techniques.
- Conduct surveys, interviews, and focus groups to assess employee sentiment and identify areas for improvement.
- Create instructional materials to include participant guides, leader guides, presentation media, and job aides as well as assisting in the design of computer based, and multimedia curriculum.
- Review, obtain and analyze external training content for instructional design and feasibility of online or instructional-led training materials.
- Design and execute programs that promote employee recognition, wellness, career development, and work-life balance.
- Facilitate onboarding and employee engagement utilizing various adult learning styles either virtually or in person.
- Organize events, workshops, and team-building activities to foster a sense of community and belonging.
- Plan, organize and implement development plans to support core competencies and skills for key positions and job families.
- Establish metrics and benchmarks to track engagement levels and measure the effectiveness of engagement initiatives.
- Establish and maintain collaborative professional relationship with department personnel, including management, in order to plan training and engagement sessions.
- Coordinate and administer registration for in-house training activities, events and coordinate logistics. Track the compliance and completion of required training programs.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Business Administration or related field, and three (3) years progressively responsible experience in training, employee engagement, organizational development, or an equivalent combination of education, training and experience. One of the following certifications is required or an equivalent certification: E-Learning Design and Development, Engagement & Performance Certification, Associate Professional in Talent Development (APTD), the Certified Learning Professional (CLP). Experience working for a Florida public sector entity and knowledge of e-learning building content is desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of principles, and practices of training methodologies and techniques.
- Considerable knowledge in methods to identify training needs, reporting and evaluating results of needs assessment, and analyzing performance problems.

- Ability to exercise judgement, make decisions, establish professional contacts, and organize time with minimal supervision.
- Ability to conduct research, organize, analyze data, formulate recommendations, and create and promote programs.
- Demonstrated ability to develop, deliver and facilitate employee engagement programs
- Strong presentation and coaching skills
- Knowledge of Talent Management systems to include LMS and Succession Planning modules.
- Ability to speak clearly, distinctly and effectively and able to communicate with supervisors, peers, and subordinates in positive constructive manner
- Excellent written and oral communication skills. Multilingual skills a plus.
- Strong administrative, planning and analytical skills.
- Ability to work on several projects at once, and to plan and organize wide variety of activities.
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and the Greater Orlando Aviation Authority management and employees.
- Must be able to maintain the confidentiality of sensitive information.
- Strong computer skills using Microsoft Office, video conferencing software and eLearning authoring tools.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- E-Learning Design and Development, Engagement & Performance Certification, Associate Professional in Talent Development (APTD), the Certified Learning Professional (CLP)

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 and general direction, exercising a high level of independent judgment and discretion
- Develop procedures, training programs and test materials for the purpose of training employees
- Develop strategic plans.

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

APPROVAL SIGNATURES:

Immediate Supervisor Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professional

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Human Resources Engagement Coordinator

Department: Human Resources Date: July 1, 2024

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

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

Vice President, Human Resources Date

Human Resources - Compensation Date

Human Resources Coordinator – Recruiting

Department: Human Resources
Date : December 12, 2025

Immediate Supervisor: Senior Manager, Human Resources
Pay Level: L21

POSITION SUMMARY : Support the organization's talent acquisition efforts by coordinating and executing administrative and logistical activities throughout the recruitment and onboarding process. Assist with interview scheduling, background check coordination, applicant communication, and new hire orientation preparation. Represent the Aviation Authority at job fairs and community events to promote employment opportunities. Ensure timely, accurate, and professional support to candidates, hiring managers, and the Senior Human Resources Generalist to enhance the overall candidate experience and recruitment workflow.

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

- Coordinate interview scheduling with candidates and hiring managers, ensuring timely communication and accurate calendar management.
- Prepare and send applicant correspondence, including interview confirmations, follow-up messages, and general inquiries.
- Initiate and track background checks, pre-employment screenings, and required appointments; follow up with candidates and vendors as needed.
- Assist with onboarding logistics, including preparing orientation materials, scheduling new hire orientations, and ensuring completion of required documentation.
- Maintain accurate and up-to-date information in the Applicant Tracking System (ATS), including candidate status updates and requisition documentation.
- Support job posting activities by uploading approved job descriptions to internal and external platforms.
- Represent the Aviation Authority at job fairs, community events, and outreach activities; assist with booth setup, applicant engagement, and promotional materials.
- Provide administrative support to the Senior Human Resources Generalist, including preparing reports, organizing files, and assisting with recruitment-related projects.
- Respond to general applicant inquiries and provide guidance on the application and hiring process.
- Assist with maintaining recruitment metrics, tracking candidate pipelines, and preparing routine reports.
- Perform other related duties as assigned to support recruitment operations and organizational staffing needs.

MINIMUM QUALIFICATIONS:

- Associate degree in Human Resources, Business Administration, or a related field; or an equivalent combination of education, training, and experience.
- Two (2) years of administrative experience, preferably in Human Resources, recruitment, or customer service.
- Experience working with Applicant Tracking Systems (ATS) or HRIS platforms preferred.
- Valid Florida driver's license.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge of Human Resources practices, recruitment processes, and employment-related documentation.
- Strong oral and written communication skills; ability to communicate professionally with applicants, employees, and hiring managers.
- Proficiency in Microsoft Word, Excel, Outlook, and general office technology; experience with ATS or Talent Management Systems preferred.
- Strong organizational skills with the ability to prioritize tasks, manage multiple deadlines, and maintain attention to detail.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent customer service skills and the ability to represent the organization professionally at job fairs and public events.
- Ability to work collaboratively in a team environment and follow established procedures with minimal supervision.
- Demonstrated ability to maintain professionalism and diplomacy when interacting with the public, applicants, and Aviation Authority staff.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- 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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Chief Administrative Officer	Date

FLSA: Exempt

EEO Category: Administrative Support

Manager Hours: 24

Shift Premium: N/A

Rotating Shift: N/A

Human Resources Coordinator – Recruiting

Department: Human Resources Date: December 12, 2025

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Human Resources – Compensation Date

ORLANDO INTERNATIONAL AIRPORT | MCO

Job Description

Human Resources Generalist (Benefits)

Department: Human Resources — Date: September 20, 2024

Title of Immediate Supervisor: Manager, Human Resources (Benefits & Compensation) — Pay Level: L21

POSITION SUMMARY: Perform professional-level day-to-day administration and support of Human Resources activities in employee benefits programs for the Greater Orlando Aviation Authority (Aviation Authority). Manage various benefits, including medical, dental, vision, and leave programs, while maintaining compliance with relevant regulations and policies. Assist the Human Resources Department with a broad range of program activities as required.

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

- Assist the HR Benefits function as follows: the day-to-day administration of benefits for medical, dental, vision, life, FMLA, STD, LTD, ADA, COBRA, Shared Leave, Military Leave, LOA, Bereavement Leave, Absence Pro, and flexible spending account and health savings account for all active and retired employees, as applicable. Administer and maintain online eligibility for medical, dental, and vision for active employees, retirees, and COBRA participants. Process insurance billing and submit bills to finance for payment. Coordinate Wellness Program activities budget.
- Process the day-to-day transactions of medical, dental, vision, health savings account, and flexible spending accounts vision for active employees, retirees, and COBRA participants.
- Knowledge workers' compensation such as reporting claims, creating files, following up with employees and the insurance company.
- Knowledge of related policies, procedures, and benefits law, and verify all are followed throughout the process.
- Assist with HR Compliance (labor law poster updates, WC notices, etc.).
- Conduct new hire benefits portion of the orientation process; provide benefits information to new hires and serve as backup for inputting new hires in the benefits administration system (confirm benefits selection).
- Assist during open enrollment with questions and assist within the benefits administration system. Schedule locations, assist set up, updates forms, and create spreadsheets. Coordinate with carriers, benefits consultant, etc. Establish timeline; develop and coordinate communications; review, update and approve summary plan descriptions and certificates of coverage. Participate with the Manager in negotiating benefit renewals and establishing plan design.
- Maintain assigned benefits related logs in a timely manner.
- Maintain all pertinent data in the applicable systems and check the quality and accuracy of benefits related employee data.
- Administer and maintain on-line eligibility for medical, dental and vision for active employees, retirees, and COBRA participants.
- Assist employees with benefit question and resolve claims issues as necessary.
- Assist employees and retirees with questions regarding insurance and/or explanation of benefits and resolve insurance issues with the carrier representatives.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Human Resource Management or a related field, and two (2) years of Human Resources work experience, to include benefits-related responsibilities and organization development or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge and understanding of Human Resources policies and procedures, and benefits law
- Excellent oral and written communication skills; strong presentation skills – ability to communicate effectively in English; multilingual skills preferred
- Advanced computer skills; able to work effectively in Microsoft Word, Excel, and Outlook required
- Thorough understanding of employee benefits programs and regulations
- Requires a high degree of attention to detail
- Organizational skills to effectively prioritize work, multitask, and meet deadlines
- Demonstrated ability to work with confidential and sensitive information
- Demonstrate strong analytical and problem solving skills
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Although procedures and most documents are standardized, judgment is required when talking to and evaluating applicants, when completing background investigations, and during the recruitment, interview and selection processes
- Work independently under moderate supervision

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Vice President, Human Resources	Date

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

ORLANDO INTERNATIONAL AIRPORT | MCO

Physical Requirements and Working Conditions

Human Resources Generalist (Benefits)

Department: Human Resources

Date: September 20, 2024

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

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

Immediate Supervisor Date

Vice President, Human Resources Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

HVAC Technician II

Department: Maintenance | Date: March 11, 2019

Title of Immediate Supervisor: Supervisor, HVAC | Pay Level: B7

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

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

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

MINIMUM QUALIFICATIONS:

High school diploma or GED, with a minimum of 1200 hours air conditioning training courses, and three (3) years of skilled labor experience in installation, operation, repair and maintenance of systems listed above, or equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

- 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:

Immediate Supervisor	Date	Department Manager	Date
Department Assistant Director	Date	Department Director	Date
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Skill Craft Workers
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

HVAC Technician II

Department: Maintenance

Date: March 11, 2019

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing	X					3
Walking	X					3
Sitting					X	2
Lifting: 0 – 20 lbs		X				3
20 – 50 lbs			X			3
51+ lbs					X	3
Bending/Stooping	X					3
Pushing, Pulling and/or Digging	X					3
Reaching over head	X					3
Kneeling, Crawling	X					3
Climbing (ladders, stairs, hills)	X					3
Typing/CRT (attention to detail)				X		3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing				X		3
Writing					X	3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes			X			3
Chemicals			X			3
Insects		X				3
Heights, Confined Areas		X				3
Excessive Noise	X					3
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X		3
2 Way Radios	X					3
Ladders			X			3
Air Handlers/Air Handling Equipment			X			3
Bucket Truck					X	2
Mobile Maintenance Management System				X		3
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

Immediate Supervisor	Date	Department Manager	Date
Department Assistant Director	Date	Department Director	Date
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Skilled Craft Worker
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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 Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Interior Contracts Coordinator

Department: Maintenance

Date: September 12, 2024

Title of Immediate: Assistant Manager, Maintenance Contracts

Pay Level: L20

POSITION SUMMARY: Plan, monitor and evaluate interior Maintenance and repair contracts. Verify assigned contracts meet performance standards and specifications. Perform inspections, initiate work orders, and verify appropriate repairs were completed. Provide technical advice and assist in developing scope and bidding of new contracts. May serve as Greater Orlando Aviation Authority's (Aviation Authority) 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 Aviation Authority departments.
- Complete on-site inspections, initiate work orders, and verify appropriate repairs were completed.
- Attend construction coordination meetings as required.
- Oversee Aviation Authority furniture process from inception through delivery.
- 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.
- Maintain and track Aviation Authority Carpet Inventory, updating the carpet database from delivery to installation of each carpet roll.
- Responsible for the administration and oversight of the Aviation Authority's Holiday Decorations Program.
- Establish and maintain records and reports appropriate to area of responsibility. Perform administrative duties and act as the Assistant Manager, Contracts designee as required.
- 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 Aviation Authority emergency response procedures and maintain the proper response as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and five (5) years experience in compliance monitoring of multiple contracts/projects; or an equivalent combination of education, training and experience. Preferred experience with Facilities Contract Compliance, Maintenance and repair at an airport.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have good oral and written communications skills. Good interpersonal skills with the ability to function effectively in a diverse work place.
- Familiarity with airport terminal/airsides layout desirable
- Intermediate computer-use skills, with emphasis on database, spreadsheet, and word processing programs.
- Knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required.
- Must be able to read, understand and enforce contract specifications
- Able to drive on the AOA, with appropriate clearance/badging
- Demonstrate attention to detail
- Self-motivated and able to work without direct supervision
- Demonstrate ability to read and understand complex contract specifications, blueprints, and discuss with architects/engineers.
- Must be willing and able to work non-standard shifts as needed for Contract compliance and Holiday Decorations program to accommodate airport operations
- Bilingual desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Works independently under general supervision
- Exercises considerable judgment
- Routine technical decisions/analysis

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Manager, Maintenance Contracts	Date
Assistant VP, Maintenance Contracts	Date	Vice President, Facilities	Date
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Interior Contracts Coordinator

Department: Maintenance

Date: September 12, 2024

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

Frequency		Importance
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all
Occasional:	6-20% (1-2 hours per 8 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		2
Pushing, Pulling and/or Digging				X		2
Reaching over head				X		2
Kneeling, Crawling				X		2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		1
Must be willing and able to work non-standard shifts as needed for Contract compliance and Holiday Decorations program to accommodate airport operations				X		3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Communication Equipment			X			3
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Assistant VP, Maintenance Contracts Date

Vice President, Facilities Date

Human Resources – Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Internal Audit Coordinator

Department: Internal Audit | Date: March 21, 2024

Title of Immediate Supervisor: Senior Vice President, Internal Audit | Pay Level: L18

POSITION SUMMARY: Provides administrative support, including payroll functions, to the Internal Audit Department including direct support to the Senior Vice President, Internal Audit on a day-to-day basis.

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

- Perform administrative functions; i.e., type, file, answer/screen telephone calls, take messages, provide assistance, draft documents, coordinate and route correspondence, make copies, scan, fax, perform daily mail distribution, etc. for Department.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Greater Orlando Aviation Authority's (Aviation Authority) designated records management personnel.
- Type or prepare, and/or issue standard correspondence, Internal Audit reports, annual audit reports, annual audit plans, Finance Committee memorandums, activity reports, statistical, financial, and special reports, presentations, training materials, and RFP's.
- Authorized procurement card user; reconcile monthly procurement card activity.
- Inventory and order departmental office supplies.
- Schedule appointments and manage the calendar for the Senior Vice President, Internal Audit on Outlook.
- Manage department payroll data and prepare documentation for bi-weekly submittal; maintain all supporting documentation.
- Data entry and review of time tracking through including preparation of time utilization reports.
- Prepare the quarterly status of audits report and the department's monthly activity report.
- Coordinate travel schedules and arrangements; reconcile, prepare, and submit expense reports
- Document and route relevant reports to the applicable department in the Whistle-Blower Reporting System.
- Compile data and prepare or assist in the preparation of budget documents. Maintain monthly budget summary analysis.
- Responsible for the Oracle procurement process from requisition through payment, appropriately utilizing requisition, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation.
- Participate in the department's Business Continuity Plan; verify updates to the plan occur according to the department schedule.
- Provide assistance and support with meetings, including upper management, consultants, legal advisors, and business and industry representatives.
- Provide assistance and support to other Aviation Authority departments for special projects or events as needed.
- Maintain files for continuing professional education requirements and auditor independence statements, as needed.
- Maintain a tickler system for follow-up actions for the department.
- Research and compile a variety of information as assigned.
- Perform or assist with special projects or other assignments as requested.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing speed of 50 wpm
- Proficient in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint)
- Excellent grammar, punctuation and spelling
- General knowledge of the travel industry
- Proficient oral and written communication skills
- Ability to work well with others
- Ability to learn new systems
- Effective organizational skills; ability to efficiently prioritize workload
- Demonstrated ability to handle sensitive and confidential matters
- Demonstrated attention to detail and strong organizational, administrative and communication skills
- Demonstrated competency and professionalism, exercising good judgment, initiative, resourcefulness and decision-making skills

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work under general supervision with limited independence and under general direction
- Make routine 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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor Date

Chief Executive Officer Date

Vice President, Human Resources Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Internal Audit Coordinator

Department: Internal Audit Date: March 21, 2024

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	1
Walking					X	2
Sitting	X					3
Lifting: 0 – 20 lbs					X	2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		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						
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Chief Executive Officer Date

Human Resources - Compensation Date

Internal Communications Coordinator

Department: Human Resources

Date: December 15, 2025

Title of Immediate Supervisor: Senior Human Resources Manager

Pay Level: L24

POSITION SUMMARY: Responsible for ensuring clear, consistent, and timely messaging across the organization. This role works closely with Human Resources and other departments to manage all internal communications, align messaging with organizational goals, prevent over-communication, and maintain a unified tone. Key responsibilities include developing newsletters, email campaigns, and strategic communication plans to keep employees informed and engaged.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 comprehensive internal communication strategies to support Human Resources initiatives and organizational programs.
- Coordinate and review all internal communications originating from various departments to ensure clarity, consistency, and alignment with organizational standards and goals.
- Serve as a strategic advisor on internal communications, providing guidance to departments and leadership to ensure effective messaging to employees.
- Communicate organizational programs, services, and initiatives to inform and educate employees regarding changes to policies, programs, and benefits.
- Design and execute strategic internal communication plans for new programs, policy updates, and organizational changes.
- Prepare, edit, and distribute internal newsletters, email communications, and other approved messaging channels.
- Maintain and manage an internal communications calendar to optimize timing and prevent message saturation.
- Establish measurable goals and objectives for internal communications and track performance to assess effectiveness and identify areas for improvement.
- Provide communication support for organizational events, policy changes, and employee programs.
- Ensure all communications adhere to established branding, tone, and style guidelines.
- Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Communications, Marketing, Public Relations, Public Administration, or related field plus three (3) years of experience in communications, public information/administration, marketing, or related field; or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook and Publisher).
- Strong analytical and problem-solving skills with the ability to interpret data and make informed decisions.

- Exceptional organizational and time management skills to manage multiple priorities and meet deadlines.
- Ability to adapt to changing priorities and maintain focus under pressure while demonstrating initiative and ownership of assignments.
- Excellent interpersonal and customer service skills for building positive relationships and providing responsive support across the organization.
- Superior written and verbal communication skills, including the ability to craft clear, concise, and engaging messages for diverse audiences.
- Self-starter mindset with the ability to proactively identify solutions and follow through on tasks without constant direction.
- Knowledge of internal communication best practices and strategies for employee engagement.
- Ability to exercise discretion, maintain confidentiality, and demonstrate sound judgment in all communications.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License

Preferred certifications (not required but considered a plus):

- Certified Internal Communications Professional (CICP) or equivalent
- Accreditation in Public Relations (APR) or related field (e.g., journalism, communications)
- Project Management Certification (e.g., PMP, CAPM) for managing communication projects

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

This position operates with a moderate degree of independence under general supervision. The incumbent is expected to exercise initiative, sound judgment, and discretion within defined boundaries, and to proactively manage assignments, recommend solutions, and follow through on tasks with minimal direction.

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Chief Administrative Officer	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Manager Hours : 24

Internal Communications Coordinator

Department: Human Resources Date: December 15, 2025

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Human Resources – Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Investments Financial Analyst

Department: Finance

Date: April 12, 2021

Title of Immediate Supervisor: Manager, Treasury

Pay Level: L23

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Department Director Date

Chief Financial Officer Date

Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Investments Financial Analyst

Department: Finance

Date: April 12, 2021

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

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

Department Director Date

Chief Financial Officer Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

IT Auditor

Department: Internal Audit | Date: June 5, 2023

Title of Immediate: Senior Vice President, Internal Audit | Pay Level: L28

POSITION SUMMARY: Perform information technology (IT) audits throughout the Authority. Perform and assist with audits of organizations which have contractual agreements with the Authority to determine compliance with those agreements including, but not limited to revenue contracts such as concessionaires and tenants, management agreements, and service contracts, including tests of electronic records. Verify that accounting records are accurate and reliable, assets are safeguarded, and internal controls are adequate. Determine level of compliance with policies, procedures and contracts, and assist with special projects. Perform individual and team assignments on multiple/concurrent audit engagements.

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

- Provide recommendations to the Senior Vice President, Internal Audit regarding the audit plan in relation to IT audits, the scope of IT audits for both Authority and contracted entities, and IT auditing procedures.
- Survey functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control to achieve established objectives; identify the key control points of the system.
- Develop audit programs and techniques needed to evaluate and test internal controls, including technically complex IT controls in financial and management data systems.
- Perform IT Risk Assessments throughout the Authority. Develop a strong understanding of the technology environment with attention to complex and emerging risks. Perform assessments to determine whether the IT governance of the Authority supports the Authority's strategies and objectives.
- Identify and assess control elements to mitigate IT risks regarding the confidentiality, integrity and availability of business information. Evaluate the efficiency and effectiveness of IT infrastructure and application controls, including security and internal controls. Make recommendations to improve the design, effectiveness, efficiency and security of internal controls and operating processes throughout the Authority.
- Review of adequacy, accuracy, and reliability of systems of outside auditees to verify that all revenue due the Authority is reported and submitted timely.
- Provide assurance over financial reporting integrity by evaluating the effectiveness of IT general controls (ITGC), IT application controls, and manual dependent controls.
- Participate in IT initiatives, perform assessments, and monitor compliance activities, including but not limited to the Payment Card Industry Data Security Standard (PCI DSS).
- Review and audit the Authority's Business Continuity Program including disaster recovery procedures.
- Perform pre-implementation and post-implementation reviews. Recommend controls that will generate reports of irregularities and will deter fraud for Authority management.
- Review the design, development, and modification of information systems and applications and promote effective and reasonable controls.
- Obtain, analyze, and appraise supporting data as a basis for an informed, objective opinion on the adequacy and effectiveness of control systems and on the performance capability of the activity being reviewed. Ability to integrate quantitative and qualitative considerations in arriving at conclusions and recommendations.
- Serve as the primary internal audit liaison with the IT department. Responsible for developing good working relationships with IT department personnel and partnering with IT on process improvements and initiatives.
- Prepare concise, well organized, and complete workpapers which clearly record procedures performed and results, and appropriately defend dispositions in the workpapers in accordance with professional audit standards and departmental requirements.

DUTIES AND RESPONSIBILITIES (continued):

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supplemental Staff may be assigned periodically.

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor (SVP)	Date	Vice President, Human Resources	Date
Chief Executive Officer	Date		

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

IT Auditor

Department: Internal Audit

Date: June 5, 2023

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor (SVP) Date

Chief Executive Officer Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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.

- Proficient with computers including, but not limited to, Microsoft Office Suite databases, Oracle e-Business Suite Financials, and word processing software.
- General knowledge of a variety of IT technology to understand contract language and requirements
- Basic negotiating skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Professional Contracts Manager 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)*

- Work independently with little supervision or direction
- Extensive latitude in initiative, judgment, and authority
- Rely upon experience and judgment to organize and plan, research issues, evaluate data, prepare documents complete tasks and carry out responsibilities
- Confirm compliance with policies, procedures, local, state, and federal statutes
- Make decisions in areas of expertise

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

Chief Information Officer Date

Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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:

Immediate Supervisor Date

Chief Information Officer Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

IT Endpoint Systems Administrator

Department: Information Technology | Date: December 7, 2022

Title of Immediate Supervisor: Assistant Manager, End Point Administrator | Pay Level: L28

POSITION SUMMARY: Responsible for supporting Endpoint Management to include laptop, desktop, and user mobile devices. Administer the Client Management System for system deployment, provisioning, and lifecycle management. This includes monthly patch management targeting workstations across the enterprise, security vulnerability remediation, OS images creation, software packaging, and software development. Administer the Mobile Device Management System to manage mobile devices, and the security of the data on those devices; schedule work so that employees stay productive. Assist in the resolution of support issues and bring a high level of service satisfaction to end users. Identify, diagnose, resolve and communicate IT issues for end users.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 Client Management System to build out standardized system deployments, create computer images, manage software delivery and deploy patches
- Utilize Mobile Device Management System for deploying, securing, monitoring, integrating and managing mobile devices
- Assist with user rollout and new mobile device registrations, configure and test new MDM features, maintain MDM system with health checks, retire inactive devices, and confirm removal of out of compliance devices
- Perform software license audits to confirm software product licensing compliance
- Assign users and computers to proper groups in Active Directory
- Perform installation, configuration, and support of the Authority's workstation software
- Manage the patch deployment process by compiling and distributing security updates targeting PC's across the enterprise, eliminating vulnerabilities and ensuring that clients are in compliance with PCI Standards
- Define, create and update PC build images
- Monitor and track incidents and trouble calls in ticketing system in support of the problem management process; recognize high priority tickets and take action within the expected response time
- Monitor escalations from the IT Service Center and confirm that client support requests are completed and closure is achieved
- Install, configure, maintain, modify, and repair internal computer software and associated systems so there is minimum workstation downtime and maximum system availability
- Provide superior technical support to internal and end users to resolve computer software and hardware problems ranging in difficulty from moderate to complex
- Provide technical support for mobile devices (iPhone/iPad/Android) on Mobile Device Management (MDM) System
- 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 and three (3) years experience in computer technical support in a PC network environment, or an equivalent combination of education, training and experience. Experience in managing Endpoint

Security applications in a PCI infrastructure responsible for processing credit card transactions. Experience with Application Packaging Virtualization or Streaming.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of MS Windows and Windows based software. Solid understanding of enterprise Security, systems patching and vulnerabilities
- Demonstrated proficiency or experience with endpoint management platforms (Microsoft SCCM/Endpoint Configuration Manager, Microsoft Intune)
- Demonstrated proficiency with Application Packaging to build customized applications
- Desired Microsoft M365 including configuration, integration, and rollouts.
- Advanced understanding of IT best practices
- Working knowledge of scripting tools and technologies
- Working knowledge and understanding of Active Directory
- Knowledge of Mobile Device Management (MDM) platforms and experience supporting a MDM System, Airwatch/WorkspaceOne, InTune, including implementation, device enrollment, configuration and compliance.
- Strong understanding of mobile device operating systems (i.e. Windows, iOS and Android OS)
- Quick learner who can quickly understand emerging mobile technologies
- Strong collaboration and project management skills to make recommendations for improvements, implement new MDM product features and convey changes to stakeholder teams
- Ability to work independently and as part of a team
- Strong accountability and integrity for quality of work performed
- Strong verbal and written communication skills
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Able and willing to work alternate shifts or days as needed

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(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.
- High degree of independence, minimal supervision
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving complex technical problems

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

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

IT Endpoint Systems Administrator

Department: Information Technology Date: December 7, 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			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		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	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

Vice President, Information Technology Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

IT Project Analyst

Department: Information Technology

Date: April 17, 2023

Title of Immediate Supervisor: Manager, IT Projects

Pay Level: L28

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

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

- Perform Project Management tasks including project data gathering, analysis and reporting as assigned.
- Monitor project progress, including schedules, budget analysis, cost analysis, quality assurance, and customer service.
- Develop deliverables related to project initiation including feasibility studies, risk assessment, project initiation reports, staffing, project organization outline, standards and control procedures, etc. Assist with preparing specifications for solicitations.
- Maintain project change control process, including a structure to manage and track changes in project scope; Recommend adjustment of resources as necessary to maintain project success and completion.
- Participate in and/or manages various highly complex projects of a nature that can involve the Authority IT and end user department, third party consultants, and telecommunications, applications and infrastructure providers.
- Provide support for IT management through the development and production of regular and ad hoc reports. Identify and resolve risks, and initiate action to identify and resolve problems and confirm goals are met. Maintain system quality and conformance to standards.
- Serve as liaison between Information Technology and customer/user regarding requests, standards, expectations, etc. Participate in business process re-design teams.
- Prepare and deliver presentations for management.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor Date

Department Vice President Date

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

IT Project Analyst

Department: Information Technology

Date: April 17, 2023

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

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Vice President Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

IT Security Analyst

Department: Information Technology | Date: April 4, 2022

Title of Immediate Supervisor: Manager, Information Technology Security | Pay Level: L28

POSITION SUMMARY: Analyze and respond to computer security incidents. Isolate and correct problems related to security. Assist in the digital forensics process. Assist with system and application audits. Assist in development of risk management procedures, business continuance scenarios, contingency and disaster recovery plans for central and distributed systems to maintain operations during downtime and/or major disasters.

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

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

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and two (2) years' experience required in the administration of security for corporate networks, or an equivalent combination of education, training and experience.

REQUIRED (or equivalent education, training, experience):

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

- Experience using security products such as Windows Defender for Endpoint
- Linux & Windows, proficiency at the command line level
- Experience using network security products such as endpoint protection, Azure Security Portals, DLP, WebGateway, Splunk, NeXpose, GRC tools
- Experience using tools such as Nessus, Nmap, Ettercap, Hashcat, Metasploit, Aircrack, Burp Suite, Acunetix, FTK, Sleuth Kit, Wireshark, Tcpdump, Netcat, KAPE, Volatility and similar tools
- Experience with Microsoft Server and client Operating Systems (OS)

DESIRED:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Desired: Security+, CISSP, SSCP, SANS GIAC, Palo Alto, Microsoft, Linux or CISCO certifications.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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	Chief Information Officer	Date
Sr. Director, HR & Risk Management	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

IT Security Analyst

Department: Information Technology

Date: November 2, 2018

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting		X				3
Lifting: 0 – 20 lbs					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

Chief Information Officer Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Junior Security Systems Engineer

Department: Information Technology

Date: November 9, 2023

Title of Immediate Supervisor: Assistant Manager, IT Security

Pay Level: L28

POSITION SUMMARY: Under general supervision the Junior Security Systems Engineer assist in the architecture, implementations and maintenance of products and solutions that support the IT Security function, including SIEMs, Endpoint Security Systems, Network Security Systems, Cloud Security Systems and PKI Systems. Identify weaknesses in and tests the security of systems through controlled risk and vulnerability assessments and penetration tests. Collaborate with IT teams on securing systems and applications according to best 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:*

- Assist in the researching, architecture and implementation of new solutions that support the enhancement of security for the organization
- Certificate Authority Management, including maintaining certificates and confirming the security of the Certificate Authority systems
- Assist in educating users on systems security standards and procedures
- Participate in the change control process by analyzing changes for security risks
- Assist in working with system administrators to develop standards for secure server and application configurations
- Maintain a current knowledge of developments in both security hardware and software to ensure that upgrades and installations are performed as efficiently as possible
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and one (1) years' experience required in the administration and architecture of security for corporate networks, or an equivalent combination of education, training and experience.

REQUIRED: Experience with administration of (or an equivalent combination of education, training and experience):

- Familiar with public key cryptography and Microsoft Certificate Authority administration
- Familiar with Governance, Risk and Compliance tools administration

DESIRED: Must demonstrate knowledge and experience of the below to qualify for next level of position

- Experience with architecting and integrating security solutions into an IT Infrastructure, including cloud
- Defender for Endpoint XDR product, Security and Endpoint (intune console) administration
- Splunk Enterprise and Splunk Enterprise Security, on premises and cloud administration
- Security Onion
- Nexpose vulnerability scanner administration
- Metasploit Pro administration
- Azure cloud security administration

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
- Security Certifications such as Security+, CISSP, combined with other IT management certifications such as MCSE, RHCE, CCNP or any SANS GIAC Certs 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)*

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

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Manager	Date
Department Assistant Vice President	Date	Chief Creative Officer	Date
Vice President, Human Resources	Date		

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Junior Security Systems Engineer

Department: Information Technology

Date: November 9, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs					X	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	3
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise					X	2
Other						
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Chief Creative Officer Date

Human Resources - Compensation Date

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	Date
Manager	Date
Department Director	Date
Senior Director, Human Resources & Risk Management	Date

Job Description Supplement
Physical Requirements and Working Conditions

Position Title K-9 Handler Date September 29, 2017

Department Security/Canine 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.

Frequency

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

Importance

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

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

Immediate Supervisor Date

Department Director Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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	Date	Department Assistant Director	Date
Department Director	Date	Chief of Operations	Date
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Service/Maintenance
Shift Premium: N/A
Rotating Shift: Yes

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Landside Operations Specialist

Department: Airport Operations – Landside Division Date: May 6, 2021

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing	X					3
Walking	X					3
Sitting				X		3
Lifting: 0 – 20 lbs.			X			3
20 – 50 lbs.				X		3
51+ lbs.					X	2
Bending/Stooping			X			3
Pushing, Pulling and/or Digging				X		3
Reaching over head				X		3
Kneeling, Crawling				X		3
Climbing (ladders, stairs, hills)			X			2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Assist with Traffic Enforcement				X		3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		3
Noxious Fumes				X		3
Chemicals					X	2
Insects					X	2
Heights, Confined Areas				X		3
Excessive Noise				X		3
Dispute/Conflict Resolution			X			3
Must be willing and able to work rotating shifts, weekends, evenings, and holidays	X					3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Wireless handheld device				X		3
2way Communication Radio	X					3

SUPERVISOR COMMENTS:

Department Assistant Manager Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Lieutenant

Department: ARFF

Date: August 9, 2023

Title of Immediate Supervisor: District Chief

Pay Level: FC4

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

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

- Perform and/or direct firefighting and/or emergency medical functions in hostile environments as necessary.
- Enforce codes, ordinances, rules, regulations and procedures.
- Respond to and control emergency scenes.
- Supervise the combat readiness of all personnel and equipment.
- Counsel personnel and serve as liaison for personnel under their supervision.
- Complete daily activity reports, records and projects.
- Conduct annual performance reviews on assigned shift Firefighters and Engineers.
- Following probation, will work out of classification as District Chief, assuming the responsibilities of that position and serving as Incident Commander.
- May operate as a member of a Rescue Task Force Team during ASHER or other potentially hazardous events.
- Perform Engineer and Firefighter responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

Deputy Fire Chief	Date	Fire Chief	Date
Chief of Operations	Date	Chief Operating Officer	Date
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Lieutenant

Department: ARFF

Date: August 9, 2023

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

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

Immediate Supervisor Date

Chief of Operations Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Lieutenant, Aircraft Rescue and Fire Fighting (ARFF) Training

Department: ARFF

Date: November 15, 2023

Title of Immediate Supervisor: Division Chief, Training

Pay Level: FA1

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 coordinate all mandatory ARFF training programs per Federal Aviation Regulation (FAR) Part 139, FAA Advisory Circulars, and NFPA standard recommendations
- Plan, execute, and document a variety of training programs, to include special exercises
- Jointly manage the ARFF Training Site including training aircraft and props with the Lieutenant, Logistics
- Manage the Relief Driver Program for ARFF firefighting apparatus and the CFR Driver Proficiency Program
- Plan, execute, and document annual FAA mandatory ARFF Live Fire training exercises
- Assist the Training Division team with group tasks, including: new hire Firefighter orientation and probationary program, technical rescue scenarios/assessments/recurrent training, and structural live fire training
- Manage daily activity reports, records, and projects to monitor and maintain accurate documentation of all ARFF training and processes
- Serve as a backup to the Lieutenant, Logistics regarding department inventory of firefighting agents, non-medical propellant gases, and ARFF apparatus tools & equipment; Serves as an alternate ESO RMS administrator
- Research and recommend equipment for training and operational use
- Assist with other department training requirements, as assigned
- Respond to emergency scenes as needed and function as an ICS Safety Officer, when required
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Florida Fire Officer I Certificate and three (3) years training experience using methods and techniques of instruction in fire service training, or an equivalent combination of closely related education, training, and experience. Three (3) years ARFF related experience and Pump Operator experience is required. Associates Degree and experience as an Officer in an ARFF fire service agency preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have a strong background in customer service and public relations
- Must have good interpersonal skills and ability to provide training to various customers
- Knowledge of State of Florida fire service regulations, statutes and rules
- Knowledge of applicable FAA regulations, NFPA standards, and fire ground safety procedures
- Ability to develop and implement applicable training programs
- Effective oral and written communication skills
- Demonstrated leadership and supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

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

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

- State of Florida Incident Safety Officer
- State of Florida Instructor II, or higher
- NIMS 100/200/300/400/700/800
- Technical Rescue Classes (Rope Technician, Confined Space Technician, VMR Technician, Aerial Operations)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Lead and direct all shift personnel in training related functions (approximately 90 personnel)
- May be responsible for shift personnel assigned under ICS/command structure established by the Incident Commander

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Deputy Fire Chief	Date
Fire Chief	Date	Vice President, Human Resources	Date

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Lieutenant, Aircraft Rescue and Fire Fighting (ARFF) Training

Department: ARFF

Date: November 15, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping					X	3
Pushing, Pulling and/or Digging					X	2
Reaching over head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			X			3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	3
Excessive Noise				X		2
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:

Immediate Supervisor Date

Deputy Fire Chief Date

Fire Chief Date

Human Resources Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Lieutenant, Fire Prevention

Department: ARFF

Date: November 15, 2023

Title of Immediate Supervisor: Division Chief, Fire Prevention

Pay Level: FA1

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

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

- Assist Division Chief of Fire Prevention with managing the GOAA fire extinguisher program contract, inventory, replacement of fire extinguishers as needed, and inspect wheeled fire extinguishers on the airfield ramps
- Manage compliance of FAR 139.321 Fuel Safety Program, including inspections, training, and all documentation
- Perform daily inspections of all fueling equipment to ensure fueling equipment safety
- Work directly with Aviation Fuel Technicians (AFTECHs) to ensure daily and quarterly fuel inspections have progressive results, mitigating fuel safety concerns
- Manage all fuel safety concerns within airport property, ensuring airport is in compliance with applicable NFPA, and State and local codes
- Train AFTECHs on job specific functions, ensures job knowledge and certification compliance
- Train fire department personnel in fuel safety and building inspection procedures
- Collect, analyze, and report fuel spill data
- Respond and assist fire department combat personnel during fuel spills in Category B spills or greater, as needed.
- Assist Division Chief of Fire Prevention with managing GOAA private fire hydrant system, and act as liaison for all airport fire hydrant issues
- Promote fire safety education through presentations and all forms of training
- Research and procure fire prevention supplies
- Assist the Division Chief, Fire Prevention in the enforcement of fire and life safety codes/standards, ordinances, rules, and regulations
- Manage fire department company inspections and pre-fire plan programs
- Manage daily activity reports, records, and projects to monitor and maintain accurate documentation of all training and processes for Fire Prevention related areas
- Assist and serve as a representative for customer service and fire safety related initiatives
- Respond to emergency scenes as needed and function as an ICS Safety Officer, when required
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have a strong background in customer service and public relations
- Must have good interpersonal skills and ability to provide training to various customers
- Knowledge of State of Florida fire service regulations, statutes and rules

- Knowledge of applicable FAA regulations, NFPA standards, and fire ground safety procedures
- 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
- Effective oral and written communication capabilities
- Demonstrated leadership and/or supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

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

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Lead and direct all shift personnel in fire prevention related functions (approximately 90 personnel).
- Indirectly supervise ARFF AFTECHs.
- May be responsible for shift personnel assigned under ICS/command structure established by the Incident Commander

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Deputy Fire Chief	Date
Fire Chief	Date	Vice President, Human Resources	Date

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Lieutenant, Fire Prevention

Department: ARFF

Date: November 15, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			X			3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		2
Hazard Situations					X	3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
ARFF Emergency Vehicles				X		3
Fire Prevention Equipment				X		3
Hand Tools					X	2
Power Equipment					X	2

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Deputy Fire Chief Date

Fire Chief Date

Human Resources Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Lieutenant, Logistics

Department: ARFF

Date: November 15, 2023

Title of Immediate Supervisor: Fire Chief

Pay Level: FA1

POSITION SUMMARY: Organize, coordinate and maintain an effective Aircraft Rescue and Firefighting (ARFF) Logistics 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 Logistics Coordinator for the ARFF department
- Manage ARFF projects
- Act as liaison with IT on all ARFF Department's IT related items, to include but not limited to: Record Management Systems (RMS), Kronos, TeleStaff, ESO, VectorSolutions, Mobile Data Terminals (MDTs), and phones
- Assumes the role as ARFF payroll back-up clerk when needed to confirm data and prepare complex ARFF payroll documentation for bi-weekly submittal; maintain supporting documents and reports
- Manage the ARFF Training Site with input from the Lieutenant, ARFF and Lieutenant, Technical Rescue Structural Fire Training
- Manage the ARFF Extinguisher shop with input from Lieutenant, Fire Prevention
- Act as procurement liaison for ARFF Department's Committees
- Research, recommend and procure firefighter personal protective equipment (PPE) and related supplies
- Research, recommend and procure firefighter tools and equipment for all ARFF units
- Maintain firefighter equipment inventory and other purchased items, distribute as needed. Verify equipment is in good operating order, submit and track purchase orders / invoices and coordinate with vendor when repairs are required
- Establish and maintain effective tracking system, to track, procure, and coordinate critical department functions such as testing and maintenance of ARFF equipment to include but not limited to: Foam testing, Ladders, Radios, Hose, PPE inspections, Self-Contained Breathing Apparatus (SCBA) mask fit testing, N95 mask fit testing
- Establish and maintain effective tracking system, to track and procure non-medical propellant gases including but not limited to: argon, nitrogen, and all propane tanks
- Establish and maintain effective tracking system, to track and procure firefighting agents including but not limited to: dry chemical, firefighting foam and clean agent
- Work jointly alongside ARFF's Administration to research, track and procure department uniforms, station supplies, department fuel and training supplies
- Assist the Training Division team with group tasks, including: new hire Firefighter orientation and probationary program, technical rescue scenarios/assessments/recurrent training, and ARFF/structural live fire training.
- Respond to emergency scenes as needed and function as an ICS Safety Officer, when required
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Florida Fire Officer I Certificate and three (3) years ARFF related experience, fire service experience, or an equivalent combination of closely related education, training, and experience. Associates degree or higher in a related field and experience as an Officer in a Fire Service agency preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have a strong background in customer service and public relations
- Must have good interpersonal skills and ability to provide training to various customers
- Knowledge of State of Florida fire service regulations, statutes and rules
- Knowledge of applicable FAA regulations, NFPA standards, and fire ground safety procedures
- Advanced computer software/hardware skills and proficient in Microsoft Office programs
- Advanced organizational skills
- Effective oral and written communication capabilities
- Demonstrated leadership and/or supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

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

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

- State of Florida Live Fire Training Instructor I, or higher
- State of Florida Incident Safety Officer
- NIMS 100/200/300/400/700/800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Lead and direct shift personnel in logistics related functions (approximately 90 personnel)
- May be responsible for personnel assigned under ICS/command structure established by the Incident Commander

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

- Exercise considerable independence under general supervision
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments.
- Has the latitude to make decisions that protect the safety and wellbeing of ARFF personnel
- Has latitude to make independent decisions relating to the development or administration of logistics programs
- Procurement of program related goods and services, as described in GOAA policy

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Senior Vice President, Operations	Date
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Lieutenant, Logistics

Department: ARFF

Date: November 15, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping				X		3
Pushing, Pulling and/or Digging					X	2
Reaching over head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)				X		3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	3
Excessive Noise				X		2
Hazardous Situations					X	3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
ARFF Emergency Vehicles				X		3
EMS Equipment			X			3
Power Equipment					X	2
Hand Tools					X	2
SUPERVISOR COMMENTS:						

Immediate Supervisor Date

Senior Vice President, Operations Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Lieutenant, Technical Rescue & Structural Fire Training

Department: ARFF

Date: November 15, 2023

Title of Immediate Supervisor: Division Chief, Training

Pay Level: FA1

POSITION SUMMARY: Organize and coordinate effective Technical Rescue and Structural Fire Fighting training programs 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 coordinate all Technical Rescue and Structural Fire Fighting training programs per State of Florida fire service regulations and NFPA standard recommendations
- Plan, execute, and document a variety of training programs, to include special exercises
- Jointly manage the ARFF Training Site including NFPA 1402 compliance for the Burn Building/Tower and associated props with the Lieutenant, Logistics
- Manage the Relief Driver Program for structural firefighting apparatus and the Relief Officer (LT) Program
- Plan, execute, and document annual Structural Live Fire training exercises
- Assist the Training Division team with group tasks, including: new hire Firefighter orientation and probationary program, technical rescue scenarios/assessments/recurrent training, and ARFF live fire training
- Manage daily activity reports, records, and projects to monitor and maintain accurate documentation of all technical rescue and structural fire training and processes
- Serve as a backup to the Lieutenant, Logistics regarding department Personal Protective Equipment (PPE) and structural apparatus tools & equipment; Serves as an alternate Telestaff RMS administrator
- Research and recommend equipment for training and operational use
- Assist with other department training requirements, as assigned
- Respond to emergency scenes as needed and function as an ICS Safety Officer, when required
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Florida Fire Officer I Certificate and three (3) years ARFF training experience using methods and techniques of instruction in fire service training, or an equivalent combination of closely related education, training, and experience. Prior experience as a Pump Operator and in Technical Rescue Operations is required. Associates Degree and experience as an Officer in a fire service agency preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have a strong background in customer service and public relations
- Must have good interpersonal skills and ability to provide training to various customers
- Knowledge of State of Florida fire service regulations, statutes and rules
- Knowledge of applicable FAA regulations, NFPA standards, and fire ground safety procedures
- Ability to develop and implement applicable training programs
- Effective oral and written communication skills
- Demonstrated leadership and supervisory skill

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License and Emergency Vehicle Operator Course (EVOC) certification
- State of Florida Firefighting Certificate of Compliance prescribed by Florida State Statute 633
- State of Florida EMT or Paramedic License
- State of Florida Fire Officer I, or higher
- State of Florida Live Fire Training Instructor I, or higher
- Technical Rescue Classes (Rope Technician, Confined Space Technician, VMR Technician, Aerial Operations)

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

- State of Florida Incident Safety Officer
- State of Florida Instructor II, or higher
- NIMS 100/200/300/400/700/800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Lead and direct all shift personnel in training related functions (approximately 90 personnel)
- May be responsible for shift personnel assigned under ICS/command structure established by the Incident Commander

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

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

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Deputy Fire Chief	Date
Fire Chief	Date	Vice President, Human Resources	Date

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Lieutenant, Technical Rescue & Structural Fire Training

Department: ARFF

Date: November 15, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping					X	3
Pushing, Pulling and/or Digging					X	2
Reaching over head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			X			3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather				X		2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	3
Excessive Noise				X		2
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:

Immediate Supervisor Date

Deputy Fire Chief Date

Fire Chief Date

Human Resources Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Locksmith II

Department: Security – Access Control

Date: February 28, 2022

Title of Immediate Supervisor: Supervisor, Lock Shop

Pay Level: B5

POSITION SUMMARY: Install, repair, and maintain door locking devices and hardware; prepare keys, program basic electronic locks and 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 prepare 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 basic 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, record 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 one (1) to three (3) years of experience working as a locksmith in the maintenance or construction fields including experience installing, rekeying, repairing, and maintaining locks and related hardware, or an equivalent combination of education, training, and experience. Completion of a locksmith vocational-technical school program preferred. Experience with lock systems used at the airport (i.e. Large Format Interchangeable Cores, Simplex Mechanical Pushbutton Locks, master keying) preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of TSA and airport security regulations related to Secure or restricted areas
- Knowledge of master keying, impressions, and basic mechanical knowledge
- Ability to trouble-shoot in an environment with a variety of variables and situations
- Must be capable of properly operating field communications equipment
- Ability to use hand and power tools applicable to trade
- Basic knowledge of essential safety equipment and protective devices
- Must be able to read and understand airport diagrams
- Ability to program basic electronic locking devices

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Registered Locksmith or Certified Institutional Locksmith 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)*

- Determine appropriate hardware to use for each job
- Prioritize work orders and trouble calls so that security related issues are addressed immediately
- Determine when a task has been completed properly

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Manager	Date
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt
EEO Category: Skilled Craft Workers
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Locksmith II

Department: Security – Access Control

Date: February 28, 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		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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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

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

- Determine appropriate hardware to use for each job
- Prioritize work orders and trouble calls so that security related issues are addressed immediately
- Determine when a task has been completed properly

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

APPROVAL SIGNATURES:

Immediate Supervisor	Date	Department Director	Date
Sr. Director, HR & Risk Management	Date		

FLSA: Non-Exempt
EEO Category: Skilled Craft Workers
Shift Premium: Yes
Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

Immediate Supervisor	Date	Department Manager	Date
Department Assistant Director	Date	Department Director	Date
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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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.

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor Date

Department Director Date

Human Resources - Compensation Date

Document Review and Permit Administrator

Department: Engineering and Architecture
Date : February 23, 2026

Immediate Supervisor: Assistant Vice President, Engineering
Pay Level: L23

POSITION SUMMARY : Responsible for administering the design document review and permit application process. This includes receiving, accepting, tracking, and coordinating all permits with the City of Orlando and the Aviation Authority; managing the Aviation Authority's electronic plans room by filing, archiving, and retrieving project plans and specifications as needed; support to maintain and update the Aviation Authority's Master Design Guidelines.

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

- Administering the design document review for compliance with Aviation Authority standards. Process approvals of project submittals for reviewing and permitting, verifying that all items are provided, are in the proper form having all necessary supporting documents and/or exhibits.
- Tracking document production and review cycles from initial design through project close-out and audit. Receive design submittal packages at 30%, 60%, 95%, 100% and sealed permit drawing stages from the Aviation Authority and its tenant projects; coordinate review team comments from consultants, owner authorized representatives and contractors,
- Administering the submittals for FM Global plan review. Maintain document control and tracking of plan review from submission to the issuance of report.
- Administering the documents and utility services from the Orlando Utilities Commission.
- Tracking and coordinating permit applications with the City of Orlando. Serve as the Aviation Authority's primary contact for the permit applications with the City of Orlando. Develop and maintain a permit application tracking log. Managing the entire permit lifecycle.
- Tracking and coordinating permit applications with the Aviation Authority. Serve as the Aviation Authority's primary contact for the permit applications with the Aviation Authority. Develop and maintain a permit application tracking log. Managing the entire permit lifecycle.
- Accepting the submittals and coordinating with the Aviation Authority's Planning Department for the environmental permit applications.
- Utilizing digital platforms for filing, archiving, and retrieving project plans and specifications.
- Managing electronic records to ensure accuracy and accessibility for construction projects.
- Handling associated administrative tasks and serving as a liaison between the Aviation Authority and its consultants.
- Maintaining, updating, and enforcing the Aviation Authority's Master Design Guidelines.

- Providing technical support and reviewing documents prepared by consultants.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree (bachelor's degree is preferred) in business administration, or related field and four to six (4-6) years of related work experience including public administration, or an equivalent combination of related education, training, and experience. Experience with a construction firm, consulting 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 Bluebeam, AutoCAD software, and GIS OASIS systems preferred.
- Proficient in the use of large format copiers and plotters.
- Excellent oral and written communication skills, as well as interpersonal skills.
- Excellent organizational skills to manage multiple activities and projects.
- Able to multi-task while meeting critical deadlines.
- Demonstrate a high degree of accuracy and attention to detail.
- Demonstrated knowledge of design and construction drawings and specifications.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Tuan Nguyen
box SIGN 4LYW77L1-42867V3W Feb 26, 2026
Immediate Supervisor/AVP Date

Jeffrey Brown
box SIGN 17PY8JVV-42867V3W Feb 26, 2026
Chief Development Officer Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-42867V3W Feb 27, 2026
Chief Administrative Officer Date

FLSA: Exempt
EEO Category: Administrative Support
Manager Hours: 24

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

Design Review and Permitting Administrator

Department: Architecture & Engineering Date: February 23, 2026

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

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

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

Tuan Nguyen
boxSIGN 4LYW77L1-42867V3W

Feb 26, 2026
Immediate Supervisor Date

Allison Duncan
boxSIGN 19YY2YPV-42867V3W

Feb 23, 2026
Human Resources – Compensation Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

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:

12/20/18
Immediate Supervisor - OIA Date

1/11/19
Immediate Supervisor/Manager - OEA Date

12/20/18
Department Manager – OIA Date

12-21-18
Department Assistant Director - OIA Date

12/21/18
Department Director – OIA Date

1/14/19
Department Director - OEA Date

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

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: Yes

Rotating Shift: N/A

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

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:						

Immediate Supervisor - OIA — 1/10/2019 — Date

Department Director - OIA — 1-9-19 — Date

Immediate Supervisor - OEA — 1/11/19 — Date

Department Director - OEA — 1/14/19 — Date

Human Resources - Compensation — 1/15/19 — Date

GREATER ORLANDO AVIATION AUTHORITY

Job Description

Engineer

Department: ARFF

Date: August 9, 2023

Title of Immediate Supervisor: Lieutenant

Pay Level: FC3

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

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

- Perform firefighting and/or emergency medical functions in hostile environments as necessary.
- Operate and completely understand the capabilities of all classes of ARFF vehicles.
- Responsible for safe operation of fire department vehicles, including emergency response.
- Maintain gear and equipment in a clean, serviceable condition.
- Complete daily station duties and vehicle/equipment inspection.
- Perform responsibilities of a firefighter.
- Following probation, will work out of classification as Lieutenant, assuming the responsibilities of that position.
- May operate as a member of a Rescue Task Force Team during ASHER or other potentially hazardous events.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Timothy M Mentzer boxSIGN 4UWV3AX-17K3QP96	Aug 15, 2023	Brenda Bishop boxSIGN 1V756Q35-17K3QP96	Aug 15, 2023
Deputy Fire Chief	Date	Fire Chief	Date
boxSIGN 159VPQK1-17K3QP96	Aug 22, 2023	Anthony Davit boxSIGN 4Q6RW3KX-17K3QP96	Aug 22, 2023
Chief of Operations	Date	Chief Operating Officer	Date
Randy Hudgins boxSIGN 42KZV7VK-17K3QP96	Aug 22, 2023		
Vice President, Human Resources	Date		

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

GREATER ORLANDO AVIATION AUTHORITY

Physical Requirements and Working Conditions

Engineer

Department: ARFF

Date: August 9, 2023

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping					X	3
Pushing, Pulling and/or Digging				X		3
Reaching over head				X		3
Kneeling, Crawling					X	3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Donning and Wearing PPE (bunker gear, self-contained breathing apparatus, etc.)			X			3
Working Conditions	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
Extreme Weather			X			3
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		2
Other – Hazardous Situations				X		3
Equipment/Vehicles	**Constant**	**Very Frequent**	**Frequent**	**Occasional**	**Rare**	**Importance**
GOAA/Personal Vehicle/Fire Apparatus				X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Power Equipment				X		3
Hand Tools				X		3
EMS Equipment				X		3
SUPERVISOR COMMENTS:						

Timothy M Mentzer
boxSIGN

Aug 15, 2023

Immediate Supervisor — Date

boxSIGN

Aug 22, 2023

Chief of Operations — Date

Angela Miranda
boxSIGN

Aug 22, 2023

Human Resources - Compensation — Date

Human Resources Administrator (Retirement)

Department: Human Resources
Date : September 30, 2025

Immediate Supervisor: Senior Manager, Human Resources
Pay Level: L16

POSITION SUMMARY : The Human Resources Administrator (Retirement) provides administrative and operational support for the organization's retirement benefit programs. This entry-level role assists with day-to-day retirement plan administration, employee inquiries, record maintenance, and coordination with internal HR partners and external vendors. The position works under close guidance and established procedures to ensure accurate processing, documentation, and customer service related to retirement benefits. This role is designed to build foundational knowledge in retirement benefits administration while supporting employees and retirees with timely, accurate information.

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

- Assist with the administration of the organization's retirement benefit plans by processing routine transactions, maintaining records, and supporting enrollment and separation activities.
- Respond to employee and retiree inquiries regarding retirement benefits, eligibility, and plan features, escalating complex issues as appropriate.
- Prepare and maintain retirement benefit records and documentation in accordance with established procedures and retention requirements.
- Coordinate with external retirement vendors (e.g., recordkeepers or actuaries) to support data requests, reporting, and participant communications.
- Serve as Recording Secretary for the Retirement Benefits Committee (RBC), including preparing agendas, recording minutes, and maintaining official records.
- Support retirement-related onboarding and offboarding processes, including providing information and required forms to employees.
- Assist with the preparation of standard reports, correspondence, and benefit communications related to retirement plans.
- Support meetings or activities related to retirement benefits by assisting with scheduling, materials preparation, and recordkeeping, as assigned.
- Maintain confidentiality of employee and retirement plan information at all times.
- Perform other administrative or HR support duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree or Bachelor's degree in Human Resources, Business Administration, Finance, or a related field; or Equivalent combination of education, training, and experience. 1-3 years of experience in human resources, benefits administration, customer service, or administrative support. Interest in or exposure to employee benefits or retirement plans preferred, but not required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic understanding of employee benefits concepts or willingness to learn retirement plan administration.
- Strong attention to detail and ability to follow established procedures.
- Customer service orientation with clear, professional communication skills.
- Ability to organize and manage multiple tasks in a structured environment.
- Proficiency with Microsoft Office applications (Word, Excel, Outlook).
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to work collaboratively under supervision and seek guidance when needed.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Performs duties under general supervision using established guidelines, procedures, and policies.
- Exercises judgment in prioritizing routine tasks and responding to basic inquiries.
- Escalates complex issues, exceptions, or compliance-related matters to senior HR or benefits professionals.
- Does not make independent policy, compliance, or plan governance 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 Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Allison Duncan
box SIGN 19YY2YPV-4WVXRPR5

Immediate Supervisor — Mar 23, 2026 — Date

Dr. Randolph Hudgins
box SIGN 42KZV7VX-4WVXRPR5

Chief Administrative Officer — Mar 24, 2026 — Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Manager Hours: N/A

Shift Premium: N/A

Rotating Shift: N/A

Human Resources Senior Administrator

Department: Human Resources Date: September 30, 2025

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

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

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

Allison Duncan
box SIGN 19YY2YPV-4WVXRPR5 Mar 23, 2026
Immediate Supervisor Date

Natalia Londono
box SIGN 4Z79XV2Z-4WVXRPR5 Mar 24, 2026
Human Resources – Compensation Date

Information Technology Project Coordinator

Job Code	Last Updated Date	Department Name
6AD2E	7/8/2026 12:07:04 PM	Information Technology
Date	**Title of Immediate Supervisor**	**Pay Level**
	Vice President, Information Technology	L23

POSITION SUMMARY:

EEO Category: Administrative Support Workers
Management Hours: 24 Hours
Shift Premium: No
FLSA Status: Exempt
Rotating Shift: No

Provide a variety of complex administrative support for the Vice President, Information Technology and Department Managers as assigned. Assist with a broad range of activities including but not limited to: coordinating interdepartmental processing and approval processes for professional services invoices, IT change management, contract/agreement documentation, vendor relations, and other departmental activities.

DUTIES AND RESPONSIBILITIES:

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

- Provide administrative support to the Senior Vice President, Vice President, Assistant Vice Presidents, Senior Managers, and Managers.
- 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 times; run financial system reports; submit accruals and request closure of purchase orders at fiscal year-end.

- Serve as department Payroll Clerk backup; confirming payroll data, compliance with policies and prepare documentation for bi-weekly submittal; maintain all supporting documentation.
- Provide administrative support, including: but not limited to answering multiple department telephone extensions, developing and maintaining both physical and electronic filing systems, scheduling and coordinating meetings and calendars, processing/distributing mail, and serving as escort when needed.
- Process IT Professional Services invoices; verify invoice amounts against applicable contract/agreement; distribute and monitor approval workflow; coordinate invoice processing with Finance.
- Organize and maintain contract/agreement files for multiple ongoing programs and activities. Track and verify completeness of files as required.
- Provide a bridge for communication between the Chief Information Officer and internal departments.
- Coordinate IT Governance Council meetings as requested; schedule meeting, compile/distribute agenda and presentation materials, record minutes, task instructions and follow-up, maintain minutes/documentation, etc. Coordinate the schedule for deliverables.
- Coordinate weekly IT Change Management Review group meetings; manage calendar, record minutes, and updating events as needed.
- Prepare staff training documentation for approval process with Vice President. Coordinate travel schedules and arrangements; reconcile, prepare and submit travel expense reports.
- Assist with projects and maintain smooth and effective workflows.
- Designated by the Vice President as the single point of contact department coordinator for the processing and approval of internal communications, reports and presentations, contracts, and agreements. Track document progress and update department staff as needed.
- Maintain office supplies, office equipment, and other purchased items; distribute as needed. Verify equipment is in good operating order; submit and track work orders, and coordinate with vendor when repairs are required.
- Provide a variety of project assistance to AVP and CIO and management staff. May include organizing complex data, designing spreadsheets, etc. Often requires compiling and evaluating data from multiple sources into presentations or reports; researching information using independence regarding sources.
- Perform other duties as assigned.
- Authorized procurement card user; reconcile monthly activity; order supplies and equipment.
- 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 GOAA IT employee.
- Draft and review written correspondence on behalf of the Chief Information Officer, Vice President of Airport IT, and other management staff as requested. Draft Board items, customer service related correspondence, and correspondence to both internal and external agencies.
- Serve as backup to the Administrative Coordinator (IT).
- Perform others duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or a related field and two (2) years experience in a high level administrative support environment, or an equivalent combination of education, training, and experience. Experience with technical administrative support 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
- Maintain confidentiality and exercise discretion when handling sensitive executive and governance-related information.
- Advanced organizational skills required
- Demonstrated administrative skills and attention to detail
- Intermediate computer skills and proficient in Microsoft Office programs.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to interact effectively with employees, various departments and other individuals
- Ability to read and interpret contracts and agreements
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Demonstrated ability to work independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES:

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT:

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

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PHYSICAL REQUIREMENTS

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

Other	Frequency	Importance

Working Conditions	Frequency	Importance
Extreme Weather	Rare	1

Noxious Fumes	Rare	1
Chemicals	Rare	1
Insects	Rare	1
Heights, Confined Areas	Rare	1
Excessive Noise	Rare	1
Other : Ability to work night, weekends & holidays	Rare	1

Equipment/Vehicles	Frequency	Importance
GOAA/Personal Vehicle	Rare	2
General Office Equipment (Computer, Copier, Fax, etc.)	Very Frequent	3
Pull Trailer		
Security systems (CCTV, alarms, etc.)		
Communications Equipment (radio, cell phone)		

Other: Equipment Operated

Other	Frequency	Importance

Signatures

Immediate Supervisor / Date:
Department Assistant Vice President / Date:
Department Vice President / Date:
Chief / Date:
Chief Administrative Officer / Date:
Compensation / Date: