

JOB DESCRIPTION

Job Title: ~~Access Control Specialist~~

Date: September 15, 2017

Department: Security

Grade/Level: Non-exempt, L16

Rotating Shifts: No

Title of Immediate Supervisor: Assistant Manager, Access Control

Shift Premium: No

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILL, OR ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

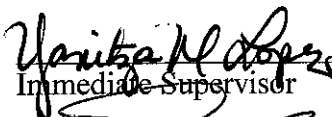
SUPERVISORY RESPONSIBILITIES:

- None

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

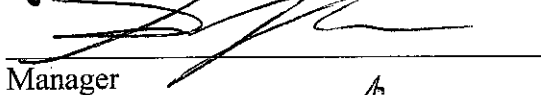
- Without supervision, must be able to validate, reconcile and accurately examine applications and other correspondence to determine if the information sufficiently qualifies a person to receive access control media which would allow *unescorted* access to secure areas of the airport.
- Must be able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

APPROVAL SIGNATURES:



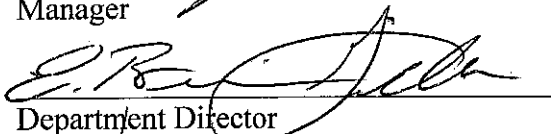
Immediate Supervisor

9/19/17
Date



Manager

9/19/17
Date



Department Director

9/19/17
Date



Sr. Director, Human Resources & Risk Mgmt

10-3-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Access Control Specialist
 Department Security

Date September 15, 2017
 Section 462

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

Yarita N. Lopez
 Immediate Supervisor

9/19/17
 Date

E. B. Jella
 Department Director

9-19-17
 Date

JOB DESCRIPTION

Job Title: Access Control Technician

Date: September 15, 2017

Department: Security

Grade/Level: Non-exempt, L14

Title of Immediate Supervisor: Supervisor, Access Control

Rotating Shifts: No

Shift Premium: No

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILL, OR ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

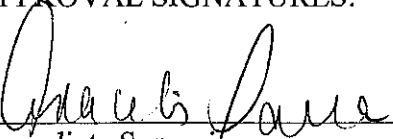
SUPERVISORY RESPONSIBILITIES:

- None

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

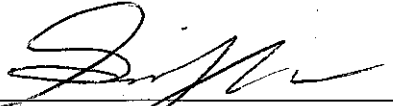
- Must be able to examine application forms and other documents to determine if the information sufficiently qualifies a person to receive access control media
- Works under general supervision and direction, with limited independence
- Makes routine decisions within established guidelines

APPROVAL SIGNATURES:



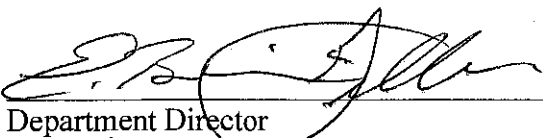
Immediate Supervisor

9-19-17
Date



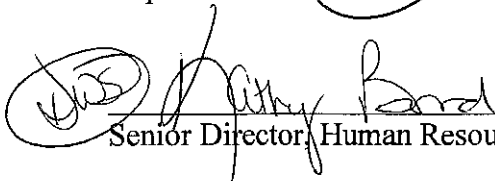
Department Manager

9/19/17
Date



Department Director

9-19-17
Date



Senior Director, Human Resources & Risk Mgmt

10-3-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Access Control Technician
Department Security

Date September 15, 2017
Section 462

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

Frequency

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

Importance

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

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

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

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
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- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

Anna G. Souza
 Immediate Supervisor

9-19-17
 Date

E. J. ...
 Department Director

9-19-17
 Date

JOB DESCRIPTION

Job Title: Accounts Payable (AP) Financial Analyst

Date: March 9, 2017

Department: Finance

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Supervisor, Accounts Payable

POSITION SUMMARY: Perform financial analysis of general ledger and payables transactions. Prepare journal entries and reconciliations. Perform the monthly, quarterly and annual variance analyses and prepare related explanations. Prepare month-end and annual reports, schedules and footnotes as assigned.

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

- Perform monthly, quarterly and annual financial analysis, including but not limited to, expense and accrual fluctuation analysis, expense trend analysis.
- Review and prepare month-end and year-end accruals, reports, schedules and notes.
- Review and verify payables electronic fund transfers and requests for payments for GOAA internal bank accounts and external vendors.
- Perform research and resolution of payables issues/discrepancies; collect and analyze information, interpret and report on the findings; prepare corrections if necessary.
- Prepare reconciliations and related journal entries including but not limited to Prepaids, Interfunds, Worker's Compensation, Compensated Absences, Health Care Cost and others as assigned.
- Prepare Fingerprinting and Security Threat Assessment account reconciliations; research and analyze discrepancies between the Security Management system transactions and the third-party processor charges.
- Maintain outstanding checks to adhere to escheat property laws, prepare outstanding check letters and initiate the escheat filing each year.
- Monitor 1099 vendors and correct duplicate suppliers in Oracle; initiate annual 1099 filing.
- Assist the Supervisor with implementing accounts payables system upgrades and migrations.
- Serve as team lead on special projects as assigned.
- Serve as back up Payables staff.
- Perform other duties as assigned.

EDUCATION I EXPERIENCE REQUIREMENTS:

Bachelor degree in Accounting and four (4) years general ledger and accounts payable experience, or an equivalent combination of education, training and experience. Extensive experience with Oracle Accounts Payable and General Ledger or other financial applications software preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Strong technical accounting and analytical skills
- Strong knowledge of accounts payable/1099 reporting
- Advanced skills in Microsoft Word and Excel
- Must possess strong interpersonal skills
- Must possess strong organizational skills
- Must be able to manage multiple tasks and projects
- Must be able to work independently as well as in a team environment
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

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.)*

- Must be able to prioritize and adjust work schedule to meet deadlines
- Must be able to handle a wide variety of tasks and responsibilities simultaneously and continuous projects efficiently including prioritizing of daily and monthly work
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Must be able to determine when additional follow up or analysis is needed
- Must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines
- Must be able to effectively interface with professionals outside the Authority
- Works independently under limited supervision and general direction, exercising high level of independent judgment

APPROVAL SIGNATURES:

Eurketto

3/14/17

Immediate Supervisor

Date

Andrea Harper

3-15-17

Manager, Finance

Date

Marc Demms

3-15-17

Assistant Director

Date

Cam Lheureux

3/20/17

Department Director

Date

(153) J. Bond

3-24-17

Senior Director, Human Resources & Risk Management

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Accounts Payable Financial Analyst
 Department Finance

Date March 9, 2017
 Section: 111

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

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

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

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

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

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

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

Supervisor Comments:

Pam Lefebvreux
 Immediate Supervisor

3/23/17
 Date

Pam Lefebvreux
 Director
 3/23/17
 Date



Accounts Payable Specialist

Department: Finance

Date: July 26, 2018

Title of Immediate Supervisor: Supervisor, Accounts Payable

Pay Level: L17

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Meticulous attention to detail

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

Cita Persaud 8/2/18
 Immediate Supervisor Date

Andree Hauper 8-2-18
 Department Manager Date

Maui Demms 8/2/18
 Assistant Director Date

Pam Atkinson 8/2/18
 Department Director Date

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

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

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A



Accounts Payable Specialist

Department: Finance

Date: July 26, 2018

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

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

SUPERVISOR COMMENTS:

Cita Perena 8/2/18
Immediate Supervisor Date

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

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

Administrative Assistant

Department: Airport Operations - Landside Division

Date: March 10, 2021

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

Pay Level: L14

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None


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

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

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

APPROVAL SIGNATURES:


 _____ 3-15-21
 Immediate Supervisor Date


 _____ MAR 15, 2021
 Department Director Date


 _____ 03-15-2021
 Department Senior Director Date


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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A


Administrative Assistant


Department: Airport Operations – Landside Division

Date: March 10, 2021

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

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

SUPERVISOR COMMENTS:
 Date: 3-16-21


 Date: MAR 15, 2021


 Date: 3/19/21

Human Resources - Compensation Date

Administrative Assistant

Department: Airline Division

Date: May 4, 2018

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

Pay Level: L14

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

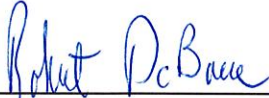
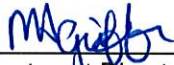


- None

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Administrative Assistant

Department: Airline Division

Date: May 4, 2018

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

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

Robert DeBrose
Immediate Supervisor

06/01/2018
Date

[Signature]
Senior Director

06-19-2018
Date

Christy Vanni
Human Resources - Compensation

6/26/18
Date

JOB DESCRIPTION

Job Title: Administrative Assistant

Date: June 19, 2017

Department: Human Resources

Grade/Level: Non-exempt; L14

Rotating Shifts: No

Shift Premium: No

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

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Florida driver license or state ID

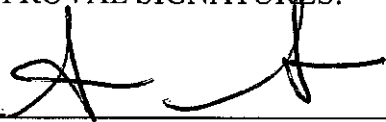
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

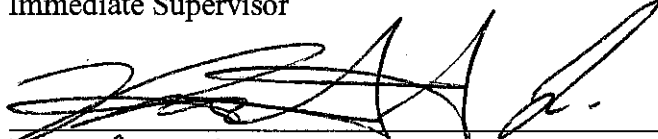
APPROVAL SIGNATURES:



Immediate Supervisor

6/21/17

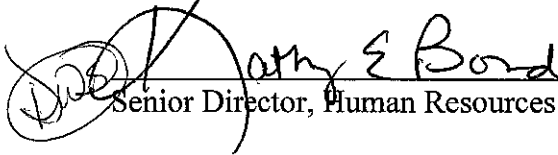
Date



Department Senior Manager

6/21/17

Date



Senior Director, Human Resources & Risk Management

6-21-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Administrative Assistant (Human Resources)
Human Resources

Date June 19, 2017
Section 511

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

Frequency

- 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	2
Sitting		X				3
Lifting					X	2
					X	2
					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	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing					X	2
Other						

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

Frequency

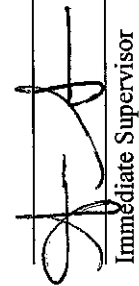
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

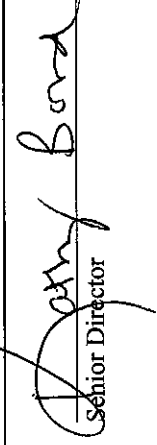
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

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

Supervisor Comments:



Immediate Supervisor



Senior Director

Date

Date

6-21-17

Administrative Assistant

Department: Internal Audit

Date: May 26, 2023

Title of Immediate Supervisor: Senior Vice President, Internal Audit

Pay Level: Non-Exempt, L14

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 phones, take messages, provide assistance, route correspondence, make copies, scan, fax, etc. for Department
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel
- Type or prepare, and/or issue standard correspondence, Internal Audit reports, annual audit report, annual audit plan, Finance Committee memorandums, activity reports, statistical, financial, and special reports, presentations, training materials, and RFP's
- Inventory and order departmental office supplies
- Schedule appointments and manage 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
- Compile data and prepare or assist in the preparation of budget documents
- Responsible for the Oracle procurement process from requisition through payment, appropriately utilizing requisition, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation
- Participate in the department Business Continuity Plan; verify updates to the plan occur according to department schedule
- Provide assistance and support with meetings, including upper management, consultants, legal advisors, business and industry representatives
- Provide assistance and support to other Authority departments for special projects or events as needed
- Maintain monthly budget summary analysis; responsible for the use and reconciliation of a procurement card
- Maintain files for continuing professional education requirements and auditor independence statements, as needed
- Maintain tickler system for follow-up actions for department
- Perform or assist with special projects or other assignments as requested

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
- Knowledge of Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint)
- Knowledge of English grammar, punctuation and spelling
- General knowledge of the travel industry
- Good oral and written communication skills
- Ability to work well with others
- Ability to handle confidential information
- Ability to learn new systems
- Effective organizational skills; ability to efficiently prioritize workload

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(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 Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor/ Vice President

5/26/23

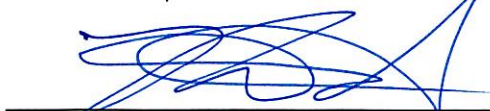
Date



Chief Executive Officer

5/31/23

Date



Vice President, Human Resources

5/31/23

Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A

Administrative Assistant

Department: Internal Audit

Date: May 26, 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	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:

Jeanne Dumond
 Immediate Supervisor/Vice President,

5/26/23
 Date

[Signature]
 Chief Executive Officer

5/31/23
 Date

Angela [Signature]
 Human Resources - Compensation

6/1/23
 Date

Administrative Coordinator

Department: Finance

Date: February 1, 2023

Title of Immediate Supervisor: Manager, Finance Administration and Strategic Projects

Pay Level: L18

POSITION SUMMARY: Provide travel compliance for the Greater Orlando Aviation Authority (GOAA) to ensure safe, comfortable, and convenient travel services of the highest quality at the lowest cost appropriate to GOAA's business objectives and within GOAA's policies. Perform other Administrative functions 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:*

- Administer GOAA's automated travel request system as its Compliance Coordinator reviewing and confirming travel arrangements are processed in most economical method of travel while maintaining compliance with established travel policy and guidelines. Responsible for set-up and removal of employees from the system. Verify accuracy of information entered into the system prior to initiating workflow for approvals.
- Assist with the development of travel policy, user-friendly procedures and processing forms. Develop and maintain effective reporting tools. Remain current on developments within the travel industry, its regulatory environment, and trends in technology in order to recommend procedural improvements.
- Provide assistance with Corporate Travel Card administrative and record keeping tasks in accordance with policy, track and reconcile Corporate Travel Card usage, identify possible violations and notify supervisor.
- Assist in training new users on the system, and provide assistance with travel requests and booking as needed. Answer question about the travel policy and process, and assist with visa processing and other travel related documentation.
- Support the Manager, Finance Administration and Strategic Projects with administrative projects as needed in support of the Chief Financial Officer.
- Serve as back-up Executive Assistant to the Chief Financial Officer.
- Assist with records management for the department. Remain familiar with current state laws, confirm the proper destruction/storage of all documents, and appropriate record retention. Assist with public records requests for the department.
- Serve as back-up payroll coordinator for the department, reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree and three (3) years of dedicated administrative support experience at an executive level, or an equivalent combination of education, training and experience. Knowledge of travel industry preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficient in Microsoft office products to include Word, Excel, PowerPoint and Outlook
- Experience with travel industry related software
- Meticulous attention to detail and numerical ability
- Strong interpersonal and problem solving skills with the ability to work effectively with diverse groups
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to determine appropriate course of action in more complex situations and have the ability to make decisions.

- Must be able to work independently on projects from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities
- Must be flexible and comfortable in a fast-paced office environment
- Proficient in oral and written communications with excellent grammar skills, exercise creativity, and maintain a positive attitude
- Ability to understand and apply policy and procedures accurately

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

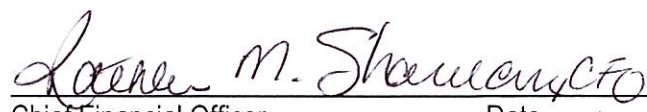
- Work independently under general supervision
- Make decisions based on established policy
- Exercise considerable judgment within specialty area
- Verify that all procurement of travel adheres to Authority policy and applicable laws, regulations and statutory requirements.

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

APPROVAL SIGNATURES:



Immediate Supervisor 02/02/2023
Date



Chief Financial Officer Date 2/9/23



Vice President of Human Resources 2/16/23
Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A



Administrative Coordinator

Department: Finance

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

Aullan Fisker 02/02/2023
 Immediate Supervisor Date

Kathleen M. Shawman 3/9/23
 Chief Financial Officer Date

Angela Turner 2/3/2023
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Airfield Electrician II

Date: May 4, 2017

Department: Maintenance - Bargaining

Grade/Level: Non-exempt; B8

Title of Immediate Supervisor: Supervisor, Airfield Electrical

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

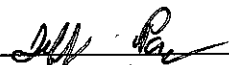
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

APPROVAL SIGNATURES:



Immediate Supervisor

5-11-17


Date



Manager

5-11-17

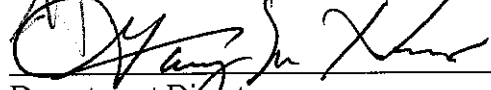
Date



Assistant Director

5/11/17

Date



Department Director

5-15-17

Date



Director of Human Resources

6-2-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Airfield Electrician II
Department Maintenance

Date May 4, 2017
Section 656

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

Frequency

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

Importance

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

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

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

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

Importance

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

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

Supervisor Comments:

Jeff Purr
 Immediate Supervisor

5-11-17
 Date

Jeffery S. Lewis
 Department Director

5-15-17
 Date

Airfield Electrician III

Department: Maintenance

Date: March 4, 2019

Title of Immediate Supervisor: Supervisor, Airfield Electrical

Pay Level: B9

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

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

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

MINIMUM QUALIFICATIONS:

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

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

 4/5/19

 Immediate Supervisor Date

 4-9-19

 Department Manager Date

 4/5/19

 Department Assistant Director Date

 4-5-19

 Department Director Date

 4-19-19

 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Skilled Craft Worker

Rotating Shift: N/A

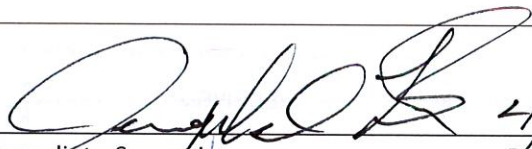
Airfield Electrician III

Department: Maintenance

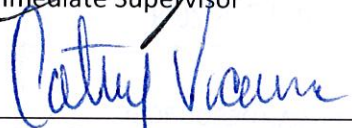
Date: March 4, 2019

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

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


 Immediate Supervisor Date 4/5/19


 Department Director Date 4-5-19


 Human Resources - Compensation Date 4/18/19

Airfield Operations Specialist

Department: Airfield Operations

Date: February 7, 2019

Title of Immediate Supervisor: Supervisor, Airfield Operations

Pay Level: L21

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:


Department Manager

02-08-19

Date



Department Assistant Director

03 Feb 19

Date



Department Director

FEB 22, 2019

Date



Department Senior Director

02-21-2019

Date



Sr. Director, HR & Risk Management

2-27-19

Date



FLSA: Non-Exempt

EEO Category: Protective Service Workers

Shift Premium: N/A

Rotating Shift: Yes

Airfield Operations Specialist

Department: Airfield Operations

Date: February 7, 2019

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

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



 Department Manager

 2/20/19
 Date



 Department Director

 FEB 22, 2019
 Date



 Human Resources - Compensation

 2/26/19
 Date

Airfield Wildlife Specialist

Department: Airfield Operations

Date: January 9, 2019

Title of Immediate Supervisor: Manager, Wildlife Program

Pay Level: L18

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

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

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

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

APPROVAL SIGNATURES:




Immediate Supervisor 1/9/19 Date

 11 Jan 19

Department Assistant Director Date



Department Director JAN 11, 2019 Date

 01-11-2019

Department Senior Director Date

 1-16-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Technicians

Rotating Shift: N/A






Airfield Wildlife Specialist

Department: Airfield Operations

Date: January 9, 2019

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

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

 1/9/19
 Immediate Supervisor Date

 JAN 11, 2019
 Department Director Date

 1/14/19
 Human Resources - Compensation Date

Airline Billing Auditor

Department: Airline Division

Date: February 14, 2023

Title of Immediate Supervisor: Supervisor, Airport Scheduling and Billing

Pay Level: L21

POSITION SUMMARY: Analyze facility usage and verify proper charges are being applied for Greater Orlando Aviation Authority (GOAA) facilities such as ticket counters, gates, piers, remote & terminal hardstands, and training rooms. Provide resolution of usage discrepancies; collect and analyze information, interpret and report on the findings; prepare corrections if necessary. Serve as GOAA's Point of Contact for Domestic and International airlines currently providing or proposing services to (GOAA). Establish rapport with the Airport Community.

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

- Prepare monthly billing for final approval, verify and reconcile facility/equipment use to verify each airline specific guidelines are being followed. Review backup documentation to support usage billed. Review and finalize monthly comparison and provide explanation for increase/decrease in facility usage.
- Research and resolve usage discrepancies; collect and analyze information, interpret and report on the findings; provide resolutions and prepare corrections if necessary.
- Prioritize daily and monthly reports; compile airline statistical data and forecast reports; provide monthly usage reports to management and Finance for processing. Liaison as necessary with finance, Airline division management team and other departments as needed.
- Collaborate with RMS Coordinator with current rules and updates applied to billing fees as necessary regarding facility usage. Work with RMS Coordinator and VEOVO when testing new or updated versions of our Resource Management System
- Assist with RMS Coordinator to add, change, and update rules for proper usage of the Airport Management System (RMS).
- Provide guidance to staff and work with other department groups for updates and trouble shoot as necessary.
- Confirm policies and procedures relating to facilities are current. Recommend and implement changes to rates/charges, policies and procedures.
- Serve as GOAA's Point of Contact for Domestic and International airlines currently providing or proposing services to (GOAA). Coordinate with City, State and Federal Agencies, Airline Representatives, Essential Service Operators, Tour Operators and Skycaps.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Accounting, Management or related field, and four (4) years work experience in airline/airport operations scheduling, monitoring and coordinating flight and/or ground activity, or an equivalent combination of education, training and experience. Bachelor degree and experience as an AOC Coordinator/Airport Scheduling & Billing Coordinator highly desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Substantial knowledge of aircraft and airline ground/flight operations (IATA/ICAO codes)
- Effective oral and written communication skills and strong customer service skills required, multi-lingual skills desired
- Analytical skills to understand and apply billing rules, evaluate information, and implement an appropriate action plan within established guidelines
- Ability to multitask and work independently

- Knowledge of accounting concepts, practices and procedures
- Ability to establish and maintain effective working relationships with internal and external customers, airport/airline personnel, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Strong attention to detail, planning and organizational skills.
- Intermediate computer and Microsoft Office skills (Word, Excel, etc.) to effectively use a variety of different programs required; advanced skills desired
- Knowledge of Resource Management System preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently and exercises considerable independence under general supervision
- Initiate day-to-day operational decisions based on interpretation of Orlando International Airport rules and policies. Refers unique issues to the management
- Answering questions, providing information regarding usage
- Uses judgment to handle a variety of issues pertaining to the use and operation of the common facilities.

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

APPROVAL SIGNATURES:

Laura Eninger 2/21/2023
 Immediate Supervisor Date

Bernie Petral 2/21/2023
 Department Assistant Manager Date

Stephanie Russell 2/22/23
 Department Manager Date

Robert DeBane 2/22/2023
 Department Assistant Vice President Date

M. Jiffc FEB 23, 2023
 Vice President Airport Operations Date

A. J. M. 2-23-2023
 Chief of Operations Date

[Signature] 2/24/2023
 Vice President of Human Resources Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Physical Requirements and Working Conditions

Airline Billing Auditor

Department: Airline Division

Date: February 14, 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	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	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	3
Excessive Noise					X	1
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	1
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Communication Radio					X	1
SUPERVISOR COMMENTS:						

Laura Ehringer April 17, 2023
 Immediate Supervisor Date

M. J. [Signature] APR 17, 2023
 Department Director Date

Angela [Signature] April 18, 2023
 Human Resources - Compensation Date



Airport Information Specialist

Department: Customer Experience

Date: October 12, 2018

Title of Immediate Supervisor: Assistant Manager, Airport Information

Pay Level: L15

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None



Airport Information Specialist

Department: Customer Experience

Date: October 12, 2018

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

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

Betty Cardenas 12-11-18
Immediate Supervisor Date

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

Patricia V... 12/13/18
Human Resources - Compensation Date

Airport Scheduling & Billing Coordinator

Department: Airline Division

Date: November 2, 2018

Title of Immediate Supervisor: Supervisor, Airport Scheduling & Billing

Pay Level: L19

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: Yes

Airport Scheduling & Billing Coordinator

Department: Airline Division

Date: November 2, 2018

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

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

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

AOC Coordinator

Department: Airline Division

Date: December 7, 2018

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

Pay Level: L18

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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


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

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

APPROVAL SIGNATURES:

 1/15/2019
 Department Assistant Manager Date

 JAN 23, 2019
 Department Director Date

 1/15/19
 Department Manager Date

 1/23/2019
 Department Assistant Director Date

 01-24-2019
 Department Senior Director Date

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



FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: Yes

AOC Coordinator

Department: Airline Division

Date: December 7, 2018

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

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

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

M... JAN 23, 2019
 Department Director Date

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

Assistant Director, Airport Operations – Airfield

Department: Airfield Operations

Date: February 28, 2018

Title of Immediate: Director, Airport Operations

Pay Level: L31

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

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

- Oversee and review inspections of airport facilities, air operations activities, and airfield emergencies.
- Oversee and review all Airfield and Airside facility construction projects to confirm compliance with safety and security guidelines.
- Plan and develop annual budget for the Airfield Operations Division; supervise and track the department annual operating, revenue and capital budgets and coordinate the annual budget process; review invoices, request funds, and facilitate payment as necessary.
- Establish training programs and develops new operating, administrative and management practices for the Airfield Operations Division.
- Develop and recommend policies and procedures, coordinate the development and implementation of plans and changes within Airfield Operations.
- Manage, through subordinates, the planning and implementation of the Wildlife Hazards Management Plan.
- Manage the operational requirements of the Airport Certification Manual (ACM) and Airport Emergency Plan (AEP).
- Authorized Authority Representative (AAR) for applicable contracts.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of aircraft ground and flight operations
- Extensive knowledge of federal, state and local rules and regulations applicable to the operation of a Part 139 commercial service airport, to include FARs, Advisory Circulars and TSARs
- Demonstrated financial / budget skills
- Demonstrated ability to deliver excellent Customer Service.
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Excellent organizational skills
- Attention to detail
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required.
- Knowledge of related laws, regulations, policies and procedures
- Able to use a two-way radio
- Effective oral and written communication skills
- Demonstrated leadership and management skills
- Familiarity with construction and electronic documents, plans and schematic diagrams desired
- Willing and able to adjust work schedule as conditions warrant

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 4; indirectly supervises a staff of approximately 20

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

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

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

APPROVAL SIGNATURES:

McGuire MAR 1, 2018
Immediate Supervisor/Department Director Date

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

Mathy Bond 3/5/19
Sr. Director, HR & Risk Management Date

[Signature]

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Airport Operations – Airfield

Department: Airfield Operations

Date: February 28, 2018

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

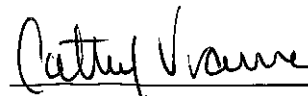
<u>Frequency</u>		<u>Importance</u>				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours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


 Immediate Supervisor

 MARI, 2018
 Date


 Department Director

 02.01.2018
 Date


 Human Resources - Compensation

 3/2/18
 Date

Assistant Director, Airport Operations - Airline

Department: Airline Division

Date: November 1, 2018

Title of Immediate Supervisor: Director, Airport Operations

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

 NOV 5, 2018
 Immediate Supervisor/Director Date

 11-05-2018
 Senior Director Date

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



FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Airport Operations - Airline

Department: Airline Division

Date: November 1, 2018

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

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

MAGiffa
 Immediate Supervisor/Director NOV 5, 2018
 Date

[Signature] 11-05-2018
 Senior Director Date

Cathy Vance
 Human Resources - Compensation 11/6/18
 Date

Assistant Director, Airport Operations – BHS/GSE

Department: BHS/GSE Division

Date: March 21, 2018

Title of Immediate: Director, Airport Operations

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

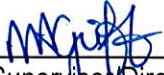
- Directly supervises a staff of approximately 2; indirectly supervises a staff of approximately 25 in addition to contracted personnel

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

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

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

APPROVAL SIGNATURES:



Immediate Supervisor/Director APR 12, 2018
Date



Senior Director 04.12.2018
Date



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



FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Airport Operations – BHS/GSE

Department: BHS/GSE Division


Date: March 21, 2018

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

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


 Immediate Supervisor/Director

APR 12, 2018
 Date


 Senior Director

3/21/2018
 Date


 Human Resources - Compensation

4/17/18
 Date

Assistant Director, Airport Operations – Emergency Management

Department: Operations Administration

Date: May 5, 2019

Title of Immediate Supervisor: Senior Director, Airport Operations

Pay Level: L31

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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


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

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

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

APPROVAL SIGNATURES:

 05-16-2019
Immediate Supervisor Date

 5-16-19
Chief Operating Officer Date

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


FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Airport Operations – Emergency Management

Department: Operations Administration

Date: May 5, 2019

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

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

SUPERVISOR COMMENTS:


 Immediate Supervisor Date 5-16-2019


 Chief Operating Officer Date 5-16-19


 Human Resources - Compensation Date 5/16/19



Assistant Director, Airport Operations – Landside

Department: Landside Division

Date: February 28, 2018

Title of Immediate: Director, Airport Operations

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

McGuffee MAR 1, 2018
Immediate Supervisor/Department Director Date

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

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

[Signature]

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrator

Rotating Shift: N/A



Assistant Director, Airport Operations - Landside

Department: Landside Division

Date: February 28, 2018

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

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

McPuffe
 Immediate Supervisor

MAR 1, 2018
 Date

[Signature]
 Department Director

02-01-2018
 Date

Cathy Vroman
 Human Resources - Compensation

3/2/18
 Date

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

Department: Parking Operations & Ground Transportation Services

Date: April 27, 2018

Title of Immediate Supervisor: Director, Airport Operations

Pay Level: L31

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:



Immediate Supervisor/Director APR 30, 2018
Date



Senior Director 04-30-2018
Date



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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

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

Department: Parking Operations & Ground Transportation Services


Date: April 27, 2018

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

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


 Immediate Supervisor/Director APR 30, 2018
 Date


 Senior Director 4-30-2018
 Date


 Human Resources - Compensation 5/1/18
 Date

Assistant Director, Business Applications

Department: Business Applications

Date: February 19, 2018

Title of Immediate Supervisor: Chief Operating Officer

Pay Level: L33

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

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

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

MINIMUM QUALIFICATIONS:

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



Assistant Director, Business Applications

Department: Business Applications

Date: February 19, 2018

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

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

SUPERVISOR COMMENTS:

[Signature]
Immediate Supervisor 3-16-18
Date

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

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

Assistant Director, Finance (Construction)

Department: Finance

Date: March 19, 2018

Title of Immediate: Director, Finance

Pay Level: L32

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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


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

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

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

APPROVAL SIGNATURES:

 5/2/18
 Immediate Supervisor/ Director Date

 5/14/18
 Chief Financial Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Finance (Construction)

Department: Finance

Date: March 19, 2018

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

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

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

Kathleen M. Sherman
 Chief Financial Officer Date

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

Assistant Director, Finance

Department: Finance

Date: October 23, 2019

Title of Immediate Supervisor: Director, Finance

Pay Level: L32

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

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

Lauren M. Shamus 11/18/19
Chief Financial Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Assistant Director, Finance

Department: Finance

Date: October 23, 2019

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

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

SUPERVISOR COMMENTS:

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

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

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

Assistant Director, Maintenance Operations

Department: Maintenance

Date: September 10, 2018

Title of Immediate Supervisor: Director, Maintenance

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

 11-1-18
 Immediate Supervisor/Director Date

 11-9-2018
 Chief Operating Officer Date

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Maintenance Operations

Department: Maintenance


Date: September 10, 2018

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

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


11-1-18
 Immediate Supervisor/Director Date


11-9-2018
 Chief Operating Officer Date


11/2/18
 Human Resources - Compensation Date

Assistant Director, Project Controls

Department: Engineering and Construction

Date: May 16, 2022

Title of Immediate Supervisor: Senior Director, Engineering and Construction

Pay Level: L32

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

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

- Direct the Project Controls functions, including but not limited to; budget, schedule and scope on engineering and construction projects.
- Manage the Administration of GOAA's iPro system. Responsible for confirming data integrity; maintaining user roles, user permissions, and look-up datasets; developing custom queries and data analyses; user support and troubleshooting; and, coordinating with GOAA Information Technology department and developer.
- Provide oversight for grant-related activities for Engineering and Construction, including development of funding applications, pro-forma information, preparation of narrative and other supporting funding data, verification that all local, state and federal agencies are advised as required, and that formal applications meet all state and federal statutes. Designated as alternate communication contact with the City of Orlando regarding GOAA's project information. Oversee the processing of contract agreements, addenda, and amendments.
- Oversee the development and management of the annual Capital and O&M budgets for Engineering and Construction, and Planning and Environmental. Manage duties through assigned staff or personally for the preparation of the annual O&M budget for department management review, and work with department management to prepare accurate and historically relevant recommendations for budget using trend analyses. Develop, assist, and advise department management in preparing budget justification for Finance review and Board approval. Responsible for justifications and required backup to Finance and senior staff throughout the budget process.
- Monitor the processing of invoices for project-specific pay applications, direct pays, and service receipts and associated reporting. Responsible for publishing and confirming the data integrity of quarterly and annual reports for professional services and construction contracts for amounts paid/awarded.
- Prepare Board agenda items for all items requiring Board approval resulting from actions taken by various Sunshine and other committees. Oversee preparation of the Construction Report for the Board agenda, and verify that board presentation items meet all established requirements.
- Provide oversight of the management of the assigned Sunshine committees, which may include the Construction Committee, Professional Services Committee, and Design Review Committee, monitoring compliance with federal and state statutes and GOAA policies and procedures in the process and preparation of agendas/minutes, and associated document storage and archives. Maintain current knowledge of GOAA Legislative Acts, Policies and Procedures, as related to the Sunshine Committees.
- Monitor the preparation and prompt issuance of contractor change orders for accuracy and contract language, and issuance of change order Notices to Proceed on an as-requested basis and confirm proper approvals are in place prior to issuance. Interpret contract documents to verify interpretation of request, compliance and agency requirements are met.
- Verify start-up packages are prepared and executed in a timely manner so that project accounts and funding are in place prior to related approvals and billings. Provide training and oversight of the consultant's preparation of

Engineering and Construction's monthly project cost report updates. Perform interim project cost updates and project cost/funding analysis as requested. Responsible for the project close-out process. Oversee project account analysis to determine if project accounts can be closed, and if the available balances are to remain in the program.

- Monitor the documentation compliance with the State of Florida Regulations for Public Records, Public Libraries and State Archives, Electronic Recordkeeping and Microfilm Standards.
- Analyze project schedules, update as necessary, and manage the publishing of the monthly Master Program schedule for all Engineering and Construction projects. Prepare project milestone schedules. Manage the set-up, recording, and publication of project meetings.
- Prepare annual reports as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Engineering, Construction Management, Accounting, Computer Science or closely related field, and seven (7) years of work experience related to project management, project administration, data management, fundamentals of cost accounting, or an equivalent combination of education, training and experience. Experience with a construction firm, consulting firm, law firm, in an airport or other public sector environment preferred. Construction Management at Risk/GMP experience is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated knowledge of construction specifications, contract terms, related construction design, legal and scientific terminology, and basic accounting principles.
- 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 Oracle Financial system and Primavera Project Planning preferred.
- Excellent organizational skills to manage multiple and diverse activities and projects.
- Demonstrated high degree of accuracy and attention to detail.
- Able to interpret detailed information and provide analysis to senior management.
- Excellent oral and written communication skills, as well as interpersonal skills.
- Able to develop and implement effective policies and procedures.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Directly supervises a staff of approximately two (2); indirectly supervises a staff of approximately five (5) employees, as well as indirect oversight of contracted staff

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

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


- 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 5/19/22
Date



Chief Executive Officer 10/3/22
Date



 Sr. Director, HR & Risk Management 10-5-2022
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Director, Project Controls


Department: Engineering and Construction

Date: May 16, 2022

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

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

SUPERVISOR COMMENTS:


 Immediate Supervisor _____ Date 5/12/22


 Chief Executive Officer _____ Date 10/13/22


 Human Resources - Compensation _____ Date 10/14/2022

JOB DESCRIPTION

Job Title: Assistant Director, Public Affairs

Date: August 21, 2017

Department: Public Affairs

Grade/Level: Exempt; Exempt, L31

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

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

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

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

RESPONSIBILITIES (Continued):

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

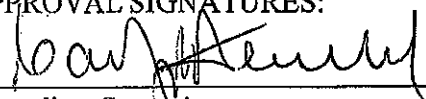
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately four (4) employees

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

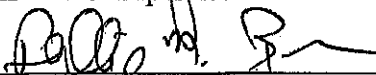
- High degree of independence with minimal supervision or direction
- Position requires the highest degree of accuracy and judgment when serving as Authority's liaison and official representative to the public and community, and providing media responses

APPROVAL SIGNATURES:



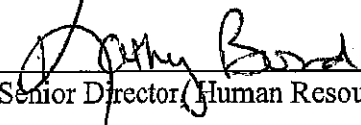
Immediate Supervisor

8-25-17
Date



Executive Director

8-23-17
Date



Senior Director, Human Resources & Risk Management

8/23/17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Assistant Director, Public Affairs
 Department Public Affairs

Date August 21, 2017
 Section 021

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

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

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

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

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

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

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

Supervisor Comments:

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

Assistant Director, Systems Operations

Department: BHS/GSE Division

Date: June 16, 2022

Title of Immediate Supervisor: Chief of Operations

Pay Level: L36

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

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

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

MINIMUM QUALIFICATIONS:

Bachelor degree in Electrical Engineering (BSEE), Electrical Engineering Technology (BSEET), or Computer Science (BSCS) and seven (7) years experience with baggage sortation system support, or an equivalent combination of education, training and experience. Detailed knowledge of PC and PLC hardware. Experience with various computer operating systems (QNX, UNIX, Linux, Windows Workstation, and Server) and programming languages (C, VB, Ladder Logic, Logix 5000 family, Semiens S7). Proficient with network communications (TCP/IP, Sockets, VLANs, and UDP protocols). Related experience in a medium to large hub airport is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

 06/17/2022

Immediate Supervisor/Chief of Operations Date

 6/17/22

Chief Executive Officer Date

 7-5-2022

Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Assistant Director, Systems Operations

Department: BHS/GSE Division

Date: June 16, 2022

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

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

06-17-2022

Immediate Supervisor/Chief of Operations Date

6/17/22

Chief Executive Officer Date

6/20/2022

Human Resources - Compensation Date

Assistant Manager, Access Control

Department: Security

Date: December 5, 2022

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

Pay Level: L25

POSITION SUMMARY: Assist in the management of the day-to-day office processes and procedures and confirm compliance with Transportation Security Administration (TSA) requirements regarding the issuance of Access Control Media, airport employee badging and locksmith activities. Interface with TSA staff, airlines, airport tenants, and other GOAA departments in maintaining 49 CFR 1542 compliance. Support the department manager in the administrative, budgetary, and operational issues for the Access Control Office.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 day-to-day management of operational activities for the Access Control office and Lock Shop. Verify processes are in compliance with 49 CFR 1542.
- Coordinate criminal history records checks and Security Threat Assessments.
- Supervise assigned employees: Assign work; monitor hours of work and authorize payroll; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise Manager of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Assist Authorized Signatories with complex/interpretation issues as needed.
- Review all contracts and documentation from Commercial Properties, Construction, Engineering, signatory airlines, and other tenants and verify they meet compliance requirements. Notify Manager of possible non-compliance issues or concerns.
- Confirm all reporting requirements are completed accurately and in a timely manner.
- Maintain department budget, assist Manager in preparing annual budget.
- Develop, recommend and implement office policies and procedures.
- Assist the Manager as assigned with reconciliation and accountability of all issued access control media and recordkeeping.
- Verify accuracy of financial transactions and reporting.
- Maintain all badging process related computers, software and hardware in good working order and manage all service contracts as needed
- May perform CHRC adjudications as needed
- Coordinate with other GOAA departments, government agencies, airline representatives, and other Authorized signatory on maintaining compliance with 49 CFR 1542.
- Assist Airport Security Coordinator in development and administration of airport's Comprehensive Security Plan as assigned by Manager.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong familiarity with Federal Aviation Administration and Transportation Security Administration Regulations and security directives
- Demonstrated supervisory and leadership skills
- Proficient computer skills and knowledge of Microsoft Office programs and other business applications. Oracle preferred.
- Demonstrated ability to work effectively under time constraints and in stressful situations
- Excellent organizational skills and able to prioritize work to meet deadlines
- Excellent oral and written communication skills and strong customer service skills required; multi-lingual skills desired
- Strong attention to detail
- 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.

LICENSES/CERTIFICATIONS REQUIRED:

- Airport Certified Employee (ACE) - Trusted Agent required at time of hire/promotion or within 90 days

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

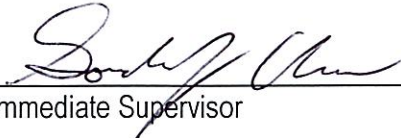
- Directly supervises a staff of approximately six (6) employees; indirectly supervises approximately ten (10) employees.


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


- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion.
- Establish standards of performance, supervise and monitor employees and resolve day-to-day issues.
- Interpret applicable regulations and apply to various situations.
- Oversight of the quality and quantity of work, costs and methods.


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

APPROVAL SIGNATURES:


 _____ 12/27/22
 Immediate Supervisor Date


 _____ 01/12/23
 Chief of Operations Date


 _____ 1-5-23
 Department Director Date


 _____ 1/12/23
 Director, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Assistant Manager, Access Control

Department: Security

Date: December 5, 2022

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

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

SUPERVISOR COMMENTS:

[Signature] 12/27/22
Immediate Supervisor Date

[Signature] 1-5-23
Department Director Date

[Signature] 1/6/23
Human Resources - Compensation Date

Assistant Manager, Airport Operations - Airline

Department: Airline Division Airline Division

Date: October 15, 2019

Title of Immediate Supervisor: Manager, Airport Operations – Airline

Pay Level: L25

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:




 Immediate Supervisor

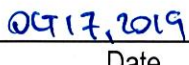

 Date



 Department Assistant Director


 Date



 Department Director


 Date



 Department Senior Director


 Date



 Sr. Director, HR & Risk Management


 Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Assistant Manager, Airport Operations - Airline

Department: Airline Division

Date: October 15, 2019

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

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

K. Smith
Immediate Supervisor
10/17/19
Date

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

Cathy Vance
Human Resources - Compensation
10/21/19
Date

Assistant Manager, Airport Operations – Landside

Department: Airport Operations – Landside Division

Date: March 10, 2021

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

Pay Level: L25

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


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

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

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


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

APPROVAL SIGNATURES:




 Immediate Supervisor

 Date
 3-17-21



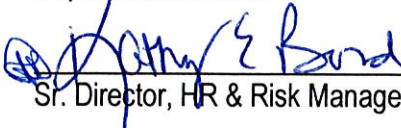
 Department Senior Director

 Date
 03-17-2021



 Department Director

 Date
 MAR 17, 2021



 Sr. Director, HR & Risk Management

 Date
 3-25-2021

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, Airport Operations - Landside

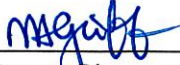
Department: Airport Operations – Landside Division

Date: March 10, 2021

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

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


 Immediate Supervisor _____ Date 3-17-21


 Department Director _____ Date MAR 17, 2021


 Human Resources - Compensation _____ Date 3/17/21

Assistant Manager, Airport Operations – BHS/GSE

Department: BHS/GSE Division

Date: February 21, 2020

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

Pay Level: L25

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Assistant Manager, Airport Operations – BHS

Department: BHS/GSE Division

Date: February 21, 2020

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

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

Immediate Supervisor

2/24/20
Date

Department Director

FEB 24, 2020
Date

Human Resources - Compensation

3/19/20
Date

Assistant Manager, Airport Operations (Lost & Found)

Department: Terminal Operations – Landside Division

Date: January 10, 2023

Title of Immediate Supervisor: Manager, Airport Operations (Landside)

Pay Level: L25

POSITION SUMMARY: Assist in the management of the day to day operation of the Greater Orlando Aviation Authority's (GOAA) Lost and Found operations by planning and providing direction to staff to maintain quality customer service and the safe and efficient operation of the areas of responsibilities.

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

- Manage the daily operations of all Lost and Found related activities. Confirm daily operations are in compliance with all applicable regulations policies and procedures.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise senior management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Develop and manage Lost and Found program procedures, training programs for proper development of staff
- Maintain proper documentation of the research of lost property in an effort to locate the rightful owner. Collect information and prepare written reports, logs, and correspondence as required. Responsible for review of the accuracy in all reports and logs produced by the Lost and Found staff.
- Manage and coordinate the storage and disposal of property in accordance with State of Florida and Transportation Security Administration (TSA) requirements and mandates. Coordinate the transfer of unclaimed inventory to the GOAA Material Control Department.
- Control received currency from time of receipt through transfer to the GOAA Finance Department.
- Produce and maintain office documentation, reports, and statistics related to the areas of responsibilities.
- Oversee the duty schedule and maintain proper coverage for the Lost and Found Offices.
- Oversee the daily issuance of distributor badges and provide optimal customer service for all Airport patrons.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and four (4) years experience in an area related to airport operations or an equivalent combination of education, training, and experience. Previous supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of related laws, regulations, policies and procedures
- Demonstrated 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
- Demonstrated supervisory and leadership skills
- Excellent customer service skills
- Excellent oral and written communications skills, Multi-lingual skills preferred
- Proficient computer skills and knowledge of Microsoft Office programs.
- Must be able and willing to work both standard and non-standard work schedules, including weekends, evening and/or holiday shift to accommodate airport operations

Assistant Manager, Airport Operations (Lost & Found)


Department: Terminal Operations - Landside Division

Date: January 10, 2023

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

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


 _____ 1-23-23
 Immediate Supervisor Date


 _____ JAN 23, 2023
 Department Vice President Date


 _____ 1-23-23
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Automation Projects

Date: January 10, 2018

Department: Information Technology

Grade/Level: Exempt; L31

Title of Immediate Supervisor: Manager, Automation Software

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

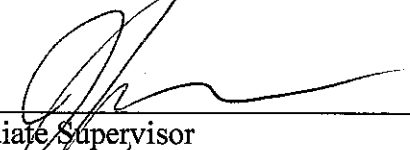
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Oversight responsibility for assigned project personnel and contracted staff

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

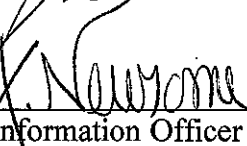
- Work independently with little supervision or direction
- Extensive latitude in initiative, judgment, and authority
- High level technical problem-solving skills
- Judgment required to assess, analyze, research, and summarize technical data and processes, and develop/recommend direction, solutions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

APPROVAL SIGNATURES:



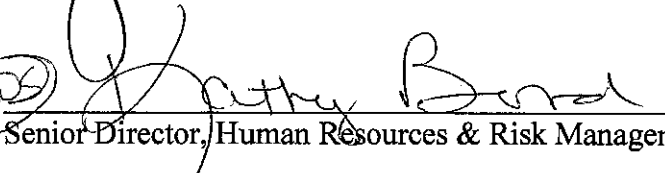
Immediate Supervisor

2-14-18
Date



Chief Information Officer

2.14.18
Date



Senior Director, Human Resources & Risk Management

2-14-18
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Assistant Manager, Automation Projects
 Department Information Technology

Date January 10, 2018
 Section 521

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

Frequency

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

Importance

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

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

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

Frequency

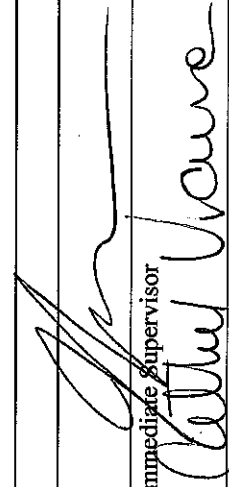
- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

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

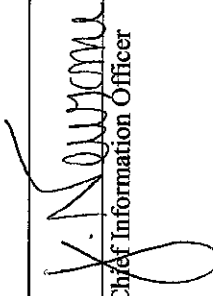
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent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

Supervisor Comments:



 Immediate Supervisor Cathy Vane Date 2-14-18

 Human Resources - Compensation



 Chief Information Officer V. Nourmou Date 2.14.18

Assistant Manager, Building Services

Department: Maintenance

Date: December 17, 2019

Title of Immediate Supervisor: Manager, Building Services

Pay Level: L23

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

Assistant Manager, Building Services

Department: Maintenance

Date: December 17, 2019

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

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


 Immediate Supervisor

 1/14/2020
Date


 Department Director

 1-14-2020
Date


 Human Resources - Compensation

 1/21/20
Date



Assistant Manager, Business Automation

Department: Information Technology

Date: February 19, 2018

Title of Immediate: Manager, Automation Software

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


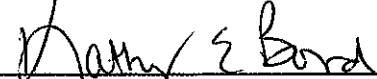
- Directly supervises a staff of approximately five (5) employees; as well as indirect oversight of contracted staff

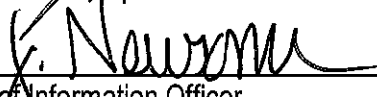
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

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

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

APPROVAL SIGNATURES:


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


 Chief Information Officer 02/20/18
Date

FLSA: Exempt
EEO Category: Professional

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



Assistant Manager, Business Automation

Department: Information Technology

Date: February 19, 2018

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

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

SUPERVISOR COMMENTS:

Immediate Supervisor 2-20-18 Date

Chief Information Officer 02/20/18 Date

Human Resources - Compensation 2/20/2018 Date

Assistant Manager, Communications Systems

Department: Information Technology

Date: October 31, 2021

Title of Immediate Supervisor: Manager, Unified Communications

Pay Level: L31

POSITION SUMMARY: Responsible for managing the Communications Systems team to provide effective delivery of services. Responsibilities include planning, coordinating and directing all activities supporting Unified Communications business solutions. Responsible for service and maintenance of Telephony Services, Voicemail, Interactive Voice Response, Audio and Video Conferencing. Responsible for the effective and efficient operation of the Authority's Shared Tenant Services. This position is integral to both revenue generating and operationally efficient functions of the organization.

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

- Oversee the effective operation and management of communications systems
- Supervise effectively to maintain a well-trained, motivated and professional staff. Train, schedule, monitor time, complete performance evaluations, recommend disciplinary action as needed, participate in interview process with recommendations given considerable weight.
- Maintain excellent service levels to the user community
- Develop and adapt plans and priorities to address resource and operational challenges
- Assist the Manager with developing strategies and plans, defining and reaching milestones, and implementing new unified communication technologies
- Work with Authority, tenant and other staff to resolve communications problems and for analysis of new and existing systems
- Provide oversight of the financial accounting system reporting schemes and input for the operational budgeting process
- Compare cost of providing communications services against the actual rates and charges invoiced to customers. Recommend rate and charge adjustments as necessary.
- Remain current with developments in the field of Unified Communications. Advise, counsel, and education stakeholders on the competitive and/or financial impact of options. Utilize knowledge of switched ethernet services, managed internet services, bandwidth services, and dedicated internet services. Support systems development in applications such as Interactive Voice Response (IVR) Systems. Develop, recommend and plan long- and short-term strategies. Adhere to IT Change Management governance model, and confirm that the design and selection of new solutions are in alignment with IT strategies and policies.
- Coordinate and manage outsourced resources and vendors
- Verify analyses of all Local Exchange Carrier (LEC) and Long Distance invoices for accuracy and issue appropriate orders to correct errors. Confirm database audits of the Communications Systems and Voice Mail so that all users remain valid customers on the network. Complete telephone rates and tariff studies. Analyze invoices received by the department, make adjustments, assign credits, and make payments. Compare the cost of providing services against the actual rates and charges invoiced to customers. Recommend rate and charge adjustments as necessary. Support the ordering and installation of local loops for connections into the communications network.
- Oversee traffic studies and analyzes to confirm the network is operating at its optimum capacity, optimal performance of telephone equipment, and optimal configurations of voice infrastructure and routing
- Oversee cost allocations for carrier invoices to include local, long distance, directory assistance and conferencing services. Provide data and oversight of the financial accounting system reporting schemes and input to the operational budgeting process. Manage the assessment and recommendation process for procurements.

- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or a related field and five (5) years of experience in a related field, or an equivalent amount of education, training and experience. Understanding of accounting practices desirable. Must have a proficient knowledge of IP Telephony and a high level of experience with Unified Communications systems.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be proficient in IP Telephony and the integration of Enterprise data and Telecom Networks, able to provide proper advice and recommendations to managers and employees at all levels
- Must have a proficient knowledge of VoIP and Unified Communications solutions
- Knowledge of IP protocol configurations in Networked [Ethernet] environment
- Telecom experience and/or certification
- Solid understanding of computer networking, information technology and telecommunications
- Must have excellent analytical skills related to the job functions and requirements
- Excellent verbal and written skills, demonstrated customer service skills, and ability to interface well with staff and others
- Must be a self-motivated individual who can work independently and perform with minimal direction
- Ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations
- Demonstrated supervisory or leadership skills
- Ability to prioritize and handle multiple tasks effectively

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certifications technologies relevant to the responsibilities of the position desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4) employees as well as indirect oversight of contracted staff

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

- Work independently with little supervision or direction
- Extensive latitude in initiative, judgment, and authority
- Sound judgment and creativity in solving highly complex technical problems

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

APPROVAL SIGNATURES:

 2/23/2022

Immediate Supervisor Date

Pete Pelletier 02/23/2022

Department Director Date

Heather E Bond 2-24-2022

Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Assistant Manager, Communications Systems


Department: Information Technology

Date: October 31, 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			3
Sitting				X			3
Lifting:	0 - 20 lbs				X		2
	20 - 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	2
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
SUPERVISOR COMMENTS:							


 _____ 2/23/2022
 Immediate Supervisor Date


 _____ 02/23/2022
 Department Director Date


 _____ 2/24/22
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Concessions

Date: March 31, 2014

Department: Concessions

Grade/Level: Exempt; L 26

Title of Immediate Supervisor: Manager, Concessions

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

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

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

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May supervise up to two employees

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

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

APPROVAL SIGNATURES:

Jaay C Harris
Immediate Supervisor

04/08/14
Date

[Signature]
Deputy Executive Director

04/08/14
Date

[Signature]
Director of Human Resources

2-9-14
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Assistant Manager, Concessions
Department: Concessions

Date: March 20, 2014
Section: 221

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

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

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

Assistant Manager, Contracts

Department: Maintenance

Date: October 8, 2019

Title of Immediate Supervisor: Manager, Maintenance Contracts

Pay Level: L26

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:



Immediate Supervisor 10/15/19
Date



Department Assistant Director 10/15/19
Date



Department Director 10/15/19
Date



Sr. Director, HR & Risk Management 10-17-19
Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



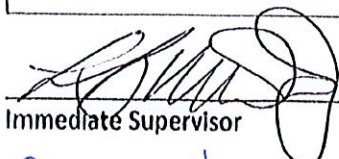
Assistant Manager, Contracts


Department: Maintenance

Date: October 8, 2019

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

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

 10/15/19
 Immediate Supervisor Date

 10/15/19
 Department Director Date

 10/16/19
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Control Systems

Date: May 4, 2016

Department: Information Technology

Grade/Level: Exempt; L31

Title of Immediate Supervisor: Manager, Automation Software

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

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

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

RESPONSIBILITIES (continued):

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

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

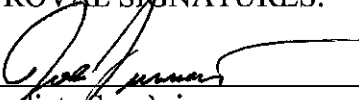
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

APPROVAL SIGNATURES:



Immediate Supervisor

5/4/16
Date



Department Director

5.4.16
Date



Director of Human Resources

5-6-16
Date

Job Description Supplement - Physical Requirements and Working Conditions

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

Date: May 4, 2016
 Section: 521

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

Frequency

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

Importance

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

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

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

Frequency

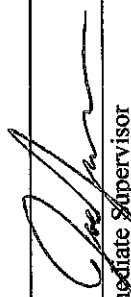
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

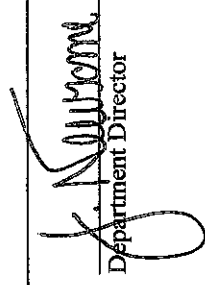
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

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

Supervisor Comments:


 Immediate Supervisor

5/4/16
 Date


 Department Director

5.4.16
 Date

Assistant Manager, Customer Experience

Department: Customer Experience

Date: July 19, 2023

Title of Immediate Supervisor: Manager, Customer Experience

Pay Level: L26

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida **driver's license**

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

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APPROVAL SIGNATURES:


boxSIGN 4LW5X9Q8 Aug 25, 2023

Immediate Supervisor/AVP Date


boxSIGN 159VPQK1-4LW5X9Q8 Aug 23, 2023

Chief of Operations Date


boxSIGN 4KZ53ZJQ-4LW5X9Q8 Aug 23, 2023

Department Vice President Date


boxSIGN 4KZ53ZJQ-4LW5X9Q8 Sep 4, 2023

Vice President, Human Resources Date

FLSA: Exempt
 EEO Category: Professionals

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

Assistant Manager, Customer Relations

Department: Customer Experience

Date: August 5, 2020

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

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



Aug 25, 2023

Immediate Supervisor/AVP

Date



Aug 23, 2023

Department Vice President

Date



Aug 29, 2023

Human Resources - Compensation

Date

Assistant Manager, Customer Service

Department: Customer Experience

Date: July 19, 2023

Title of Immediate Supervisor: Assistant Vice President, Customer Experience

Pay Level: L26

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Direct supervision of approximately fourteen (14) GOAA employees

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

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

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

APPROVAL SIGNATURES:



Aug 29, 2023

Immediate Supervisor/AVP

Date



Aug 29, 2023

Department Vice President

Date



Aug 29, 2023

Chief of Operations

Date



Sep 4, 2023

Vice President, Human Resources

Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, Customer Service

Department: Customer Experience

Date: July 19, 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 20 – 50 lbs 51+ lbs					X	1
					X	1
					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing				X		3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other					X	1
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Other						
SUPERVISOR COMMENTS:						

Angela Howard
boxSIGN 4UWBK9X-LJPMF216

Aug 29, 2023

Immediate Supervisor/AVP

Date

Tawana Russell
boxSIGN 4625321Q-LJPMF216

Aug 29, 2023

Department Vice President

Date

Angela Miranda
boxSIGN 1KX2X8B-LJPMF216

Aug 29, 2023

Human Resources - Compensation

Date

Assistant Manager, Electrical Systems

Department: Maintenance

Date: December 5, 2022

Title of Immediate Supervisor: Manager, Electrical Systems

Pay Level: L27

POSITION SUMMARY: Responsible for the day to day management of in-house maintenance personnel and repair service contracts. Support the operation of various electrical and electronic systems for the Orlando International Airport (OIA) and Orlando Executive Airport (OEA).

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

- Assist manager in leadership for the Electronics, Terminal Electrical, and Airfield Electrical programs and shops at OIA and OEA; oversee contract administration personnel and various electrical contracts.
- Administer the capital assets' replacement and renewal programs for all electrical systems.
- Provide leadership support of all electrical construction job order contracts, develop scope of replacement and renewal projects, inspect jobs in progress, generate close out procedures, and confirm that the Authority gets good value for its money.
- Work with manager to plan and organize maintenance activities & work plans, identify needs, develop maintenance schedules, coordinate with contract maintenance activities.
- Assist in the monitoring and control of personnel requirements, performance, equipment and material needs, and budget expenditures to ensure effective and efficient maintenance of the above areas.
- Review, study, and interpret architectural drawings, plans, and specifications for proposed projects prior to the bidding process; review construction drawings for accuracy and completeness.
- Assist in development of technical specifications, initiate the procurement process and participate through contract award, and ensure compliance with service and material contracts.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; 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.
- Confirm compliance with applicable Federal, State, and local codes, and establish maintenance standards consistent with OSHA standards and NFPA regulations.
- Responsible for staying current on all Aviation Authority emergency response procedures and ensuring proper response as required.
- Maintain records and reports appropriate to area of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Electrical Engineering or Construction and four (4) years progressively responsible electrical experience in a large scale operations and maintenance organization to include supervisory responsibilities, or an equivalent combination of related education, training, and experience. Airport experience desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of electrical codes, OSHA regulations, FAA, and NFPA 70E and other safety standards.
- Technical training in various types of electrical/control systems maintenance
- Leadership/Supervisory skills and the ability to build an effective team
- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Ability to work effectively in a stressful environment
- Strong verbal and written communication skills
- Ability to set standards for consistency
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Able to multitask, prioritize, and analyze information.
- Basic computer-use skills and Microsoft programs
- Basic knowledge of Computerized Maintenance Management Systems desirable
- Problem solving skills
- Demonstrate 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 to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Valid Orange County Journeyman's Electrical License or equivalent
- Master Electrical license highly desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4) employees and indirectly supervises a staff of approximately thirty eight (38) including non-bargaining and bargaining unit personnel

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

- Work independently with little supervision or direction, high level of initiative, judgment and authority
- Ability to provide proper advise and recommendations to managers and employees at all levels
- Counsel or develop solutions for unusual problems, handle non-routine situations
- Responsible for the quality and quantity of work performed by others (staff and contractors)

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

Chief of Operations

Date

Vice President of Human Resource



Assistant Manager, Electrical Systems


Department: Maintenance


Date: December 5, 2022

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

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

SUPERVISOR COMMENTS:

 1-10-2023
 Immediate Supervisor Date

 1-10-23
 Department Assistant Director Date

 1/12/2023
 Human Resources - Compensation Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, Emergency Communications

Department: Security

Date: December 17, 2019

Title of Immediate Supervisor: Manager, Emergency Communications

Pay Level: L25

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

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

APPROVAL SIGNATURES:

Paul Cook 12-19-2019
Immediate Supervisor Date

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

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Assistant Manager, Emergency Communications

Department: Security

Date: December 17, 2019

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

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

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

Paul Cook 12-19-2019
 Immediate Supervisor Date

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

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

Assistant Manager, Emergency Communications (Training/SOC)

Department: Security

Date: August 1, 2023

Title of Immediate Supervisor: Manager, Emergency Communications Center

Pay Level: L25

POSITION SUMMARY: Responsible for the effective and efficient operation of the Security Communications Center. 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 Manager, 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:*

- Manage the day to day operations of the Security Operations Center. Maintain compliance, establish, and revise operational procedure guidelines based on changes to regulations or observe deficits; submit changes to management for approval.
- Research, develop, plan and coordinate training programs that maintain compliance with regulatory and legal requirements including Florida State Statute 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.
- Conduct monthly CQI compliance evaluations providing feedback.
- 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, Security Technician and Emergency Communications Dispatcher as assigned.
- Serve as a back-up to the Manager, Emergency Communications Center responsibilities in his/her absence.
- Monitor all systems within the Security Communication Center to ensure they maintain optimum operational status, oversee reporting of all camera service requests and maintain spreadsheet of progress.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and

standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and four (4) years experience emergency dispatching with computers and fire/security alarm systems in fire, rescue, medical and police operations, plus three (3) years satisfactory or better performance in emergency communications with the Aviation Authority, or an equivalent combination of education, training and experience. Supervisory experience preferred; emergency dispatching training required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledgeable in the techniques and methods of adult education, with demonstrated training skills, to include patience, communication, assessment.
- Must have excellent hearing, sight and the ability to speak clearly, distinctly and effectively and able to communicate with supervisors, peers, and subordinates in positive constructive manner
- Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Demonstrated ability to accurately enter information into CAD; teach and utilize various computerized information systems. Working knowledge of Microsoft Word, Excel, PowerPoint.
- Familiarity with 800 MHz public safety systems, 400 MHz radio systems, and 911 computerized answering systems.
- Excellent organizational skills, must be able to prioritize training responsibilities and handle more than one task at a time
- Must understand techniques of telephone interrogation
- Must have knowledge of principles of emergency dispatch and triage; and coordination of resources
- Knowledge of Public Safety Answering Point (PSAP) regulations
- Must be able to work in a confined, high noise area with no scheduled meals or breaks
- Able to multitask, prioritize, analyze information and use independent judgement
- Able to train, assign and review the work of others
- Able to teach operational software programs used in the Communications Center
- In-depth knowledge of Communications Center policies and procedures
- Willing and able to work nonstandard hours and be flexible to adjust schedule as necessary to facilitate training.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Communications Training Officer (CTO)
- Emergency Medical Dispatch Quality Assurance (EMD-Q)
- CPR Certified
- TDD Certified
- Driver and Vehicle Information Database (DAVID)
- Florida Criminal Information Computer/National Criminal Information Center (NCIC/FCIC)
- NIMS 100, 200, 247a, 300, 400, 700, 800
- Florida State Certification for Public Safety Dispatchers F.S.S. 401.465

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

- Department of Law Enforcement Limited Access Terminal Local Agency Instructor Certification (LAI)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 20; indirectly supervises a staff of approximately 15 to monitor compliance through the CQI program.

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

- Work independently with minimal supervision and direction, exercising a high level of independent judgment and discretion
- Decision pertaining to sectional policy and procedures; establish operating procedures, quality and quantity of work performed in area of responsibility
- Personnel decisions such as overtime usage, hiring or termination of employee, merit recommendations, travel or training decisions, employee leave
- 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.

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APPROVAL SIGNATURES:



Immediate Supervisor
Date 8-1-2023



Department Assistant Vice President
Date 8/1/2023



Department Vice President
Date 8-1-2023



Chief of Operations
Date 08-02-2023



Vice President, Human Resources
Date 8/2/23

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Physical Requirements and Working Conditions

Assistant Manager, Emergency Communications (Training/SOC)

Department: Security

Date: August 1, 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	
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.

Paul Cook 8-1-2023
 Immediate Supervisor Date

E. Baird Fuller - 8-1-2023
 Department Vice President Date

Angela Korman 8/8/2023
 Human Resources - Compensation Date

Assistant Manager, Endpoint Configuration

Department: Information Technology

Date: May 24, 2023

Title of Immediate Supervisor: Manager, Unified Communications

Pay Level: L31

POSITION SUMMARY: Manage the configuration control of all Greater Orlando Aviation Authority (GOAA) endpoint devices (Infrastructure, Desktop and Mobile) as well as troubleshooting technically complex problems that affect endpoint devices across the Enterprise. Duties include, but are not limited to the following: identifying systems that are not communicating with Microsoft Endpoint Configuration Manager (MECM)/System Center Configuration Manager (SCCM); collaborating with IT Infrastructure, Security, Automation Software, and Unified Communications leaders as well as the GOAA's 24-hour IT Operations Center staff; administration of the client system deployment, provisioning, and lifecycle management system; administration of the Mobile Device Management (MDM) system to manage mobile devices and the security of the data on those devices; assist in identifying, diagnosing and resolving complex support issues and bringing a high level of service satisfaction to 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:*

- Monitor and assign tickets to individual users and verify the Service Level Agreement (SLA) meet compliance are assigned accurately.
- Build out standardized system deployments, create computer images, manage software delivery and deploy patches.
- Manage GOAA mobile devices utilizing MDM system for deployments, security, monitoring and integrations. Create, update, and maintain users and devices.
- Customizes security/permission via Group Policy.
- Deploy computer software, automate processes and manage software on enterprise computers.
- Use MECM/SCCM, tools, and system management, to create custom report for maintenance and monitoring.
- Utilize Microsoft Azure web services for installing, configuring, testing, deploying, and supporting Microsoft Office 365.
- Provide support to the IT Operation Center with level 2 and level 3 tier tickets of other supporting software.
- Utilize Patch my PC software to support computer security vulnerabilities and protection methods to other supporting software.
- Create custom scripting and automation for software install.
- Manage and support Windows Operating Systems over VPN, utilize MECM remote tool.
- Protect computers against malware and detect and clean malware from computer hard drives.
- Assist web team with QA, deployment processes and schedules, and pilot testing new apps and updates.
- Upload, update, maintain, and delete iOS and Android Apps.
- Perform data, speed, and App usage analysis on company deployed mobile devices.
- Provide support and administration for all MDM software.
- Perform software license audits to confirm software product licensing compliance.
- Assist in creating and implementing career development plans on new supporting software for the IT Help Desk staff.
- Assign users and computers to proper groups in Active Directory.
- Perform installation, configuration, and support of the Authority's workstation software.
- Assist vendors and technicians who do not have access to GOAA network in providing system down support.
- Manage the patch deployment process by compiling and distributing security updates targeting PCs across the enterprise, eliminating vulnerabilities, and confirming that clients are following PCI Standards.

- Provide guidance and support to the IT Help Desk staff, assisting in the response of overflow calls and assigned tickets.
- 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.
- Develop IT Policies and Procedures for SCCM administrator.
- 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.
- 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 and experience with a diverse set of client devices and network configurations as well as the ability to research, test and verify the viability and safety of solutions prior to implementation.
- Knowledge of MS Windows and Windows based software
- Solid understanding of enterprise Security, systems patching and vulnerabilities
- Demonstrated proficiency with Application Packaging to build customized applications
- Advanced understanding of IT best practices
- Working knowledge of scripting tools and technologies
- Working knowledge and understanding of Active Directory
- Knowledge of Mobile Device Management (MDM) platforms and experience supporting a MDM System
- Strong understanding of mobile device operating systems (i.e. Windows, iOS and Android OS)
- 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
- Excellent verbal and written skills, demonstrated customer service skills, and ability to interface well with staff and others
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Demonstrated supervisory or leadership 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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately two (2) employees; as well as indirect oversight of contracted staff

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

- Work independently with little supervision or direction
- Extensive latitude in initiative, judgment, and authority
- 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:

	5/25/2023
Immediate Supervisor	Date
	6/1/2023
Chief Executive Officer	Date

	5/25/2023
Vice President, Information Technology	Date
	6/5/23
Vice-President of Human Resources	Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A


Assistant Manager, Endpoint Configuration

Department: Information Technology

Date: May 24, 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	2
51+ 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		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:						


 _____ 5/25/2023
 Immediate Supervisor Date


 _____ 5/25/2023
 Vice President, Information Technology Date


 _____ 6/2/2023
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Ground Transportation Services

Date: December 1, 2017

Department: Ground Transportation Services

Grade/Level: Exempt; L25

Title of Immediate Supervisor: Manager, Ground Transportation Services

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

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

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

- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

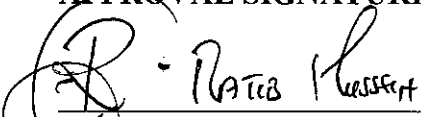
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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


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

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


APPROVAL SIGNATURES:



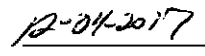
Immediate Supervisor



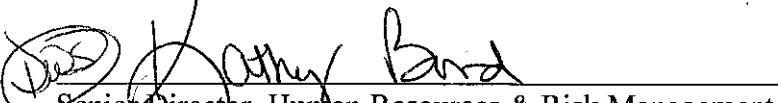
Date



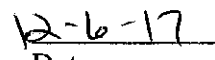
Senior Director



Date



Senior Director, Human Resources & Risk Management



Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Assistant Manager, Ground Transportation Services

Date: December 1, 2017

Department: Ground Transportation Services

Section: 238

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

Constant
Very Frequent
Frequent
Occasional
Rare

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

Supervisor Comments:

[Signature]
 Immediate Supervisor
 Date 12/14/17

[Signature]
 Senior Director
 Date 12/14/17

Human Resources Compensation

Assistant Manager, Human Resources (HRIS)

Department: Human Resources

Date: August 11, 2023

Title of Immediate Supervisor: Senior Manager, Human Resources

Pay Level: L27

POSITION SUMMARY: System administrator for Human Resources applications; design, develop, test and implement automated solutions; troubleshoot and assist Human Resources staff as needed. Provide the Human Resources department with up-to-date information, data and reports. Maintain current data in HR Systems and work closely with the Payroll department to verify the accuracy of payroll.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 Human Resources application requirements to maintain automated personnel information (employee demographics, benefits, information, and payroll information, etc.).
- Design, develop, test and implement automated solutions using existing HRIS personnel and payroll systems.
- Lead system implementation, HR staff training, and upgrades; troubleshoot technical system issues, assist as needed with testing and employee training.
- Administer user access and security for HR systems.
- Develop and implement solutions utilizing business applications to assist in tracking, compiling and managing information and data.
- Maintain day-to-day input of changes to HRIS for system updates and payroll purposes; maintain interface for payroll transmissions and data integrity for synchronization of HR systems.
- Map open employment requisition to position control for authorized FTE. Create new positions as necessary.
- Serve as a project manager, department liaison, and technical expert for conversion and upgrade activities. Coordinate these efforts with other GOAA staff as needed.
- Develop management and custom reports, as needed, utilizing a variety of applications.
- Develop user-training material for Human Resources systems. Instruct Human Resources staff on the use of these systems and provide technical support when needed. Develop and maintain administrator desk manual for systems reference and operational guideline.
- Prepare, audit and process reports and Status Change Forms to support the annual salary increase cycle.
- Coordinate and implement annual benefits and systems changes.
- Assist as needed in the annual healthcare open enrollment process.
- Provide various census reports to vendors used for renewals and other benefit and pension plan programs.
- Coordinate with external benefit vendors to provide appropriate data feeds from HR Systems to external benefit systems.
- Respond to employment verifications.+
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Systems, Human Resource Management, Public or Business Administration, or a closely related field and five (5) years of professional experience in system administration and maintenance of Human Resources computer systems with HRIS experience, or an equivalent combination of education, training, and experience. Human Resources experience in multiple disciplines required. Experience with Oracle HR, ADP and Cornerstone On Demand Talent Management Suite preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge and understanding of Human Resources practices and procedures
- Specific knowledge in HRIS, HR processes, data entry and analysis, and other data-related HR areas
- Extensive knowledge of and ability to use standard PC equipment and software, including Oracle, ADP, report writing systems, Microsoft Word, Excel and Access applications
- Ability to type and input data quickly and accurately, use a variety of office equipment skillfully
- Excellent oral and written communication skills. Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees.
- High degree of attention to detail
- Extensive knowledge of and ability to administer web-based and cloud-based applications
- Able to effectively prioritize workload and work effectively with interruptions and changing priorities

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional Human Resources Certification(s) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- This position requires a high level of independent judgment, initiative and discretion in the application and interpretation of policy information, bargaining unit contracts and applicable laws
- Works independently with little supervision and general direction
- Independent judgment regarding technical systems and solutions

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

APPROVAL SIGNATURES:



Cathlynn Wianna

Aug 11, 2023

Immediate Supervisor

Date



Randy Hudgins

Aug 11, 2023

Vice President, Human Resources

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Assistant Manager, Human Resources (HRIS)

Department: Human Resources

Date: August 11, 2023

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

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


ORIGIN 1842752 17634938

Aug 11, 2023

Immediate Supervisor _____ Date


ORIGIN 4292776 17634938

Aug 11, 2023

Vice President, Human Resources _____ Date


ORIGIN 1842752 17634938

Aug 16, 2023

Human Resources - Compensation _____ Date

Assistant Manager, Human Resources (Recruitment)

Department: Human Resources

Date: August 11, 2023

Title of Immediate Supervisor: Senior Manager, Human Resources

Pay Level: L27

POSITION SUMMARY: Manage the day to day recruitment activities for the Greater Orlando Aviation Authority (GOAA). Provide professional level development, coordination, analysis and support for recruitment and employment services for a variety of management, professional, technical, exempt, non-exempt and skilled trade positions. 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:*

- Manage the day to day recruitment activities for the Greater Orlando Aviation Authority (GOAA).
- Maintain all pertinent applicant and interview data in the Human Resources Information System (HRIS).
- Assist in the review, testing and implementation of HRIS upgrades or patches. Collaborate with functional and technical staff to coordinate application of upgrade or fix.
- Maintain awareness of current trends in HRIS with a focus on recruitment process product and service. development, delivery and support, and applying key technologies. Examine trends in information systems training, materials and techniques.
- Participate in HRIS user group meetings/conferences.
- Maintain the consistent application of the Recruitment and Employment Process Policy 201.01. Recommend policy changes as appropriate.
- Develop and coordinate effective sources for advertising and recruitment marketing materials. Develop and maintain recruitment resource information for advertising, community agencies, college placement offices and job fairs. Research new avenues to use for the recruitment of top candidates for all Aviation Authority positions, including special needs/difficult to fill.
- Discuss recruitment needs with supervisors and department managers and establish expectations and timeframes for the recruiting, interviewing, and selection process. Develop appropriate recruitment strategies to address all the hiring department needs are met regarding timeframes and quality of applicants.
- Evaluate candidate qualifications and assist the hiring department in identifying highly qualified candidates for interview. Develop selection criteria and interview questions, schedule/notify candidates for interviews, and assist the hiring department with the interview process. Participate in the interviewing and evaluation of job applicants
- Administer the pre-employment process, including but not limited to; make job offers; process offer letters; coordinate background investigations, security checks, and pre-employment physicals; prepare and process new employee paperwork. Notify applicants interviewed but not selected
- Plan and coordinate new employee orientation
- Administer assessment activities in conjunction with interviewing process such non-bargaining applicant testing and bargaining proficiency tests; coordinate ARFF promotion process for combat positions; conduct and administer CDL training for bargaining unit employees; maintain database to track all tests administered and verify all test results are used appropriately
- May identify employee turnover trends and project future staffing needs as requested
- Develop effective, legal interviewing processes
- Administer the I-9 Employment Eligibility Verification process
- Provide input regarding compensation and job descriptions to maintain effective recruitment
- Coordinate with agencies regarding temporary employees, and confirm timely payment of invoices. Assist with temporary agencies and background screening contract bids. Verify and pay background screening invoices.
- Maintain up-to-date knowledge of related policies, procedures, and employment law, and confirm all are followed throughout the recruitment process

- Develop and maintain logs/reports as needed.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Human Resource Management, Public or Business Administration, or a closely related field and four (4) years of professional level experience in recruitment and employment in a corporate or centralized Human Resources Office utilizing HRIS recruiting technology, or an equivalent combination of education, training, and experience. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge and understanding of Human Resources policies/procedures, and employment law
- Excellent oral and written communication skills in English; multilingual skills preferred
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees
- Ability to conduct different types of interviews and assessments
- Strong decision-making skills
- Knowledge of Microsoft Office, Human Resources Information Systems (HRIS), and Applicant Tracking Systems (ATS)
- High degree of attention to detail analyze
- Demonstrated ability to work with confidential and sensitive information

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately one (1) employee, and contracted staff as needed.

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

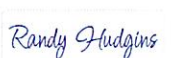
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion. May interpret and applies contracts, policies, laws
- Complete subordinate performance evaluations, establish standards of performance, write procedures, evaluate and enforce rules and regulations

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

APPROVAL SIGNATURES:


bxSIGN 1842122 12/20/2018
 Aug 11, 2023

 Immediate Supervisor Date


bxSIGN 4022776 12/20/2018
 Aug 11, 2023

 Vice President, Human Resources Date

FLSA: Exempt
EEO Category: Professionals

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


Assistant Manager, Human Resources (Recruitment)

Department: Human Resources

Date: August 11, 2023

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

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

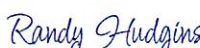


 boxSIGN 19AZV3Z-17K3VRK6

Aug 11, 2023

Immediate Supervisor

Date



 boxSIGN 42KZV7VX-17K3VRK6

Aug 11, 2023

Department Vice President

Date



 boxSIGN 19AZV3Z-17K3VRK6

Aug 16, 2023

Human Resources - Compensation

Date

Assistant Manager, IT Security

Department: Information Technology

Date: January 23, 2023

Title of Immediate Supervisor: Manager, IT Security

Pay Level: L31

POSITION SUMMARY: Develop and maintain security policies and procedures, lead in analyzing and responding to system and application audits. Assist in leading the IT Business Continuity team. Perform research, assist in developing solution concepts and designs. May specify, operate, support, configure, install, and test components. Components include hardware, firmware, software, combinations, and security components. Manage the security team in isolating and correcting problems related to security. Work with the Manager of IT Security and Senior Security Systems Engineer in engineering new and existing products and solutions.

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

- Develop and document controls designed to maintain the security and integrity of the network and computer systems and monitors for compliance.
- Assist with the development and documentation of Business Continuity Plans (BCP) for Information Technology.
- Test BCP Plans with various operation and support groups.
- Coordinate IT disaster recovery testing and documents findings, maintain the IT disaster recovery plan.
- Assist in the developing and implementation of the Information Technology Computer Incident Response Team (CSIRT) policy and procedures.
- Integral voting/approving member of the change control process, analyzing changes for security risks
- Supervise effectively to maintain a well-trained, motivated and professional staff, which provides data security to meet the organization's needs.
- Plan, schedule, and perform information security risk assessments, internal audits and other security testing processes of computer systems and networks to include vulnerability assessment, threat modeling, and penetration testing.
- Develop and deliver a computer systems security awareness program.
- Assist in the development of security policies and procedures. Monitor compliance with security policies and procedures, and prepare compliance reports.
- Review emerging technologies and standards. Assist in the development of prototype demonstrations of promising, cost-effective and efficient new applications.
- Monitor reports of malware infection or other intrusions and design and document processes and procedures for incident response.
- Work with Manager to develop policies and configuration standards for Microsoft Active Directory (AD) and with system administrators in developing 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.
- Collaborate with Manager to assist in the preparation of the Information Technology budget.
- As part of the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

REQUIRED (or equivalent education, training, experience):

- Extensive knowledge of computer and data security principles.
- Experience with Microsoft Server and Client Operating Systems (OS),
- Experience with Linux OS
- Experience with administration of Azure and Defender for Endpoint Security Products
- Experience with Splunk and Splunk Enterprise Security
- Experience with Nexpose vulnerability scanner
- Familiar with public key cryptography

DESIRED:

- Experience with CISCO network components and Palo Alto security components
- Experience with network management systems (NMS)
- Experience with security information and event management (SIEM) software
- Experience with SNMP and network packet analysis tools ..
- Working knowledge of Oracle eBusiness Suite (or related Financials package) security, audit and control methods and concepts
- Working knowledge of information security programs using best practices methodologies such as Florida's 'Security of Data and Information Technology Resources Act' (Rule Chapter 60DD-2 Florida Information Resource Security Polices and Standards), ISO, COBIT, PCI DSS, etc. that include administration, technical and physical safeguards.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- IT Infrastructure Security Certifications such as CISSP, CISM, CRISC, CISA, McAfee, Splunk, and Palo Alto combined with other IT management certifications such as MCSE, RHCE, CCNP are required

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


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

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


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

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

APPROVAL SIGNATURES:

 3/24/23

Immediate Supervisor Date

 3/24/2023

Department Director Date

 3/27/23

Director, Human Resources Date

FLSA: Exempt

EEO Category: Professional

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, IT Security


Department: Information Technology

Date: January 23, 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	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 3/24/23


 Department Director _____ Date 3/24/2023


 Human Resources - Compensation _____ Date 3/27/2023

Assistant Manager, K-9 Handlers

Department: Security

Date: September 20, 2023

Title of Immediate Supervisor: Manager, Threat Prevention

Pay Level: L24

POSITION SUMMARY: Coordinate the day-to-day activities of the Explosive Detection Canine Team (EDCT) Section. Establish training plans, schedules, and work priorities. Implement plans to achieve the goals and objectives outlined for the Section. Resolve concerns and elevate issues as needed. A point of contact with other departments, the Transportation Security Administration (TSA) and local law enforcement for EDCT matters.

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

- **Supervise the daily activities of the EDCT Section's staff. Develop schedule, monitor hours of work and authorize timesheets, verify that work is performed in compliance with standards, laws, regulatory requirements, etc. Investigate concerns and develop solutions. Prepare and conduct performance appraisals, develop and implement training (including TSA Legacy training and canine training), participate in interviews, and recommend disciplinary action when necessary.**
- Primary liaison for EDCT issues with OPD, FBI, TSA, ATF, CBP and other related law enforcement agencies.
- Analyze and conduct effective training of the EDCT, adhering to TSA standards as required.
- Serve as explosive detection subject matter expert for GOAA and expert resource to the Incident Commander for bomb threat incidents.
- Responsible for the safe handling and transfer of explosive aides; establish and implement applicable policy and procedures.
- Verify that all Utilization mandates are met; review all records to confirm they are accurately entered into the TSA required portal in accordance with established timeframes.
- Assure all K-9 staff wear specified Personal Protective Equipment (PPE), i.e. body armor, when responding to designated calls, and that PPE is maintained in good repair and a state of readiness with easy access when needed.
- Confirm that the TSA Reimbursement Program and SOP are carried out in accordance with the cooperative agreement.
- Identify and preserve evidence used to support law enforcement investigations regarding security threat incidents. May be called to provide testimony during proceedings.
- Assist with budget development and oversight.
- Keep Manager apprised on all relevant matters of the Section and confirm that section policies and procedures are followed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Criminal Justice, Business or Public Administration or related field and six **(6) years' experience to include** Explosive Detection Canine Team handling, with additional experience in Security, Law Enforcement or an Airport Environment; or an equivalent combination of training, education, and experience. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of the Transportation Security Administration Regulations, the Airport Security Program and local, state and federal aviation security requirements
- Knowledge of K9 health requirements and explosives handling procedures
- Ability to develop operational and training plans
- Must be able to coordinate section activities, communicate and follow-up plans

- Must be able to maintain a forty-five minute response time to the airport
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Must be able to respond in emergency situations and work effectively in potentially stressful and dangerous situations
- Good oral and written communication skills
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones
- Intermediate computer skills; familiarity with Microsoft Office suite
- Demonstrated leadership, supervisory skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida **driver's license**
- Must complete Transportation Security Administration (TSA) EDCT seminars on a regular basis as required.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately ten (10) K-9 Handlers and canines

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

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

 **Sep 20, 2023**

Immediate Supervisor Date

 **Sep 21, 2023**

Department Vice President Date

 **Sep 26, 2023**

Chief Operating Officer Date

 **Sep 20, 2023**

Department Assistant Vice President Date

 **Sep 26, 2023**

Chief of Operations Date

 **Sep 26, 2023**

Vice President, Human Resources Date

FLSA: Non-Exempt

EEO Category: Protective Service Worker

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, K-9 Handlers

Department: Security

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



WORK SIGN 18420701-4200818

Sep 20, 2023

Immediate Supervisor

Date



WORK SIGN 18420701-4200818

Sep 26, 2023

Human Resources - Compensation

Date



WORK SIGN 18420701-4200818

Sep 21, 2023

Department Vice President

Date



Assistant Manager, Maintenance Projects

Department: Maintenance

Date: April 25, 2023

Title of Immediate Supervisor: Vice President, Facilities

Pay Level: L26

POSITION SUMMARY: Provide project management oversight and coordination support to the Director of Maintenance, Assistant Directors of Maintenance and other Maintenance management staff. Provide project closeout management for construction turnover to Maintenance facility management responsibilities. Manage the System Safety Program (SSPP) for the Automated People Mover (APM) System. Act as the Operational Readiness Liaison and Representative for the South Terminal Project.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 project management oversight and manage the coordination of maintenance elements of projects from design through completion. Responsible for the development of procedures and controls that facilitate a seamless transition from construction to Maintenance facility management responsibilities.
- Serve as Department Liaison with internal and external stakeholders including Construction, Engineering, Consultants, Authority's Owner Authorized Representatives (OARs) etc. Presents input to stakeholders and provides project closeout management related to construction turnover to maintenance operations.
- Attend meetings on behalf of the Director of Maintenance and provide status of projects; provide high-level administrative and reporting support to the Director of Maintenance; assist the Director of Maintenance in preparing for committee meetings; prepare board and committee memos, presentations, etc.
- Manage and direct matters related to the Maintenance department role in the System Safety Program Plan (SSPP), including but not limited to, administering and executing the Authority's annual FDOT submission and distribution of the SSPP Certification of Compliance, Revision Update, review and response to the FDOT's Letter of Concurrence.
- Manage the coordination of the Leadership Team, Contract Management Office (CMO) and Working Group Meetings; schedule, prepare agenda, coordinate agenda items with staff, take and post meeting notes, confirm all facts/figures ensuring accuracy and resolving discrepancies, respond to requests for information, identify, track action items and provide document control.
- Review compliance of the SSPP, coordinate the incident responses in conjunction with the Leadership Team and CMO, prepare and transmit the SSPP Monthly Hazard Log to DOT, provide support and recommendations to the Leadership Team, CMO, and Working Group for problem resolution.
- Provide oversight of the annual APM internal safety review, FDOT's Triennial Safety Audit; communicate with FDOT, other regulatory agencies, GOAA Leadership.
- Attend meetings on behalf of the Director of Maintenance and provide status of projects as needed; provide high-level administrative and reporting support to the Director of Maintenance, assist the Director of Maintenance in preparing for committee meetings; may prepare board and committee memos, presentations, etc. as assigned.
- Administer the Maintenance department Box.com website and SharePoint folders related to department/project administration; create subfolders, shared folders, authorize users, trouble-shoot the website for users and provide training and help as needed.
- Manage and review documents, including but not limited to, specifications, drawings, change orders, claim actions, O&M Manuals as directed. Provide management with feedback and suggested solutions or corrections for problems.
- South Terminal project Operation Readiness Liaison and Representative for the Maintenance Department; Develop and coordinate the Maintenance Department Operational Readiness Plan for initiatives related to transitioning construction activity to Maintenance Department responsibilities.

- Responsible for the development of procedures and controls that facilitates a seamless transition from construction to maintenance, resulting in satisfactory customer service. Manage the coordination of maintenance elements of the projects to include capital asset inventory, service contracts, staffing analysis, furniture/fixtures/equipment, budgets, operational procedures, emergency response, etc. as related to maintenance operations.
- Provide management of Maintenance department documentation in compliance with the State of Florida regulations for Public Records, Public Libraries and State Archives, Electronic Recordkeeping. Work in conjunction with the Aviation Authority Records Custodian.
- May serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts; acts as a liaison with other GOAA departments.
- Manage special projects as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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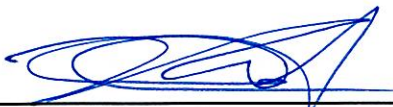
APPROVAL SIGNATURES:



Immediate Supervisor/Vice President 5-23-2023
Date



Chief of Operations 05-26-2023
Date



Vice President, Human Resources 5/30/23
Date

FLSA: Exempt

EEO Category: Professional

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, Maintenance Projects


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


 _____ 5-23-2023
 Immediate Supervisor/Vice President Date


 _____ 05-26-2023
 Chief of Operations Date


 _____ 5/30/2023
 Human Resources - Compensation Date

Assistant Manager, Material Control

Department: Purchasing

Date: October 10, 2018

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L25

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

Diana Nashner 10/10/18
Immediate Supervisor Date

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

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

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

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

AS

Assistant Manager, Material Control

Department: Purchasing

Date: October 10, 2018

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

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

 10/12/18
 Immediate Supervisor Date

 10/18/18
 Chief Financial Officer Date

 10/22/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Assistant Manager, Networks

Date: May 4, 2017

Department: Information Technology

Grade/Level: Exempt; L31

Title of Immediate Supervisor: Manager, IT Infrastructure

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Florida Driver's License
- CCNA, CCNP Preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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


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

APPROVAL SIGNATURES:



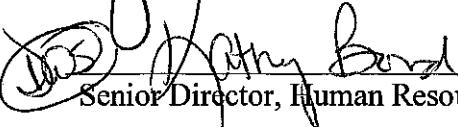
Immediate Supervisor

5/22/17
Date



Chief Information Officer

5.22.17
Date



Senior Director, Human Resources & Risk Management

6-2-17
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Assistant Manager, Networks
 Department Information Technology

Date May 4, 2017
 Section 522

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:

Tara J. Felder
 Immediate Supervisor

5/22/17
 Date

J. Newcome
 Chief Information Officer

5.22.17
 Date

Assistant Manager, Purchasing – IT

Department: Purchasing

Date: November 12, 2019

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L27

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

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

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

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

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a technology related field and five (5) years of progressively responsible work experience in the procurement of technology-related goods and services, or an equivalent combination of education, training and experience. Experience processing solicitations in an e-procurement system is required. Procurement experience in the public sector is preferred. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge of a variety of IT technology to understand purchasing activities and requirements
- Working knowledge of the solicitation and award process for purchases of technology-related commodities, equipment, and services using request for quotes
- Remain current in knowledge of purchasing principles, standards, theories, procedures, methods and processes, and demonstrate proficiency in their practical application
- Working knowledge of specifications, statement of work, purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, price analysis and value analysis
- Working knowledge of State of Florida statutes relating to public procurement
- Basic negotiation skills
- Excellent interpersonal, verbal and written communication skills and able to effectively interact with internal and external customers
- Intermediate to advance computer skills and Microsoft Office programs experience required, working knowledge of Oracle and/or an eProcurement system preferred
- Demonstrated leadership skills
- Demonstrated analysis and problem resolution skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of one (1) employee

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

- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Approve purchase orders within signatory limit

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

APPROVAL SIGNATURES:

Diana L. Henderson 11/19/19
Immediate Supervisor Date

Lauren M. Starnow 11/20/19
Chief Financial Officer Date

FLSA: Exempt
EEO Category: Professional

Denise K. Schneider 11/19/19
Department Assistant Director Date

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

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

Assistant Manager, Purchasing – IT

Department: Purchasing

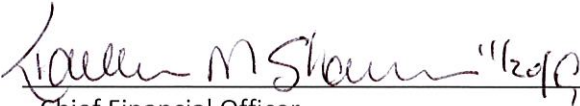
Date: November 12, 2019

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

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

SUPERVISOR COMMENTS:


11/19/19
 Immediate Supervisor Date


11/20/19
 Chief Financial Officer Date


11/20/19
 Human Resources - Compensation Date

Assistant Manager, Security Compliance

Department: Security

Date: November 7, 2019

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

Pay Level: L24

POSITION SUMMARY: Serve as Criminal History Records Check (CHRC) adjudicator for airport identification media applicants. Serve as Alternate Airport Security Coordinator (ASC). Assist with resolution of and timely response to letters of investigation, civil penalties or other inquiries made by Transportation Security Administration (TSA) regulatory officials and investigate allegations of non-compliance.

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

- Facilitate compliance with Federal regulations contained in 49 CFR Part 1542 and other applicable Federal Regulations, TSA regulatory requirements and the Airport Security Program (ASP) through audits, inspections, testing, observation, and interviews.
- Receive and assist with resolution of and timely responses to compliance investigations and other inquiries from regulatory officials; oversee corrective action(s) and follow up on continuing or outstanding issues.
- As primary CHRC adjudicator, review applicants with a criminal record for compliance with current airport identification media requirements, determine whether to approve, deny or revoke media and maintain CHRC denial/revoked list.
- Attend applicable construction meetings to provide security compliance related information and stay current on progress of projects and change orders for possible administrative submissions to TSA.
- Conduct walkthroughs of construction project site locations to gather appropriate information and update security maps as needed.
- Prepare timely responses to construction related compliance investigations and other related inquiries from regulatory officials.
- Provide compliance related information and guidance to contractors and Owner Authorized Representatives (OARs) and Authority Authorized Representatives (AARs); serve as a resource for questions.
- Provide training for new construction contractors in tool inventory, jobsite lockup procedures, worksite sterility and procedures for notification of lost items, etc.
- Provide restricted area familiarization to incoming and potential contractors.
- As Alternate ASC, responsible for 24-hour point of contact response to any security concern at the airport.
- Supervise assigned employees. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a Security related discipline and four (4) years experience in security compliance with TSA security regulatory requirements and responding to security compliance issues, or an equivalent combination of education, training and experience. Demonstrated writing skills required. Experience in an airport environment preferred. Supervisory and/or leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:


Assistant Manager, Security Compliance

Department: Security

Date: November 7, 2019

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

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


11/8/19

 Immediate Supervisor Date


11-8-2019

 Department Director Date


11/8/2019

 Human Resources - Compensation Date

Assistant Manager, Security Operations

Department: Security

Date: May 8, 2023

Title of Immediate Supervisor: Manager, Security Operations

Pay Level: 25

POSITION SUMMARY: Assist in the day-to day management of the Security Operations Center (SOC) and all Security Operations staff. Assist management with the overall airport security posture and meeting the operational requirements of the Airport Security Program (ASP) and 49 CFR Part 1542. Responsible for verifying security personnel adhere to regulations by monitoring and enforcement as needed. Respond to incidents on airport property and deploy staff resources to make any immediate corrective actions maintaining security and regulatory requirements. Oversee the training and development of assigned personnel.

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:*

- Assist in the day-to-day management of the SOC and security operations
- Provide for scheduling of staff and development of assigned personnel.
- Oversees maintenance for all equipment and vehicles are properly maintained, serviced and proper records kept.
- Assist the manager with incident responses and Emergency Operations Center activities for recovery operations; provide assistance for preparation of proper notifications.
- Assist with security and regulatory maintenance requirements by implementing immediate corrective action.
- Supervise assigned employees, assign work; monitor hours of work and authorize payroll; oversee quality, and timeliness of work performed; confirm compliance with established policy, procedures and standards. Advise Manager of areas of concern with recommended solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in the interview and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Coordinate with internal and external partners regarding corrective actions needed as a result of security violations or issues on non-compliance.
- Assist Manager in performing and coordinating special movements or security details.
- Monitor all systems within the SOC to ensure they maintain optimum operational status.
- Assist management with maintenance and preparation of department budget and resource needs.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor degree in Business or Management and four (4) years security related experience, preferably in an airport environment, or an equivalent combination of education, training and experience. Supervisory/Leadership experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledgeable of Transportation Security Administration security requirements and FAR 49 CFR Part 1542.
- Strong leadership abilities
- Intermediate computer skills; familiarity with Microsoft Office suite
- Experience/knowledge of general airport operations
- Good oral and written communications skills, proficiency in speaking and understanding English required, multilingual skills desired
- Ability to work independently
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.

- Demonstrated ability to work effectively under time constraints and in stressful situations
- Highly organized and detail oriented, analytical and problem-solving skills
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times and in potentially stressful, difficult, and confrontational times
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*






- Directly supervises a staff of approximately six (6) employees; indirectly supervises a staff of approximately fourteen (14) employees

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- High level problem-solving skills
- Able to evaluate safety and security aspects of the airport system
- Complete subordinate performance evaluations, establish standards performance, writes procedure for a limited focus area, evaluate and enforce rules and regulations
- Must be capable of responding to any emergency that arises and provide support to all GOAA Departments

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

APPROVAL SIGNATURES:

 _____	6-7-23 Date	 _____	6/6/23 Date
 _____	6-7-23 Date	 _____	06-07-2023 Date
 _____	6/15/23 Date		

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


Assistant Manager, Security Operations

Department: Security Operations

Date: May 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			3
Lifting:	0 – 20 lbs				X		2
	21 – 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Ability to handle more than one task at a time			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
Confined Areas						X	3
Excessive Noise						X	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
Two Way Radio				X			3
GOAA/Personal Vehicle				X			3
SUPERVISOR COMMENTS:							


 Immediate Supervisor 6-7-23
 Date


 Department Vice President 6-7-23
 Date


 Human Resources - Compensation 6/14/2023
 Date

Assistant Manager, Structured Cabling

Department: Information Technology

Date: September 4, 2018

Title of Immediate: Manager, IT Infrastructure

Pay Level: L31

POSITION SUMMARY: Responsible for direction, supervision, and coordination of the IT Premise Distribution Systems (PDS) group to support the Authority's fiber optic and copper cabling infrastructure. Supervise the PDS staff and manage the cable infrastructure for the Aviation Authority.

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

- Oversight of daily activities related to the IT Premise Distribution Systems; resolve problems, set priorities for the design, maintenance, development, evaluation and change management issues
Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Coordinate with internal and external customers (airlines, rent-a-car, and concessionaires) on the development of project and work order requirements.
- Provide overall program management oversight for low voltage projects. Responsible for reviewing and approving quotes, work orders and invoices.
- Respond immediately to network outages, coordinating necessary resources and activities for prompt and appropriate restoration of service
- Manage the development of the Authority's cable infrastructure in multiple data centers and communication rooms in a campus environment.
- Review and comment on construction documents; attend Joint Construction Meetings (JCM) as appropriate.
- Prepare documentation related to the installation and maintenance of the Authority's cable infrastructure, in a variety of written and electronic formats.
- Maintain current knowledge of the cable industry and upcoming projects to determine the means to implement changes in the existing network to accommodate technology, features and functionality. Review, maintain and provide updates to GOAA Standard Specifications Sections 27 00 and 28 00.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Electrical Engineering or related field and six (6) years of experience in cabling project management, installation and design , or an equivalent combination of related education, training, and experience. Experience in supervising staff on structured cabling, IT, wireless, or construction projects required. Registered Communications Distribution Designer (RCDD) or Project Management Professional certifications preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated leadership and supervisory skills. Leads with character, builds trust, respect and credibility through actions and behaviors. Strong interpersonal skills with a positive and enthusiastic attitude.
- Must be able to manage group dynamics, and to organize and motivate teams. Strives to understand and support others.
- Proven ability to assess performance and provide motivational support and discipline to personnel as required.

- Ability to provide proper advice and recommendations to management. Desire and ability to develop and share solutions and techniques with staff.
- Organized and able to hold others accountable for delivering project milestones on time. Requires ability to provide clear and timely responses and feedback.
- Strong ability to communicate technical concepts in a non-technical manner
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel, tenants, the public and contractors.
- Write clearly and informatively, able to read and interpret written information. Speak clearly and persuasively in positive or negative situations.
- Experience in telecommunications as it relates to premise distribution systems, Must be well versed in Building Industry Consulting Service International (BICSI) and Telecommunication Industries Association (TIA) rules, and standards. Knowledge of installing, splicing, terminating, and testing fiber optic cable
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving complex technical problems.
- Ability to operate in fast-paced, stress-inducing environment with a positive demeanor
- Experience with Microsoft Excel, Word, Outlook. Experience with AutoCAD and Microsoft Visio, Project are desired
- Must be able and willing to work non-standard hours, including weekends and after hours and on call as needed to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Registered Communications Distribution Designer (RCDD) preferred
- Project Management Professional certification desired.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Work very independently with little supervision or directions – substantial level of initiative, judgment and authority
- High level technical problem-solving skills
- Exercise independent judgment and creativity in solving complex technical problems
- Make recommendations regarding; bid awards, resolution of problems with contractors and others

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

APPROVAL SIGNATURES:

[Signature]

 Immediate Supervisor 9/19/18 Date

[Signature]

 Chief Information Officer 9.19.18 Date

[Signature]

 Sr. Director, HR & Risk Management 10-15-18 Date

[Signature]

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Assistant Manager, Structured Cabling

Department: Information Technology

Date: September 4, 2018

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

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

Lee L. Selby
 Immediate Supervisor
 9/19/18
 Date

J. Newmyer
 Chief Information Officer
 9.19.18
 Date

Catelyn Vance
 Human Resources - Compensation
 9/15/18
 Date

Assistant Manager, Systems Administration

Department: Information Technology

Date: April 18, 2022

Title of Immediate Supervisor: Manager, IT Infrastructure

Pay Level: L31

POSITION SUMMARY: Responsible for direction, supervision, and coordination of the Systems Administration group to support the Greater Orlando Aviation Authority's (GOAA) server and storage systems. Supervise the Systems Administration staff and manage all servers, storage and data centers for GOAA. Oversee the development of GOAA data center infrastructure. Support multiple mid-sized data centers [800+ clients] in a campus environment.

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

- Oversight of daily activities related to servers, storage and data centers; resolve problems and change management issues.
- Responsible for production systems' online response time.
- Maximize system availability, prepare metrics to evaluate systems performance, and work with other IT groups and users to meet service objectives.
- Supervise effectively to maintain a well-trained, motivated and professional staff. Train, schedule, monitor time, complete performance reviews, recommend disciplinary action as needed, participate in interview process, etc. Advise subordinates on administrative policies and procedures, technical problems, priorities, and methods.
- Research, test, learn, plan and manage the support of new technologies, data center performance and reliability.
- Responsible for the efficient operation of assigned activities, including computer operations, data control, operations support, and operating systems installation and maintenance.
- Control revenues and expenses within systems group; work with Manager, IT Infrastructure to meet budget goals and objectives.
- Provide input to policy level direction regarding IT standards.
- Consult with personnel in other information systems sections to coordinate activities as needed.
- Clearly articulate activities and document solutions and routines; prepare activity and progress reports.
- Provide input and recommendations regarding business continuance issues and improvements to the operations of systems and processes supported; oversee enterprise backup and disaster recovery systems to confirm reliability and integrity.
- Assist the Manager, IT Infrastructure with the development and implementation of best practices for server architecture, including build, run, performance, security, and backup with particular attention to virtualized technologies (VMWare, Hyper-V and Linux).
- Work with multiple vendors' technical and application support to coordinate expedited, effective solutions; serve as a point of contact for server hardware and application service providers and vendors.
- Work on project-based assignments, including as project lead when appropriate.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science and Six (6) years of progressive experience in the administration of enterprise systems and data centers. An equivalent combination of education, experience and training may be considered. Supervisory/leadership experience required. Extensive experience supporting Microsoft server architectures, including but not limited to SQL, Exchange, Internet Information Systems, Active Directory.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Skilled in project management
- Demonstrated ability to manage personnel.
- Advanced understanding of VMWare virtualization technology
- General comprehension of enterprise networking infrastructure (routers, switches, firewalls, etc.)
- Solid understanding of SAN and NAS technologies (in particular Tegile offerings)
- Strong ability to communicate technical concepts in a non-technical manner
- Strong documentation and research skills
- Excellent oral and written communication and interpersonal skills
- Exhibit self-sustaining initiative motivated to comprehensively learn and assume responsibility for new technologies
- Personal resolve to identify, take ownership of issues, and see through their resolution
- Resourcefulness and creativity to resolve issues
- Desire and ability to develop and share proactive solutions and techniques with colleagues
- Ability to multitask various (and sometimes conflicting) priorities (projects and operational duties)

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

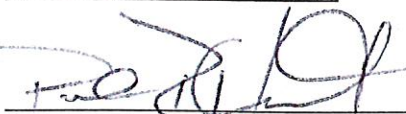
- Directly supervises a staff of approximately (5) five employees; as well as indirect oversight of contracted staff

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

- Works independently with little supervision – high level of initiative, judgment and authority
- High level technical problem-solving skills
- Judgment required to assess, analyze, research, and summarize technical data and processes, and develop/recommend direction, solutions

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

APPROVAL SIGNATURES:

 19-Apr-22
 Immediate Supervisor Date

 4/19/2022
 Department Director Date

 6-7-2022
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A


Assistant Manager, Systems Administration

Department: Information Technology


Date: April 18, 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.

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


 _____ 19-Apr-22
 Immediate Supervisor Date


 _____ 4/19/2022
 Department Director Date


 _____ 4/19/2022
 Human Resources - Compensation Date

Assistant Manager, Terminal Facilities

Department: Maintenance

Date: April 25, 2023

Title of Immediate Supervisor: Manager, Terminal Facilities

Pay Level: L27

POSITION SUMMARY: Responsible for the day to day management of facility esthetic/appearance, and maintenance operations, primarily for the terminal facilities using a combination of in-house personnel and service contracts for the maintenance and repair of carpentry, painting, and graphics primarily for Terminal C landside, airside, parking garages and other support structures for the 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 Manager in monitoring facility appearance and conditions; directs appropriate maintenance or contractor personnel to address any discrepancies noted; coordinates with other Aviation Authority departments to correct discrepancies that are beyond the responsibility of the Facilities Department.
- Assist with identifying and planning maintenance needs, organizing projects, developing schedules, coordinating contract maintenance activities, and provide input for renewal and replacement programs.
- Monitor and control personnel requirements and performance, equipment and material needs, and budget expenditures to ensure effective and efficient maintenance of assigned areas.
- Provide direct leadership for the maintenance Graphics Shop and support contractors for the terminal facilities
- Review, study, and interpret architectural drawings, plans, and specifications for proposed projects during the design phases. Assess technical specifications, initiates the procurement process and participates through contract award. Monitor compliance with service and material contract requirements.
- Investigate problems and develop solutions in area of responsibility.
- Establish facility standards consistent with current safety and regulatory standards and regulations in support of the Facilities department.
- Monitor compliance with applicable Federal, State, and local codes, as well with FAR, FAA, and security regulations.
- Supervise employees in assigned areas. 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 areas. Oversight of the electronic pay system and employee hours for the Graphics shop.
- Maintain records and reports appropriate to areas of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Building Construction, Management, or Facilities Management, and four (4) years' experience in a large-scale Operations & Maintenance organization, or an equivalent combination of education, training, and experience. Airport experience preferred; supervisory experience managing operations and multiple alteration/maintenance projects required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of OSHA regulations, FAR, FAA, security regulations and other safety standards
- Thorough knowledge of personnel and project management, construction, and overall maintenance functions.
- Leadership/Supervisory skills and the ability to build an effective team
- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Ability to work effectively in a stressful environment
- Strong verbal and written communication skills
- Ability to set standards for consistency
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Able to multitask, prioritize, and analyze information.
- Basic computer-use skills and Microsoft programs and knowledge of Computerized Maintenance Management Systems desirable
- Problem solving skills
- Demonstrate 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 to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Facilities Management Administrator (FMA) or Certified Facility Manager (CFM) upon hire or able to obtain within 2 years of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three to eight (3 - 8) employees; indirectly supervises a staff of approximately twenty four (24) including non-bargaining and bargaining unit personnel

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


- Work independently with little supervision or direction, high level of initiative, judgment and authority
- Ability to provide proper advise and recommendations to managers and employees at all levels
- Counsel or develop solutions for unusual problems, handle non-routine situations
- Responsible for the quality and quantity of work performed by others (staff and contractors)

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APPROVAL SIGNATURES:



Immediate Supervisor 6/27/23
Date



Department Assistant Vice President 6/22/23
Date



Department Vice President 5-30-2023
Date



Chief of Operations 6-28-2023
Date



Vice President, Human Resources 6/28/2023
Date

FLSA: Exempt

EEO Category: Professional

Shift Premium: N/A

Rotating Shift: N/A


Assistant Manager, Terminal Facilities


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			3
Lifting:	0 – 20 lbs					X	3
	20 – 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping				X			3
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	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	1
Insects						X	1
Heights, Confined Areas					X		2
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor Date


 Department Assistant Vice President Date


 Human Resources - Compensation Date

Assistant Manager, User Services

Department: Information Technology

Date: May 12, 2023

Title of Immediate Supervisor: Manager, Unified Communication

Pay Level: L31

POSITION SUMMARY: Provide management, administration, and supervision to the User Services and IT Operation Center (ITOC) team for the effective delivery of IT desktop/remote support services. Responsibilities include overseeing day-to-day operations of desktop support and the Greater Orlando Aviation Authority's (GOAA) 24-hour service desk, guidance towards level two support of hardware and software problems, recommendations on client hardware and software purchases and installations, and documentation and tracking of inventory items. Responsible for service and maintenance of endpoint devices, printers, accessories, and mobile devices. Other responsibilities include supporting conference room computer systems and facsimile machines, and coordinating organization-wide moves, adds, and changes.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 leadership and supervision of the User Services and IT Operations Center support team to facilitate quality customer service and technical support of software and hardware, to include GOAA computers, peripherals, tablets, and other electronic devices.
- Develop and maintain effective policies and procedures that direct the activities of GOAA ITOC support team and contracted personnel for the proper and prompt processing of work orders.
- Review incident/issue tracking system for team assignments and performance expectations. Manage scheduling of the support team to maintain adequate support levels to the user community.
- Oversee service desk and desktop support problem resolutions to identify trends or problem support areas and verify support procedures are being followed. Prepare related reports and follow-up statistics.
- Troubleshoot and research technical solutions to reported problems.
- Oversee operational systems, processes, and infrastructure for ITOC.
- Responsible for records and inventory of assigned hardware, software, and licensing.
- Manage Mobile Devices, to include ordering, configuration and tracking. Review Mobile billing analysis to confirm accuracy and validation of charges being applied. Responsible for financial accounting transactions associated with cost recovery and analysis, corrections of inaccuracies.
- Coordinate with the Assistant Manager, Endpoint Configuration for effective operation of the SCCM and AirWatch MDM systems.
- Analyze performance of Service Desk and ITOC activities and documented resolutions, identify problem areas, and devise and deliver solutions to enhance quality of service and to prevent future problems.
- Coordinate projects with other departments and external organizations and agencies.
- Provide oversight of technical staff in the implementation, installation, configuration, and technical support of systems and mobile devices.
- Provide on-call support for IT systems as required.
- Participate in management level planning; support change management processes.
- Supervise 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.
- Interact with all internal departments, consultants, outside support staff and material vendors.
- Enforce information technology documentation and implementation of policies and procedures.

- As a member of the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and three (3) years' experience in all levels of desktop support and troubleshooting, or an equivalent combination of education, training and experience. Experience in a leadership role required, with supervisory experience preferred. Experience with Cisco network and Avaya phone equipment required. Knowledge of current GOAA client management system and mobile device management system strongly preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of current GOAA technologies strongly preferred
- Ability to provide Level 2 and Level 3 desktop support
- Knowledge of customer service practices, including end-user support experience required
- Ability to prioritize and handle multiple tasks effectively
- Ability to plan and supervise to keep users and technicians working efficiently
- Ability to interface on technical terms with other IT teams
- Demonstrated ability to troubleshoot/repair desktop and laptop computers, as well as printers
- Demonstrated skill with computer imaging and Service Desk ticketing software
- Knowledge of Microsoft Office Professional Products and Microsoft Active Directory and Exchange
- Excellent verbal and written skills, demonstrated customer service skills, and ability to interface well with staff and others
- Strong problem-solving and technical troubleshooting skills
- Demonstrated skill in installing and configuring Autodesk products
- Ability to install and configure desktop computers with Windows 7/8/10
- Knowledge of IP protocol configurations in Networked [Ethernet] environment
- Ability to provide installation & support of various software packages, specifically Microsoft Office Professional in an Exchange environment, MS Project, MS Visio, MS SharePoint and Adobe Acrobat
- Knowledge of virus software configuration
- Demonstrated ability to interface well with users and staff
- Demonstrated supervisory or leadership skills
- Must be a self-motivated individual who can work independently and perform with minimal direction
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

Assistant Manager, User Services

Department: Information Technology

Date: May 12, 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	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:							


 5/25/2023
 Immediate Supervisor Date


 5/25/2023
 Department Vice President Date


 6/2/2023
 Human Resources – Compensation Date

Assistant Vice President, Air Service Development

Department: Air Service Development & Marketing

Date: August 10, 2023

Title of Immediate Supervisor: Chief Development Officer

Pay Level: L31

POSITION SUMMARY: Directs the strategic and tactical efforts to attract airlines to increase flights in domestic and international markets at Orlando International Airport (MCO). Develop effective relationships with internal and external stakeholders to meet the Greater Orlando Aviation Authority's (GOAA) goals and objectives, execute short and long-range air service development initiatives to build the core business of passenger service. Facilitate the development of business opportunities for MCO and its' airlines to increase MCO originating passenger traffic.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 manage MCO's annual marketing plans for both Air Service Development (ASD) and Business Development including the identification of short and long-term goals.
- Cultivate and maintain engaged relationships with airline and industry partners, to meet GOAA's goals and objectives and execute marketing initiatives to build core business of passenger service.
- Research, analyze and identify passenger air service needs to develop the initiatives for market expansion.
- Direct and manage GOAA's business development research needs to help maximize the Orlando-originating business traffic utilizing MCO's non-stop services.
- Manage assigned airline portfolios
- Establish and develop ongoing relationships with airline network route planners for MCO's ASD to attract airlines to increase both domestic and international scheduled and charter passenger flights to MCO.
- Work with Assistant Vice President, Marketing for air service development research needs to support the retention of existing air service and expansion through new air service.
- Travel to headquarters of assigned airline portfolio and present MCO's ASD route opportunities at least every 12-18 months.
- Lead logistical and analytical elements of major industry trade events as a method to establish relationships and attract additional opportunities for MCO's marketing initiatives.
- Represent MCO at ASD industry meetings and corporate business travel conferences as assigned.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Develop and manage all aspects of the Marketing Department budget.
- Manage the Air Service Incentive Program annual list of incentivized markets in support of the program administration.
- Manage tour operator relations @ MCO.
- Manage the administration of the department's Salesforce CRM system to maximize its' usage based on department needs.
- Oversee collaboration with team members to create effective MCO's ASD marketing presentations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in business, marketing, aviation management or related; eight (8) years of professional experience in aviation marketing, air service development, economic development or airport/airline management, or an equivalent combination of education, training and experience. Supervisory experience required. Master degree preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of regional businesses community, tourism and economic development industry, and aviation/airline industry
- Ability to manage staff in a dynamic work environment with constantly changing priorities
- Ability to manage multiple projects within Air Service and Business Development
- Advanced working knowledge of and experience with software including MS Office and Salesforce (CRM) products
- Demonstrated leadership and management skills
- Excellent oral and written communications and presentation skills, bilingual preferred
- Attention to details
- Must have excellent analytical problem solving and organizational skills related to the job functions and requirements
- Strong research, analytical, and creative skills
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times
- Willing and able to travel 25% of the time (Domestic/International)

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Valid US Passport

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- High degree of independence with minimal supervision – substantial latitude in initiative, judgement, and authority
- Judgement required in identifying opportunities and creating/executing marketing strategies
- Evaluate, analyze, design and initiate appropriate actions

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

APPROVAL SIGNATURES:

Immediate Supervisor/ CDO

Date

Chief Executive Officer

Date

Vice President, Human Resources

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials & Administrators

Rotating Shift: N/A



Physical Requirements and Working Conditions

Assistant Vice President, Air Service

Department: Marketing & Air Service Development

Date: August 10, 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	1
	51+ lbs.					X	1
Bending/Stooping						X	3
Pushing, Pulling and/or Digging						X	3
Reaching over head						X	3
Kneeling, Crawling						X	3
Climbing (ladders, stairs, hills)						X	3
Typing/CRT (attention to detail)				X			3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Willing and able to travel up to 25% of the time (domestic/international)							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
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor/ CDO

Date

Chief Executive Officer

Date

Human Resources - Compensation

Date

Assistant Vice President, Airline Relations

Department: Executive Administration

Date: July 6, 2023

Title of Immediate Supervisor: Chief Development Officer

Pay Level: L32

POSITION SUMMARY: Lead the Airline Relations department of the Greater Orlando Aviation Authority (GOAA) with the planning and implementation of strategic initiatives related to airline relations and activities as set forth by the Board and Chief Executive Officer. Provide support to airline business processes, systems and agreement negotiations. Provide planning and project management for various activities to include airline facility planning, engineering and/or construction projects in support of the Terminal Area Capital Improvement Plan (TAIP), from scope definition and design through completion of construction and operations. Oversee the seamless transition from current facilities to those provided by TAIP. Review for accuracy the design and construction project activity as it related to operational needs, facility readiness and transition 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:*

- Oversee airline relations relative to business, operational, planning, facility management and improvements and other efforts on a local and corporate level. Facilitate discussions with current airlines and provide support to the Marketing department on prospective airline entrants to the MCO market.
- Oversee current, medium and long range planning efforts to support airline growth, airline terminal rebalancing initiatives, new entrant allocation and the implementation of industry innovations.
- Contribute to the negotiations for new airline agreement. Review agreement language and make recommendations on language based on data and procedural analysis to assist in decision making. Manage the process to update procedures or implement changes with relevant departments to include Properties, Operations, Maintenance and Finance.
- Facilitate discussions with staff and consultants to identify and make recommendations to improve or add operational processes, procedures, strategies and systems.
- Support analytical and modeling efforts during planning. Point of contact with various GOAA Departments and consultant to gather, review data and drafts identify processes, validate assumptions and results of the models.
- Provide organizational guidance and support to operational readiness and transition program staff on various terminal related CIP projects. Serve a primary liaison between the airlines and the various operational readiness projects. Collaborate with departmental representatives and external stakeholders to identify needs, processes and procedures in support of operational readiness activities. Develop procedures and controls to maintain a seamless transition from construction to operation.
- Organize and provide specialized tours, prepare briefings and presentations pertaining to airline relations, business and/or operational matters.
- Manage and support the space planning and allocation process in GIS to maintain consistency with the financial and leasing model to include communication of the process. Review architectural drawings and provide guidance to the CADD support team in support of the updates. Verify GOAA's spatial information systems are updated to reflect the new or renovated facilities, equipment and systems.
- Participate in technical review of drawings and specifications, job coordination meetings, budgeting, review of written proposals, coordinate change orders, and scheduling of activities.
- Participate in post construction analysis of performance by the contractor, architect or engineer of record and the Owner's Authorized Representative.
- Provide support to the strategic tasks assigned by the Assistant VP.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of airport & airlines business practices to include operational and facility issues
- Demonstrated ability to analyze, plan, schedule, organize, prioritize and manage multiple complex projects.
- Ability to communicate the Authority's position clearly and accurately, formally and informally to internal and external customers
- Knowledge of construction terminology and practices
- Proven executive leadership and management skills
- Basic negotiation skills
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Ability to read and interpret contract documents/agreements, plans and technical specifications
- Familiarity with construction and electronic documents, plans and schematic diagrams desired
- Ability to present information to large and diverse groups
- Strong computer skills in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint, etc.
- Working knowledge of Resources Management Systems
- Knowledge of CADD, Revit, BIM and/or GIS desirable
- Strong written and oral communications skills
- Ability to pay attention to detail and meet deadlines; strong organizational skills
- Strong executive presence and the demonstrated ability to effectively communicate and engage with senior-level executives

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- AAE certification desirable
- Certification in a specialty subject area(s), which may benefit the Authority, is desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise contract extension of staff and activities of personnel involved in special projects.

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

- High degree of independence with minimal supervision or direction
- Position requires the highest degree of accuracy and judgment when serving as Authority's liaison and official representative to the public and community, and providing media responses
- Supervise and direct several major projects and project functions
- Responsible for quality and quantity of work, costs, methods, etc. Evaluate performance of contractors and their compliance with policies and regulations
- Provide counsel for solution of unusual problems

- Participate in negotiation of consultant fees and change orders
- Rely on extensive experience and judgment to manage, plan, and accomplish GOAA's goals

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

APPROVAL SIGNATURES:




Victoria Jaramillo

boxSIGN 4YRKR268-18L39RW7

Aug 31, 2023

Immediate Supervisor /CDO Date



[Handwritten Signature]

boxSIGN 1V3Q3914-18L39RW7

Sep 14, 2023

Chief Executive Officer Date



Randy Hudgins

boxSIGN 42K2V7VX-18L39RW7

Sep 15, 2023

Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A


Assistant Vice President, Airline Relations


_Department: Executive Administration


Date: July 6, 2023

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

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


 Victoria Jaramillo
419K2368-18L39W7
 Aug 31, 2023
 Date


 Cathlynn Dianna
1862132-18L39W7
 Sep 19, 2023
 Date
 Human Resources - Compensation
 Date


 Sep 14, 2023
 Date

 Chief Executive Officer
 Date

Assistant Vice President, Construction

Department: Construction

Date: September 28, 2023

Title of Immediate Supervisor: Vice President, Construction

Pay Level: L32

POSITION SUMMARY: Assist the Vice President in the management of the Greater Orlando Aviation Authority's (GOAA) development, design, construction programs and projects from conception through completion. Provide direction and supervision for efficient and cost effective day to day operations.

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

- Assist in the oversight and management of construction programs and/or projects, including facilities, maintenance, design, and construction under the jurisdiction of GOAA.
- Make regular site visits, which include inspecting the work and verifying compliance with products specified, contract documents and drawings as well as GOAA's policies, procedures, and design standards and with all local, state, and federal codes, permits, and statutes.
- Review and authorize professional services invoices and contractor pay applications.
- Manage the planning, budgeting, and reviewing of project design from conceptual development or bid award through project construction close out and final audit.
- Coordinate design, construction, cost estimating and reporting, environmental requirements, funding, and schedules with project sponsors, other governmental agencies, and end users.
- Provide expert feedback promptly and frequently as needed for management evaluation and decision making.
- Negotiate scope and fee for professional services, owner authorized representative (OAR) services, and construction contract pricing.
- Manage, supervise, and make decisions concerning personnel, schedules, fees, change orders, risks, claims, and contracts. When issues develop, suggest solution or corrective procedures to prevent similar issues from occurring in the future.
- Review and revise GOAA bid and procurement procedures; verify compliance with GOAA's policies, procedures, legal statutes, and building codes.
- Conduct tours, give briefings and presentations, manage and supervise meetings.
- Perform analyses, claim reviews, claim strategy and other operational studies; carry out directives from Chief Executive Officer, Senior VP, Capital Programs, and GOAA's Board.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in architecture, engineering discipline, building construction, or construction management with eight (8) years of related experience managing design and construction of small- and large-scale projects for an architectural firm, engineering firm, construction company, governmental agency, or an airport authority monitoring compliance and enforcement activities, or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of estimating, project and program scheduling, design, architectural, engineering, and construction expertise
- Knowledge of FAA airfield construction standards, horizontal and vertical construction processes, and coordination with multiple stakeholders
- Leadership and supervisory skills to effectively supervise GOAA staff and oversee the work of multiple contracted staff
- Strong computer skills in Microsoft Office programs
- Proficient oral and written communication skills and be able to communicate effectively with wide variety of people with diverse background of all levels and disciplines
- Demonstrated planning and organizational skills to prioritize and execute tasks to achieve both organization and project goals
- Excellent attention to detail
- Strategic thinking, demonstrated by ability to develop strategies to achieve organizational goals
- Excellent interpersonal, project management and negotiating skills
- Problem solving expertise, demonstrated by identifying and resolving problems in a timely manner; working with others to solve complex issues
- 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
- Professional engineering registration, architect registration, or general contracting license that is active with the state of Florida is required, or equivalent documentation of expertise recognized by out of state licensing and monitoring agency
- Certifications in specialty subject areas benefiting the Authority are desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2), as well as oversight of project managers, senior project managers, OAR staff, consultants, etc. assigned to active studies, projects, programs, or special tasks within the department. The actual number supervised will vary according to individual project requirements, schedule, and stage of development or construction status.

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

- High degree of independence, minimal supervision, extensive latitude in initiative, judgment and authority
- Evaluate, analyze, design and initiate appropriate actions
- Supervise and manage the work for two or more major areas or multiple projects, and has responsibility for quality and quantity of work, costs, methods, maintenance of discipline, etc. of the day to day activities within construction

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

Chief Operating Officer _____ Date _____

Vice President, Human Resources _____ Date _____

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Vice President, Construction

Department: Construction

Date: September 28, 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		2
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging					X		2
Reaching over head					X		2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)					X		2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		3
Noxious Fumes						X	2
Chemicals						X	2
Insects					X		2
Heights, Confined Areas					X		2
Excessive Noise					X		2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor _____ Date _____

Department Senior Vice President _____ Date _____

Human Resources - Compensation _____ Date _____

Assistant Vice President, Customer Experience

Department: Customer Experience

Date: May 8, 2023

Title of Immediate Supervisor: Vice President, Customer Experience

Pay Level: L31

POSITION SUMMARY: Develop and oversee the airport-wide customer experience program and initiatives to exceed the expectations of airport guests. Provide departmental support in developing a customer-centric environment that aligns with the Greater Orlando Aviation Authority's (GOAA) 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:*

- Work closely with the Vice President, Customer Experience to oversee and monitor continuous improvements to GOAA's Customer Experience program, processes and procedures, to ensure alignment with the Authority's strategic plan and the "Orlando Experience®".
- Oversee GOAA's airport-wide customer service training initiatives including but not limited to, training airport leaders, vendors, tenants, airline personnel; facilitating employee customer service framework education; and integrating the airport's customer experience philosophy into each company's training program.
- Collect and analyze feedback from communication channels to identify customer experience needs and implement methods for promoting new initiatives, programs, and services.
- Develop and utilize analytics and forecasting to measure the needs, perceptions and expectations of customers; effectively analyze results; identify trends, areas of success and opportunity; and develop appropriate plans of action to address them.
- Work with GOAA departments to establish customer service performance measures, based on key performance indicators.
- Oversee airport employee communication via emails, blogs, pocket guides, etc. Administer the Airport Recognition Program. Direct the employee airport website including updates and enhancements.
- Represent the department in tenant meetings related to customer and employee experience.
- Lead the department's customer service software upgrades and implementation processes including sourcing, setup, and testing.
- Serve as a liaison to and partner with consultants, the airport community, and neighboring communities to achieve goals and enhance the airport experience for all.
- Support emergency response measures through oversight and appropriate delegation of the Airport Family Assistance Plan and coordination with Airport and community partners; participate in emergency exercises; serve in various emergency response roles, as needed; and attend meetings to support the development and revision of emergency plans, including communication and training methods.
- Actively participate as a member of the Customer Service Advisory Council (CSAC); and participate in numerous committees pertaining to Customer Experience.
- Coordinate with GOAA departments and board members to communicate Customer Experience initiatives and to provide guidance and advice regarding Customer Experience related issues.
- Develop and effectively administer assigned budgets.
- May draft/negotiate contracts or agreements, and/or manage the proposal/evaluation/selection process.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Serve as acting Vice President, Customer Experience in their absence.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Management or related field and seven (7) years of experience in supervisory/management customer service roles in an airport, airline or within the hospitality industry or an equivalent combination of related education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated in-depth knowledge of the Customer Service/Experience field and current trends and initiatives; including knowledge of best practices in airport and/or hospitality industries
- Ability to effectively analyze data to determine areas of success and opportunity
- Ability to successfully create, implement and manage new programs and processes
- Current working knowledge of MCO (Orlando International Airport) strongly preferred
- Demonstrated skill in developing and implementing complex change initiatives
- Understanding of current customer service initiative framework (participation on a work team preferred)
- Demonstrated presentation skills including being comfortable speaking in front of large groups and across all levels of the organization
- Excellent interpersonal, written and oral communication skills
- Strong negotiation & conflict resolution skills
- Basic facilitation skills
- Passion for creating an environment for growth and development
- Demonstrated leadership skills
- Demonstrated skill in managing and motivating teams
- Ability to encourage senior-level leaders, station managers and other stakeholders
- Ability to manage change effectively
- Intermediate computer and Microsoft Office skills
- Ability to effectively manage multiple large-scale projects simultaneously

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4) employees; indirectly supervises approximately thirty three (33) employees, as well as indirect oversight of contracted staff.

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

- High level of authority and independent decisions based on industry and professional standards
- Oversight of important, visible airport initiatives that include GOAA, tenants, and other stakeholders
- Design, appraise, analyze, evaluate appropriate actions on a regular basis

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

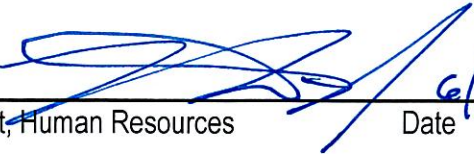
APPROVAL SIGNATURES:



Immediate Supervisor/Vice President Date 6/7/23



Chief of Operations Date 06-07-2023



Vice President, Human Resources Date 6/12/23

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials & Administrators

Rotating Shift: N/A

Assistant Vice President, Customer Experience
Department: Customer Experience


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

 6/7/23
 Immediate Supervisor/Vice President Date

 06-07-2023
 Chief of Operations Date

 6/14/23
 Human Resources - Compensation Date

Assistant Vice President, Engineering

Department: Engineering & Architecture

Date: September 28, 2023

Title of Immediate Supervisor: Vice President, Engineering & Architecture

Pay Level: L32

POSITION SUMMARY: Manage engineering/architecture and development projects and programs from inception through planning, final design, bid and award, permitting, construction completion and closeout.

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

- Develop Project Management Plans for airport development projects, including defining the scope of work, project budgets and schedules.
- Manage Engineering/Architecture projects, programs and other assignments from inception through final design, permitting, bid and award, construction phase administration, project closeout and associated stakeholder coordination, develop and maintain Master Design Guidelines, assist with selection of consultants and consultant fee negotiations, develop and control project scope, budget and schedule; cost reconciliations and approval of pay, construction phase management such as construction administration and closeout.
- Manage Airfield, Roadway and Utilities projects and programs from inception through final design, permitting, bid and award, construction phase administration, project closeout, and associated stakeholder coordination, attend job coordination meetings and site visits, inspect work and verify compliance with design standards, codes, permits and statutes as required, approve pay applications and invoices from consultants and contractors, approve project completion and closeout.
- Manage Planning projects from inception through completion and closeout. Develop and control scope, budget, schedule and communications for assigned planning projects. Work is performed in close coordination with department staff, general and continuing consultants, legal counsel and end users. Provide technical review and advice during planning phase, manage FAA ALP Change and Air Space Reviews, update and maintain the Master Conceptual Drainage Plan and Permitting.
- Supervise and manage direct reporting staff, complete performance appraisals, coach and counsel subordinate staff as necessary.
- Complete technical planning analyses relating to short- and long-term/ultimate airfield, other airport and aviation facility requirements. Prepare conceptual and layout plans, construction project cost estimates, drawings and studies for the development of airport and tenant facilities. Conduct site visits as needed.
- Assist in the development and support updating of the Airport Capital Improvement Programs (CIPs), project funding strategies and preparation of agency grant applications.
- Manage the Airfield Capital Improvement Plan (CIP), including assistance in preparation for grant applications; manage the Airfield Pavement and Lighting Management Programs including assessments and improvements.
- Manage Roadway and Bridge projects and programs, including Roadway Pavement Management, Condition Assessment, Roadway Capital Improvement Program, Roadway Sign Structures Inspection Program, and Bridge Inspection Program.
- Manage Authority's Civil Permitting Process for all on-going programs and projects
- Review Environmental Resource Permit applications.
- Coordinate and negotiate with Utility Companies for all on-going programs and projects.
- Manage the GOAA Facilities Addressing Program.
- Manage CAD/GIS/BIM initiatives.
- Provide expert feedback as needed for management evaluation and decision making on assigned projects.
- Conduct tours, gives briefings and presentations related to engineering/architecture projects.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Civil Engineering, Architecture or closely related field and seven (7) years of related airport experience managing design and construction of small and large scale projects for an architectural firm, engineering firm, consulting firm, construction company or a public agency with responsibility for compliance and enforcement activities, or an equivalent combination of education, training and experience. Airport experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong leadership skills, supervisory skills preferred
- Demonstrated ability to effectively communicate and engage with senior-level executives
- Project management skills
- Ability to analyze data and plan/budget projects
- Ability to effectively oversee the work of outside and "extension of staff" consultants
- Excellent oral and written communication skills, interpersonal skills
- Working knowledge of BIM, CAD, GIS equipment and software
- Proficient in the use of computers, including Microsoft Office Suite, Projects, etc.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Florida Professional Engineering (PE) or Architectural license preferred at time of hire, required within one (1) year of assuming the position

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- High degree of independence, extensive latitude in initiative, judgement and authority
- Evaluate performance of consultants/contractors and their compliance with standards, codes, permits, statutes, etc.

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

APPROVAL SIGNATURES:

Department Senior Vice President

Date

Chief Operating Officer

Date

Vice President, Human Resources

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Official and Administrators

Rotating Shift: N/A



Physical Requirements and Working Conditions

Assistant Vice President, Engineering

Department: Engineering, & Architecture

Date: September 28, 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		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		3
Noxious Fumes						X	2
Chemicals						X	2
Insects						X	2
Heights, Confined Areas						X	2
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
Other							
SUPERVISOR COMMENTS:							

Department Senior Vice President Date

Human Resources - Compensation Date

Assistant Vice President, Facilities Contracts

Department: Maintenance

Date: April 4, 2023

Title of Immediate Supervisor: Vice President, Facilities

Pay Level: L31

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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


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

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

APPROVAL SIGNATURES:

 4-06-2023

Immediate Supervisor/Vice President Date

 04-20-2023

Chief of Operations Date

 4/10/23

Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrator

Rotating Shift: N/A

Assistant Vice President, Facilities Contracts


Department: Maintenance

Date: April 4, 2023

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

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


 _____ 4-06-2023
 Immediate Supervisor/Vice President Date


 _____ 04-20-2023
 Chief of Operations Date


 _____ 4/10/23
 Human Resources - Compensation Date



Job Description

Assistant Vice President, Government Affairs

Department: Governmental Relations

Date: August 30, 2023

Title of Immediate Supervisor: Chief - External Affairs

Pay Level: L31

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

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

- Liaison for GOAA with governmental and regulatory agencies.
- Manage GOAA's strategic initiatives, special contracts, projects and strategic task as assigned.
- Manage local, state, and federal relationships that benefit the programs and policies of GOAA.
- Manage GOAA's governmental relations consultant.
- Manage agreements and grants with Department of Homeland Security.
- Assist in the directing of GOAA departments' assignments.
- Develop and maintain contact with industry trade associations that benefit GOAA.
- Research and identify potential funding sources and manage the application process for such sources.
- Develop and implement strategic annual state and federal legislative and funding initiatives/plans.
- Research and monitor state and federal proposals throughout legislative process and manage GOAA's response.
- Prepare comprehensive briefing documentation to educate internal and external stakeholders regarding matters of importance to GOAA based on state and federal legislative matters.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise activities of personnel involved in special projects.

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

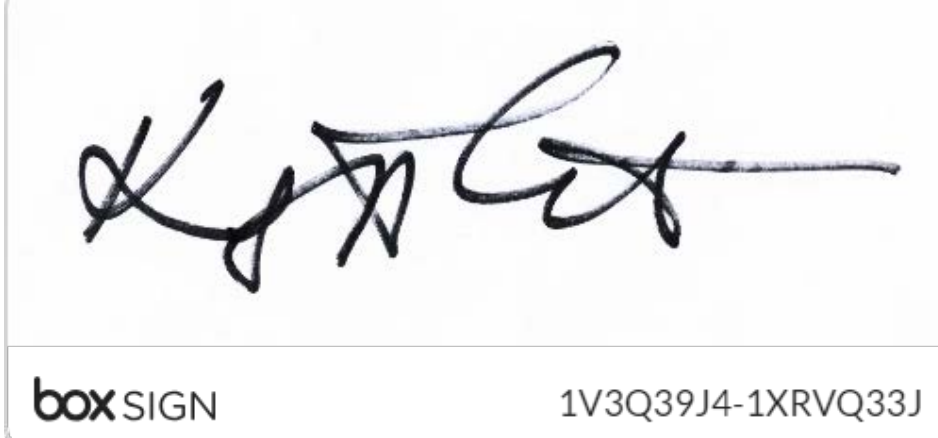
- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- Supervise and direct several major projects and project functions including the work of consultants
- Rely on extensive experience and judgment to manage, plan, and accomplish GOAA's goals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

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


APPROVAL SIGNATURES:


boxSIGN 4Q8X25PP-1XRVQ33J Sep 15, 2023
Date

Immediate Supervisor/ C-EA


boxSIGN 1V3Q39J4-1XRVQ33J Sep 18, 2023
Date

Chief Executive Officer


boxSIGN 42KZ7VX-1XRVQ33J Sep 18, 2023
Date

Vice President, Human Resources

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Physical Requirements and Working Conditions

Assistant Vice President, Government Affairs

Department: Governmental Relations

Date: August 30, 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	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:							

Kenyatta Y. Lee

Sep 15, 2023

Natalia Londono

Sep 18, 2023

Immediate Supervisor/ C-EA

Date

Human Resources - Compensation

Date

Assistant Vice President, Information Technology

Department: Information Technology

Date: April 26, 2023

Title of Immediate: Vice President

Pay Level: L36

POSITION SUMMARY: Responsible for IT concept development and innovation projects; develop and manage the IT Master Plan. Define and develop best practices, processes and policies to align with GOAA strategy and goals. Management responsibility for the project management, configuration and capacity functions of the Information Technology department.

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

- Build and lead IT concept development and innovation projects; develop and manage the IT Master Plan. Interface with the Vice President, Information Technology, IT Managers and Consultants to define and develop best practices, processes and policies maintaining alignment with GOAA strategy and goals.
- Develop implementation plans for dealing with complex requests for change or for the introduction of new services, evaluating risks to integrity of infrastructure inherent in proposed implementations and review the effectiveness of change implementation.
- Assist the Vice President, Information Technology in developing and implementing plans and goals for the department in order to enable and drive business strategy and goals.
- Provide IT commitment management for major construction programs/projects; manage other assigned contracts and staff.
- Manage the IT Governance Council process and a comprehensive on-going IT project management plan.
- Manage the use of and serve as system administrator for the current program management application/tool. Establish and maintain configuration management processes and procedures.
- Prepare, monitor and administer annual budget for the department including staffing and hardware and software services; negotiate contracts and services with vendors; coordinate, review and analyze requests for proposals including ensuring compliance within technical specifications; assist in development of information technology budget.
- Maintain statistical data and complete trend analysis to make appropriate recommendations to Chief Information Officer.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Computer Science, Management Information Systems, Business Administration, Public Administration or related field and ten (10) years' increasingly responsible experience in the management and administration of a major information technology function or an equivalent combination of education, training and experience. Supervisory experience required.



Assistant Vice President, Information Technology

Department: Information Technology

Date: April 26, 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
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:						

Mike Bellini

Immediate Supervisor (VP) Date 5/11/2023

[Signature]

Chief Executive Officer Date 6/8/23

Angela Francis

Human Resources - Compensation Date 6/14/2023

Assistant Vice President, Marketing

Department: Air Service Development & Marketing

Date: August 14, 2023

Title of Immediate Supervisor: Chief Development Officer

Pay Level: L31

POSITION SUMMARY: Under the direction of the Chief Development Officer, this position directs the Marketing Services in support of the Greater Orlando Aviation Authority's (GOAA) multiple disciplines goals including Air Service Development, Concessions, among other GOAA departments.

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

- Direct the development of Orlando International Airport (MCO) and Orlando Executive Airport (ORL) annual Marketing and Advertisement Plan.
- Manage the overall MCO website strategy including overall design, functionality, maintenance, enhancement, and any future redesign and redevelopments.
- Direct and manage GOAA's online presence including the Orlando International and Orlando Executive airports' websites, social media platforms, Marketing department newsletters and advertising, maintaining brand compliance and coordination between media streams.
- Implement and manage the Air Service Incentive Program.
- Develop program initiatives and monitor program compliance.
- Work with the Assistant Vice President, Air Service for Air Service Development research needs to support the retention and expansion of existing and new air service.
- Oversee analysis and forecast projections for MCO and ORL passenger enplanements and air traffic operations.
- Analyze and report MCO's global traffic trends and airport statistical information as needed to support the needs of the organization.
- Develop relevant comparisons for MCO and other markets.
- Direct and manage GOAA's research needs in support of MCO's Customer Service goals.
- Create and manage passenger surveys and other surveys as needed.
- Further develop Marketing's suite of standard reports by improving current content and incorporating new data sources where applicable.
- Identify and evaluate additional research resources to support GOAA's strategic objectives
- Advise management of areas of concern and recommend solutions.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in business, marketing, aviation management or related; eight (8) years of professional experience in aviation marketing, air service development, or airport/airline management, or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of regional businesses community, tourism and economic development industry, and aviation/airline industry
- Ability to manage staff in a dynamic work environment with constantly changing priorities; demonstrated supervisory/leadership skills
- Ability to manage multiple projects within Marketing, Business Development and Air Service Development and keep staff in each business area informed
- Advanced working knowledge of and experience with software including MS Office and Adobe Creative Cloud products
- Demonstrated leadership and management skills
- Excellent oral and written communications and presentation skills
- Attention to details
- Must have excellent analytical problem solving and organizational skills related to the job functions and requirements
- Strong research and analytical skills
- Strong creative skills
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- High degree of independence with minimal supervision – substantial latitude in the initiative, judgement, and authority
- Judgement required in identifying opportunities and creating/executing marketing strategies
- Evaluate, analyze, design, and initiate appropriate actions

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

APPROVAL SIGNATURES:

Immediate Supervisor/ CDO

Date

Chief Executive Officer

Date

Vice President, Human Resources

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials & Administrators

Rotating Shift: N/A



Physical Requirements and Working Conditions

Assistant Vice President, Marketing

Department: Marketing & Air Service Development

Date: August 14, 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	1
	51+ lbs					X	1
Bending/Stooping						X	3
Pushing, Pulling and/or Digging						X	3
Reaching over head						X	3
Kneeling, Crawling						X	3
Climbing (ladders, stairs, hills)						X	3
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing				X			3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor/ CDO

Date

Chief Executive Officer

Date

Human Resources - Compensation

Date

Assistant Vice President, ORL Operations

Department: OEA General Aviation

Date: February 26, 2023

Title of Immediate Supervisor: Director, OEA General Aviation

Pay Level: 31

POSITION SUMMARY: Assist the Vice President, ORL Operations with the day-to-day facilities and operational activities of the Orlando Executive Airport (OEA), including but not limited to; fixed base operations, leasing and property management, tenant relations, Customs and Border Protection (CBP) requirements, and environmental regulations. Provide guidance to and supervision of staff, maintaining safe, secure and orderly operations while securing a program that provides excellent customer service and safety of all OEA facilities.

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

- Assist in the overall management and administration of the daily facilities and operational activities of the airport. Determine priorities and schedule/assign work to staff.
- Responsible for all facility and operational maintenance contracts including airport irrigation and landscaping, vehicle fleet, aquatic weed control, pest control, and fire systems. Plan scope of work, bid specifications and interpret, monitor and evaluate contracts to maintain compliance with terms and conditions. Confirm contracts are clearly understood and proactively enforced. Monitor contract budget flow, authorize invoices for payment. Coordinate additional maintenance with other agencies and contractors. Work with Purchasing per established process.
- Coordinate with Federal Aviation Administration (FAA) and other agencies as assigned.
- Serve as the on-site contact for all tenant and GOAA-sponsored construction projects. Review plans and specifications for proposed projects prior to commencement of construction; monitor safety procedures during construction; develop, communicate and implement Maintenance Of Traffic plans that comply with all regulatory requirements; and attend job coordination meetings, technical review team meetings, bid openings, construction notice to proceed meetings, and substantial completion inspections.
- Coordinate with other GOAA staff as appropriate (Senior Project Manager, Environmental, Planning, Engineering, Purchasing, Safety, Risk, Life Safety, Commercial Properties, etc.) as well as the City of Orlando, State of Florida and Federal Aviation Administration (FAA). Coordinate activities with the City Fire Department, FAA Facilities, and outside contractors and agencies. Represents OEA/GOAA during inspections.
- Member of the ORL twenty-four hour emergency response team; represent ORL on the GOAA Workplace Safety Committee.
- Serve as designee for the Vice President in his absence; act as backup to Vice President on the OEA Advisory Committee.
- Responsible for the ORL fleet and equipment, and the related contract. Authorize repairs and determine vehicle life, working with Purchasing on replacement or modification.
- Investigate complaints from ORL tenants and from the public when assigned.
- On-site contact for lease compliance as it relates to tenant facilities on the property, both aviation and non-aviation. Review tenant improvement projects and provide technical/procedural guidance. Keep tenants informed of projects/situations that may affect them.
- Determine, prioritize and coordinate corrective action from daily airport operation inspection reports, and monitor completion. Responsible for environmental matters in conjunction with the Environmental Project Manager.
- Prepare and monitor O&M and Capital budgets for the division. Prepare project initiation requests with justifications and cost estimates, presents to budget review committee. Prepare budget and capital outlay requests, develops justifications for emergency requisitions as they pertain to division requirements. Approve all recurring monthly invoices for payment. Work with the Finance department and the Manager, Cost Control & Contracts as needed.

- Coordinate special events as assigned.
- Supervise assigned personnel. Schedule job assignments, and verify work is accomplished in a timely manner. Evaluate performance, maintain division personnel files, payroll and leave requests, and is responsible for the uniform and Personal Protective Equipment program for the division. Establish staffing needs; develop and oversee personnel training. Participate with the Director in the interview and selection of employees, and recommend/administer disciplinary action as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and seven (7) years experience in an airport/aviation operation, a consulting firm, a construction company or a public agency verifying compliance with enforcement activities, or an equivalent combination of education, training and experience. Knowledge in one or more area(s) of planning, finance, construction, engineering projects, trades maintenance, or landscaping is required. Supervisory experience required

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of the day-to-day operations of an airport/airfield
- Knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Knowledge and strong use of Microsoft Office programs
- Knowledge and ability to read and understand blueprints and construction drawings
- Strong oral and written communication skills
- Able to maintain spreadsheets and budget records
- Demonstrated analysis and problem resolution skills
- Demonstrated supervisory and management skills, strong leadership and team building ability
- Must be able and willing to work both standard and non-standard work schedules, including weekends, holidays, special events, and unusual events such as meteorological conditions and emergencies to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- American Association of Airport Executives (AAAE) credential(s) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (7) bargaining unit employees

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

- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- Must have ability to converse clearly on project status both in planning and during construction.
- Position involves high level of public contact; meet and deal with public, contractors, and consultants.
- Manage operations and activities, establish standards of performance and compliance with policies, programs
- Responsibility for decisions with high monetary impact relating to all issues pertaining to the planning, use and operation of assigned facilities

Assistant Vice President, ORL Operations

Department: OEA General Aviation

Date: February 16, 2023

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

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


10 Apr 23
 Immediate Supervisor/Vice President Date


4-20-2022
 Chief of Operations Date


14/20/2023
 Human Resources - Compensation Date

Assistant Vice President, Procurement Services

Department: Procurement Services

Date: September 28, 2023

Title of Immediate Supervisor: Vice President, Procurement Services

Pay Level: L32

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

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

- Oversee and coordinate the daily activities and workload of assigned Purchasing personnel, including the issuance of Invitation for Bids (IFB) and Requests for Proposals (RFP), or other approved purchasing processes. Confirm ethical and best practices are adhered to as it relates to all Purchasing Department processes for compliance, consistency, and equity.
- Manage requisitions, Purchase Order and Blanket Purchase Agreement processing to maintain adherence to legal requirements and Authority financial and procurement policies and procedures, applicable codes, laws and statutory requirements, as well as ethical standards.
- Exercise the approval authority delegated to the position by the Authority through the Operational Procedures (Section 450).
- Manage the pre-award/post-award Purchasing Department functions such as negotiating complex procurements, drafting award recommendation memos and other award documents.
- Develop procurement strategies to accomplish assigned functions, meeting priorities, deadlines and goals. Evaluate requirements for scope of work, schedules, standardization, and other considerations. Assist staff in developing pricing and negotiation strategies. Meet with a Policy/SOP Review Team quarterly to continue to improve policies, processes and procedures.
- Oversee the coordination of the development of specifications for goods and services to be purchased by the department and determine the procurement method. Maintain a file of documents and processes that have resulted in successful awards.
- Supervise the review and maintenance of the Purchase Order files. Monitor files to confirm they are properly maintained to protect the Authority's interests and rights under each award and in accordance with applicable law and Authority policy.
- Monitor the use of effective material management practices to maximize existing warehouse space, to facilitate the protection of resources, and to maintain a sensible balance between storing goods for issue and just-in-time deliveries to meet the needs of the Authority in the purchase, delivery, and availability of goods.
- Attend planning meetings related to construction projects and monitor upcoming FF&E or OFM purchases for those projects.
- Manage FF&E or OFM purchases for construction projects in conjunction with assigned Management Staff.
- Represent the Purchasing Department in the Appeals/Protests to recommendations of award.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

- Oversee performance evaluation process for areas of responsibility. Manage approval of time sheets in electronic timekeeping system.
- Provide leadership to staff to maintain optimal operation and performance of duties.
- Oversee the Capital expenditure procurements for the hotel facility.
- Prepare annual budget for Purchasing and Material Control.
- Advise Management of issues requiring executive attention or assistance.
- Monitor the use of effective fixed asset management, tracking, item number set-ups, and storage/disposal of surplus property.
- Remain current in knowledge of procurement principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Promote and maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field, and seven (7) years of progressively responsible diversified work experience in procurement, of which five (5) years must have been in a management capacity leading a staff of three (3) or more, or an equivalent combination of education, training and experience. Procurement experience in the public sector is required. Experience in warehouse management is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major purchases of commodities, equipment and services using requests for quote
- Working knowledge of specification, statement of work and purchase description development in the public sector
- Familiarity with State of Florida contracts and statutes pertaining to public procurement
- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration
- Demonstrated analysis and problem resolution skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent verbal and written communication skills
- Intermediate computer skills and Microsoft Office programs required, working knowledge of Oracle and an eProcurement and ERP systems preferred
- Strong negotiation management skills
- Executive presence: You have a strong executive presence and the demonstrated ability to effectively communicate and engage with senior-level executives
- Coach and develop a high performing team. Provides mentorship, management and support to our existing team

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (10) employees

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

- High degree of independence with minimal supervision or direction
- Responsible for decisions with high monetary impact
- High level negotiation skills
- Rely upon experience and judgment to organize and plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities
- Oversee staff to include; planning and administration of training, scheduling, and performance evaluation
- Complete and oversee solicitations and award process
- Prioritize workload within assigned area

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

APPROVAL SIGNATURES:

Immediate Supervisor/VP

Date

Chief Financial Officer

Date

Vice President, Human Resources

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Assistant Vice President, Procurement Services

Department: Procurement Services

Date: September 28, 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	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)		X					3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor/VP _____ Date _____

Chief Financial Officer _____ Date _____

Human Resources - Compensation _____ Date _____



Assistant Vice President, Regulatory Compliance

Department: Executive Administration

Date: March 28, 2023

Title of Immediate Supervisor: Chief Administrative Officer

Pay Level: L32

POSITION SUMMARY: Responsible for monitoring, investigating and enforcing state and local regulations to verify and confirm the Greater Orlando Aviation Authority's (GOAA) regulatory compliance in applicable programs including but not limited to ADA, Title VI, SSPP, etc.. Manage an efficient and effective process for the collection, cleaning, storage, retention, and analysis and use of IT systems, internal and third-party data sets. Develop conformance and mitigation plans, revisions and training for compliance with applicable regulations and statutes. Define goals for future organizational performance. Develop new policies, procedures and systems in response legislative changes and external reviews.

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

- Oversee and coordinate Authority-wide compliance of federally-mandated programs and Florida statutory requirements. Responsible for monitoring, investigating and enforcing state and local regulations to verify regulatory compliance in applicable programs.
- Oversee and coordinate the administrative requirements and procedures for GOAA's data management functions.
- Oversee the records management functions.
- Conduct investigations and audits regarding complaints, inquiries, and/or allegations affecting the GOAA's conformance with the established rules and regulations; interact with the agencies and general public as needed.
- Prepare and maintain records, reports, and correspondence. Compile data and prepare statistical information related to regulatory sector.
- Review operational and strategic plans and program applications to determine compliance with acceptable regulations, statutes, ordinances, and procedures.
- Develop conformance and mitigation plans, revisions and training for compliance with applicable regulations and statutes. Verify conformity with acceptable standards and approved plans.
- Lead implementation and conformance activities and supervise employees responsible for these areas.
- Verify conformity with GOAA's IT systems integrity and integration, and the use and retention of data for business intelligence and analytics. Oversee the design, integration, and staging of data warehouses and storage functions.
- Review emerging methods and technologies related to data/information management and analysis.
- Develop new policies, procedures and systems in response legislative changes and external reviews.
- Provide advisory support to executive management and/or the Authority-wide community with respect to compliance assurance. Communicate goals to employees throughout the organization.
- Define goals for future organizational performance and decide on the tasks and the uses of resources needed to attain them.
- Consult with other institutions, federal and other agencies and other non-Authority entities as necessary.
- 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.
- Report suspected or known violations of other regulations to executive management.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Public or Business Administration or related field. Minimum of six (6) years experience in a related field at a progressively administrative management level of a government agency; or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess thorough knowledge of Authority Bylaws, Policies & Procedures, and City ordinances governing Airports; and have considerable knowledge of legal requirements in complying with state and city legislation, as well as considerable knowledge of parliamentary procedure
- Knowledge of State Sunshine Law and State Public Records Law
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations
- Demonstrated skill in developing and implementing complex initiatives
- Excellent oral and written communication skills, including demonstrated ability to communicate effectively and diplomatically with executive level personnel, Aviation Authority Board members, elected officials, and the general public
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Ability to pay attention to detail and meet deadlines; strong organizational skills
- Demonstrated ability to analyze data and to analyze and plan projects
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Must be able to work in a changing environment, under pressure, with tight schedules and constant interruptions
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Demonstrated leadership and negotiation skills
- Ability to present information to large and diverse groups

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- ADA Coordinator Training Certification Program (ACTCP) desired
- Title VI or other compliance training/certification in a specialty subject area(s), which may benefit the Authority, is desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

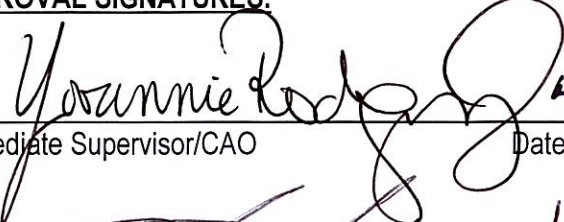
- Directly supervises a staff of approximately one (1) employee; indirectly supervises a staff of approximately two (2) employees

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

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

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

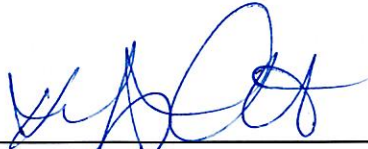
APPROVAL SIGNATURES:



Date 4/10/23

Immediate Supervisor/CAO

Date



Date 4/17/23

Chief Executive Officer

Date



Date 4/17/23

Vice President, Human Resources

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

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HUMAN RESOURCES



Assistant Vice President, Regulatory Compliance

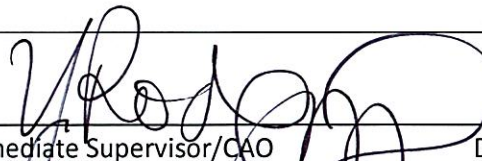
Department: Executive Administration

Date: March 28, 2023

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

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

SUPERVISOR COMMENTS:


 Immediate Supervisor/CAO 4/10/23
 Date


 Chief Executive Officer 4/12/23
 Date


 Human Resources - Compensation 4/17/23
 Date

Assistant Vice President, Security

Department: Security

Date: August 17, 2023

Title of Immediate Vice President, Security

Pay Level: L31

POSITION SUMMARY: Assist the Vice President in the management of the day-to-day operations of the Security Department. Act as Alternate Airport Security Coordinator, which includes 24-hour point of contact response to any security concern at the airport. Coordinate resolutions directly with the TSA Federal Security Director. Assist the Vice President in implementing and executing requirements of 49 CFR Part 1542 Transportation Security Administration (TSA) Airport Security Program and performs other duties 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 in the management of the day-to-day operational activities of the Security Department. Responsible for the management and performance of multiple departments to include: security administration, access control, communications center, and Explosive Detection Canine Teams (EDCT or K-9).
- Assist with the development of strategic security planning, projects and initiatives.
- Oversee the reviews and signatory oversight for employee background investigation results and AOA decal authorization as an Alternate Airport Security Coordinator.
- Develop and manage the Airport Security Program. This includes continual coordination with the Transportation Security Administration's Federal Security Director, GOAA Departments and staff. Routinely manage and coordinate regulatory compliance requirements, Security Directives, and concerns.
- Verify all security directives, processes and policies are in compliance with all federal and state security regulations and Authority policies.
- Liaison with other GOAA departments, local, state and federal law enforcement agencies regarding airport security issues.
- Monitor security contractual needs of the Authority
- Responsible for monitoring the review of security violations, penalties and recommendations in accordance with Authority policy.
- Assist in the department budget preparations and management.
- Responsible for coordination and implementation of airport vulnerability assessment programs
- Assist in the investigation of security complaints and internal security incidents.
- Assist in the planning and implementation of security and operational exercises
- Coordinate with contractors and GOAA departments in the oversight of new construction security requirements as well as existing security systems effectiveness
- Assist the coordination of security efforts with all local airport partners
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Criminal Justice, Management, Business Administration, and seven (7) years' experience in an airport security environment, or an equivalent combination of education, training and experience

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of TSA regulations and security directives as well as federal aviation security requirements.
- Knowledge of general airport operations
- Proven leadership experience and analytical skills with a wide variety of the security management functions described herein
- Demonstrated ability to interpret and analyze security materials and design, implement, and negotiate airport security programs
- Good oral and written communication skills
- Demonstrated ability to effectively lead and manage multiple security functions
- Computer skills and knowledge of Microsoft Office programs
- Attention to detail
- Willing and able to adjust work schedule as conditions warrant
- Good interpersonal skills, ability to maintain professionalism and diplomacy at all times

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

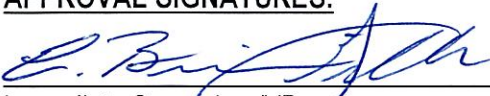


- Directly supervises a staff of approximately five (5) employees; indirectly supervises a staff of approximately eighty-seven (87) employees.

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

- High degree of independence, minimal supervision – extensive latitude in initiative, judgment and authority
- May require high-level negotiating skills
- Participate in decisions and development of policies that affect the day-to-day operations of the Security department
- Interpret existing regulations and policies applicable to daily decision making for the Security department
- Must make accurate immediate decisions in emergencies to facilitate utilization of security personnel.

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

APPROVAL SIGNATURES:

	8/18/2023		08/21/2023
Immediate Supervisor/VP	Date	Chief of Operations	Date
	8/21/23		
Vice President, Human Resources	Date		

FLSA: Exempt

EEO Category: Professional

Shift Premium: N/A

Rotating Shift: N/A



Assistant Vice President, Security

Department: Security

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

SUPERVISOR COMMENTS:

E. Ben [Signature] 8/18/2023
Immediate Supervisor/VP Date

[Signature] 08-21-2023
Chief of Operations Date

Angela [Signature] 8/18/2023
Human Resources - Compensation Date

Associate Systems Administrator (Windows)

Department: Information Technology

Date: November 3, 2021

Title of Immediate Supervisor: Assistant Manager, Systems Administration

Pay Level: L26

POSITION SUMMARY: Support, troubleshoot and manage all Windows-based data servers for the Authority. Include many facets of server and storage design, installation, administration and security. Support a mid-sized LAN in a campus design. Provide administration and support for the server environment, including Microsoft Windows Server, Internet Information Server, VMWare virtual infrastructure, etc. May require support of Windows client systems.

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

- Establish and maintain the security and integrity of the servers and storage.
- Coordinate the installation, relocation, maintenance, and repair of network servers, network interface hardware, peripheral equipment, printers, plotters, removable storage, and scanners.
- Monitor the system management console for error conditions. Perform all functions related to the configuration and maintenance of the server management software.
- Perform user maintenance including additions, changes and deletions as necessary and according to established guidelines.
- Monitor all systems backups and review related logs to verify the condition of the systems.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications. Maintain a current knowledge of developments in both hardware and software to confirm that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Establish the cataloging of installed equipment, software, repairs, maintenance and upgrades of server hardware and storage components. Prepare analytical reports and makes refurbishment recommendation based upon this historical inventory.
- Monitor software licensing usage to avoid violations of licensing agreements and violations of copyright laws.
- Work with Senior Systems Administrator to verify domain security is in accordance with established policies.
- Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust work schedule to include working late evenings and/or weekends when outage requirements dictate.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and three (3) years experience working in an Active Directory environment, and the administration of users and systems within a medium to large corporate network, or an equivalent combination of education, training, and experience. Experience with Windows 2012/2016/2019 Server, Windows 7/8/10 required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment, Veeam backup and recovery solution, HP Openview, System Insight Manager or other system management software is highly desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent verbal and written communication skills
- Excellent documentation skills

- Self-motivated with demonstrated ability to perform with minimal direction, using sound judgment and creativity in solving technical problems. Provides proper advice and recommendations to management and employees at all levels
- Excellent analytical skills and the ability to troubleshoot and resolve hardware and software problems
- Ability to work effectively in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Must have entry level knowledge of data processing concepts, client server technology, electronic mail, fax servers, communication servers, and database servers
- Demonstrated team player, with ability to share responsibility and communicate effectively with team members

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Microsoft MCITP, MCSA, MCSE or VMWare certification is desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*






- None

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

- Work independently with some supervision or direction, modest latitude in initiative, judgment
- Independent judgment for routine complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed. Refers unique issues to the Senior Systems Administrator
- Provide coverage for, or perform duties necessary to maintain the Authority's normal operating schedule

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

APPROVAL SIGNATURES:

	02/09/22		9-Feb-22
Immediate Supervisor	Date	Department Manager	Date
	2/9/22		2-10-2022
Director, Information Technology	Date	 Sr. Director, HR & Risk Management	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Associate System Administrator (Windows)

Department: Information Technology

Date: November 3, 2021

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

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


02/09/22
Date

Immediate Supervisor


2/9/22
Date

Director, Information Technology


2/9/22
Date

Human Resources - Compensation

Auditor

Department: Internal Audit

Date: September 17, 2018

Title of Immediate Supervisor: Director, Internal Audit

Pay Level: L22

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

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

- Assist in performing various types of less complex audits under general supervision and direction in accordance with Greater Orlando Aviation Authority (GOAA) policies and procedures, Internal Audit guidelines and professional standards established by the U.S Government Accountability Office (GAO), American Institute of Certified Public Accountants (AICPA) and/or The Institute of Internal Auditors (IIA).
- Participate in planning less complex audits or sections of audits, including completing the process identification, control analysis and risk assessment.
- Examine transactions, documents, records, reports and methods for accuracy and effectiveness and/or compliance with contract terms.
- Survey functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control to achieve established objectives; identify basic control points of the system.
- Prepare neat, logical, and complete workpapers following departmental policies and procedures. Record procedures performed, results and document well-supported conclusions; effectively clear review notes; demonstrate basic knowledge of proper workpaper technique (referencing, indexing, etc); approach assigned tasks in a logical and efficient manner.
- Obtain, analyze, and appraise supporting data as a basis to conclude on the adequacy and effectiveness of control systems and on the performance capability of the activity being reviewed.
- Communicate with the audit team throughout the audit process for guidance with decision-making and problem solving; cognizant of when audit issues should be referred to the Senior/Lead Auditor or Manager for further direction or concurrence.
- Participate in meetings to review findings and recommendations with appropriate managers, supervisors, divisions, departments, tenants and contractors to clarify information during and at the conclusion of the examination to document deficiencies, recommend corrective action.
- Participate in preparing support for formal written reports of lesser risk/complexity, as requested.
- Assist in or prepare potential audit findings that are adequately supported by documentary evidence and develop appropriate recommendations. Participate in appraising the adequacy of the corrective action taken to improve deficient conditions.
- Perform or assist with special projects or other assignments, as requested.
- Able to work independently requiring general direction and supervision and also participate as part of a team. May work under direction of Senior Auditor or Lead Auditor on specific audits or assignments.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in Accounting or a related field and up to one year auditing experience, or an equivalent combination of closely related education, training and experience. Experience with data analytic software (ACL desirable); experience with automated workpaper systems (Auto Audit) is preferred. Experience in analyzing general ledger and journal entries is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Able and available for travel (local engagements and continuing education).
- Basic knowledge of audit workpaper technique.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Governmental Accounting Principles.
- Basic knowledge of sources of accounting, auditing and internal control literature.
- Knowledge of Generally Accepted Auditing Standards (GAAS), Attestation Standards and Government Auditing Standards (GAS).
- Knowledge of IIA International Professional Practices Framework preferred.
- Knowledge of statistical sampling methodologies.
- Knowledge of financial, cost and management accounting theory and practice.
- Knowledge and application of qualitative and quantitative analysis.
- Understanding of contracting principles and administration.
- Knowledge of management and organization theory.
- Basic knowledge of Microsoft Word, Access and Excel. Knowledge of data analytic software desired (ACL preferred).
- Oral and written communications reflect use of proper grammar; writing exhibits direction, clarity and conciseness.
- Analytical and problem solving skills.
- Interpersonal skills demonstrating tact and professional etiquette.
- Experience in creating flowcharts is preferred.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Certified Public Account (CPA) or Current Certified Internal Auditor (CIA) desired.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Reasonable amount of independence in judgment, discretion, and motivation for workpaper preparation, based on level of experience.
- Must be able to set work priorities within the assigned audit program.
- Decisions requiring important administrative, auditing or accounting procedures, analytical questions beyond the Auditor's background, problems with managers, supervisors, etc., and the initial and final acceptance of workpapers and audit reports are to be referred to the Audit Manager, and/or Director of Internal Audit, respectively.

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

APPROVAL SIGNATURES:

Jeanne Durand 9/19/18
Immediate Supervisor/Director Date

[Signature] 9-20-18
Chief Executive Officer Date

[Signature] 9-27-18
Sr. Director, HR & Risk Management Date

[Signature]

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Auditor

Department: Internal Audit

Date: September 17, 2018

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

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

Gianna Dumond 9/19/18
 Immediate Supervisor/Director Date

Robert W. B... 9-20-18
 Chief Executive Officer Date

Cathy Vance 9/20/18
 Human Resources - Compensation Date

Baggage Handling Systems (BHS) Agent

Department: BHS/GSE Division

Date: October 15, 2019

Title of Immediate Supervisor: Supervisor, BHS/GSE Operations

Pay Level: L11

POSITION SUMMARY: Monitor the Greater Orlando Aviation Authority (GOAA) baggage handling systems (BHS), bag make-up carousels, and baggage claim devices to facilitate the timely delivery of baggage to the correct destination. Respond to system issues and assist/provide guidance to contracted staff in baggage system recovery events.

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

- Coordinate operational activity with BHS Control Center operators.
- Operate and monitor the day to day operation of all GOAA BHS systems, carousels, conveyors, pods and baggage claim devices.
- Assist and provide guidance to contracted staff in clearing bag jams, motor overloads, starter faults and in troubleshooting and resolving issues in a timely manner to maintain excellent customer service.
- Assist in verifying contract staff are properly allocated and positioned to support operational requirements.
- Interact with and assist Transportation Security Administration (TSA) personnel to resolve system failures and facilitate uninterrupted operation of the BHS.
- Respond to and trouble-shoot problems with the baggage systems and take appropriate corrective action, to include alternative measures.
- Maintain compliance with the Department of Homeland Security's regulations and requirements, including assurance that all equipment is secured at the end of flight activity. Monitor and confirm proper security protocols are achieved. Secure and report any discrepancies.
- Conduct inspections and provide reports on the conveyor/baggage systems to maintain optimal condition for customer use.
- Assist in verifying that the equipment is properly operated and maintained. Identify concerns and take appropriate and timely action to get them resolved.
- Report information to the BHS Control Center in order to have daily events captured in the Operations Activity Reporting System.
- Assist with training new staff as needed, including contracted staff.
- Regularly communicate with airlines, carriers, and customers who utilize the BHS, notifying them of operational or equipment changes, system problems, etc.
- Monitor and report any damage to equipment, unsafe conditions or incidents.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School graduate or equivalent and three (3) years of work experience with a baggage handling or similar technical conveyor system, or an equivalent combination of education, training and experience. Airline operation experience desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Effective oral and written communications skills; ability to speak and understand English is required. Multi-lingual skills desired
- Ability to lift up to 50 lbs. for extended periods of time

- Ability to operate a two-way radio
- Must be willing and able to work rotating shifts, early mornings, late evenings, weekends and holidays based on operational needs
- Strong customer service skills
- High degree of time management and organizational skills
- Ability to establish and maintain effective working relationships with the general public, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation
- Must be able to work with the computer in Word/Excel to complete equipment status reports

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

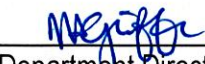
- Work under direct supervision with limited independence
- Proactive/reactive abilities and the ability to solve routine problems
- Customer assistance (airlines, carriers, etc.) - answering questions, providing information
- Participate in operational decisions about the reassignments of the common facilities; i.e.: piers, ticket counters, and baggage claims

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

APPROVAL SIGNATURES:


 Department Manager 10/17/19
 Date


 Department Assistant Director 10/17/19
 Date


 Department Director 09 17, 2019
 Date


 Department Senior Director 10-21-2019
 Date


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

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service Maintenance

Rotating Shift: Yes



Baggage Handling System (BHS) Agent

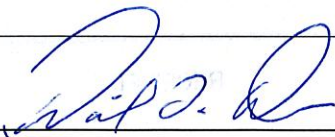
Department: BHS/GSE Division

Date: October 15, 2019

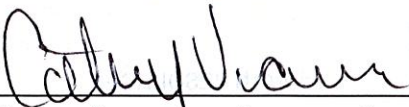
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

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

SUPERVISOR COMMENTS:


Department Manager Date 10/17/19


Department Director Date OCT 17, 2019


Human Resources - Compensation Date 10/21/19

BHS Operator

Department: BHS/GSE Division

Date: December 5, 2018

Title of Immediate Supervisor: Supervisor, Terminal Operations (BHS)

Pay Level: L19

POSITION SUMMARY: Operate and monitor all Greater Orlando Aviation Authority (GOAA) maintained Baggage Handling Systems from the BHS Coordination Center such as carousels, conveyors, and baggage claim devices to facilitate the timely delivery of baggage to the correct destination.

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

- Operate and monitor the BHS systems (carousels, conveyors, pods and baggage claim devices) by using computer status screens, graphical displays, CCTV monitors and associated equipment. Data and information provided by at least four different operating systems.
- Coordinate and/or implement baggage contingency plans within BHS operations as needed. Regularly communicate with airlines, carriers, and customers who utilize the BHS, notifying them of operational or equipment changes, system problems, etc.
- Document and update information in maintenance and operational databases. Enter, edit, delete and modify flight information data into multiple computer programs related to sortation system. Coordinate with appropriate airline staff to maintain current data at all times.
- Monitor compliance with the Department of Homeland Security's regulations and requirements, including assurance that all equipment is secured at the end of flight activity. Regularly coordinate and interact with TSA in taking appropriate measures to resolve system failures and facilitate uninterrupted operation of the BHS. Monitor and maintain proper security protocols, secure and report any discrepancies.
- Dispatch GOAA and/or contracted staff in clearing bag jams, motor overloads, starter faults and troubleshooting and resolving problems in a timely manner to maintain excellent customer service.
- Verify that equipment is properly operated and maintained. Identify concerns and take appropriate and timely action to get them resolved. Input maintenance requests using the Maximo system, and follow through to completion.
- Routinely monitor baggage data and utilize as needed to track baggage, find missing bags, or identify the origin and destination of untagged baggage. Use knowledge of tracking system to confirm that baggage arrives at final destination as quickly as possible following a jam or other incident.
- Maintain substantive, accurate information of daily events in the Operations Activity Reporting System. Routinely monitor operations maintenance reports, identify operational trends, patterns or deficiencies in operations. Notify Information Technology, Maintenance and/or management as appropriate. Make recommendations for improvement or implement approved corrective actions.
- Conduct inspections of the conveyor/baggage systems to maintain optimal condition for customer use and report any damage to equipment, unsafe conditions or incidents.
- Assist with training new staff as needed, including contracted staff.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree or two (2) years post-secondary technical education in a related area and four (4) years experience in electronic monitoring and related troubleshooting of sortation systems, distribution systems, assembly systems or an equivalent combination of education, training and experience. Airline, airport, or baggage systems experience is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

BHS Operator

Department: BHS/GSE Division

Date: December 5, 2018

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

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


 Immediate Supervisor

12-17-18

Date


 Department Director

JAN 10, 2019

Date


 Human Resources - Compensation

1/11/18

Date

Board Services Coordinator

Department: Board Services

Date: April 18, 2022

Title of Immediate Supervisor: Manager, Board Services

Pay Level: L19

POSITION SUMMARY: Assist in the management of the administrative requirements and procedures for the Aviation Authority Board and other GOAA executive level committees, maintaining compliance with Sunshine Law 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:*

- Provide board meeting support; compile agenda packages, post/advertise board documentation as required, and forward to Board Members, Aviation Authority Staff, General Counsel, City Attorney, and City Clerk.
- Assist in the board agenda process, coordinate with internal departments and General Counsel ensuring that all documents include the correct recommendation and language, required approvals are requested and received, and necessary backup is provided. Research historical information for previous authorizations or actions as needed.
- Complex recordkeeping responsibilities including determining and assigning all documentary numbers, and notarizing documents as needed.
- Perform Recording Secretary tasks, to include but not limited to; schedule meetings, prepare and distribute agenda packages, transcribe, compose, and distribute meeting minutes, and following up on action items for the next meeting. Serve as a backup for Sunshine meetings (Board, Finance, Capital Management Committee, Commercial Properties Development Committee).
- Draft written correspondence as assigned.
- Assist with special projects/assignments/reports as assigned. May include organizing complex data, designing spreadsheets, PowerPoint presentations, etc. Often requires compiling and evaluating data from multiple sources into presentations or reports; researching information using independence regarding sources.
- Serve as backup for coordinating travel schedules and arrangements and reconciling, preparing and submitting complex expense reports, including international travel.
- Assist other Executive staff and serve as a backup to the Senior Administrative Assistant as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and two (2) years related administrative support experience at an executive level or an equivalent combination of education, training, and experience. Knowledge of State Sunshine Law and State Public Records Law preferred. Experience in municipal and/or county/state governmental agency or in a legal firm with responsible administrative experience highly desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 60 CWPM; transcription 35 CWPM or other acceptable method
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Strong organizational skills and attention to detail
- Ability to multitask and change priorities as needed
- Strong oral and written communications
- Excellent grammar skills
- Ability to deal professionally and effectively with high profile individuals
- 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
- State of Florida Notary Public at time of hire or must be obtained within 90 days of hire/promotion

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

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

- Work independently under general supervision performing routine and non-routine tasks with minimal supervision
- Exercise considerable judgement in decisions, planning, researching and evaluating data
- Schedule and coordinate meetings with senior management, consultants, airline officials, tenants, and other Authority departments
- Set work priorities, analyze telephone inquiries and make referrals, make office operations decisions. Demonstrates good judgment in communicating with executive management, elected officials, community leaders, and other Authority departments regarding schedules, 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 4/19/22 _____
 Date

 _____
 Chief Executive Officer 4/19/22 _____
 Date

 _____
 Sr. Director, HR & Risk Management 4-22-2022 _____
 Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Board Services Coordinator

Department: Board Services

Date: April 18, 2022

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

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

SUPERVISOR COMMENTS:

[Signature] 4/19/22
Immediate Supervisor Date

[Signature] 4/19/22
Chief Executive Officer Date

[Signature] 4/20/22
Human Resources - Compensation Date

Budget Financial Analyst (OMB)

Department: Finance

Date: May 8, 2023

Title of Immediate Supervisor: Manager, Budgets

Pay Level: L23

POSITION SUMMARY: Coordinate the preparation of the Authority's annual O&M budgets including all budget documents related to expenses. Responsible for monitoring of budget compared to actual expenditures.

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

- Coordinate the preparation of the annual O&M budgets including preparation of budget reference manual, establishment of timeline, scheduling budget meetings, completion of the budget documents and agenda items submitted to the Board and City Council for approval and all correspondence associated with the completion of the budget.
- Analyze all department budgets, comparing budget to actual and budget to budget, both by department account and cost center, in preparation for budget meetings, and validate reasonableness of all explanations during budget meetings.
- Investigate discrepancies/out of balance conditions and apply corrective actions accordingly.
- Responsible for performing the upload of the annual budget into Oracle.
- Perform monthly variance analysis between budget and actual expenses to determine if departments are performing within approved budget; document variance explanations provided by departments.
- Assist other departments with funding issues related to operation, maintenance and capital expenditure funds and prepare all related journal entries.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, or related field, and four (4) years experience in the preparation of budgets for a large entity, or an equivalent combination of education, training, and experience. Experience in preparation of government entity budgets desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive accounting analytical skills, critical thinking, and high-level problem solving abilities.
- Extensive knowledge of Excel, computerized accounting systems; experience with Oracle preferred
- Experience with graphs and charts a plus
- Experience with GFOA Distinguished Budget Award desirable
- 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
- Demonstrated organizational skills

- Able to meet deadlines in a heavily deadline - AP driven position

LICENSES/CERTIFICATIONS REQUIRED:

- Certified Public Accountant License desirable

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)


- None

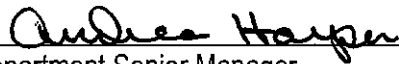
LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)

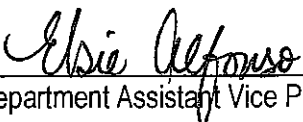
- Work independently under limited supervision and general direction, high level of discretion and initiative is required
- Ability to provide appropriate budget/funding information to requesting departments is imperative to ensure fiscal integrity
- Non-routine budget transfers, funding requests for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

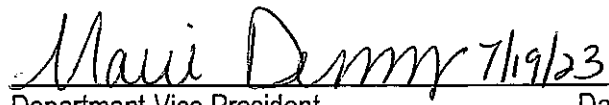
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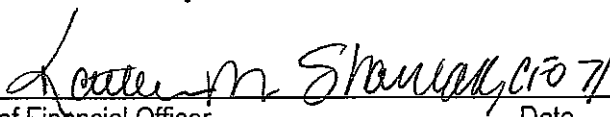
APPROVAL SIGNATURES:

 7-19-23
 Immediate Supervisor Date

 7-18-23
 Department Senior Manager Date

 7.18.23
 Department Assistant Vice President Date

 7/19/23
 Department Vice President Date

 7/20/23
 Chief Financial Officer Date

 7/20/23
 Vice President of Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Budget Financial Analyst (OMB)

Department: Finance

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


7/19/23

 Immediate Supervisor Date


7-18-23

 Department Senior Manager Date


7/21/2023

 Human Resources - Compensation Date

Carpenter III

Department: Maintenance

Date: April 5, 2019

Title of Immediate Supervisor: Supervisor, Carpentry

Pay Level: B7

POSITION SUMMARY: Perform structural maintenance and repair of facilities, as well as small new construction projects.**DUTIES AND RESPONSIBILITIES:** *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform exterior and interior structural repairs and maintenance on GOAA facilities.
- Fabricate, install and repair interior trim and moldings, cabinetry, and laminate applications.
- Lay out and construct new structural elements, such as room partitions, ceilings, doors, floor tile, and similar items.
- Install and repair doors and associated hardware.
- Install and repair dry wall and wainscoting.
- Install and repair floor covering and cove base.
- Install and repair ceilings, replaces ceiling tile.
- Repair or replace glass.
- Install and repair roofs and flashing.
- Fabricate, repair, or replace frames, shelving, and office furniture.
- Assist in monitoring carpentry-related work being accomplished by contractors; inspects all work daily, coordinates job problems and final acceptance.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- Responsible for staying current on all GOAA emergency response procedures and executing proper response as required.
- Complete maintenance work orders as assigned, records all time, materials, and equipment information correctly and promptly so that accurate maintenance and repair records are kept.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five (5) years experience in carpentry/ woodworking trade, including cabinetry, millwork, and construction framing, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of essential safety equipment and protective devices
- Knowledge of rules, regulations, and guidelines regarding the safe operation of carpentry hand tools and power tools
- Ability to read and interpret blueprints, sketches and drawings
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Familiarity with a mobile computerized maintenance management system desired
- Demonstrated skill to organize and prioritize work
- Good oral and written communication skills
- Ability to make sound decisions under pressure and solve problems independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*





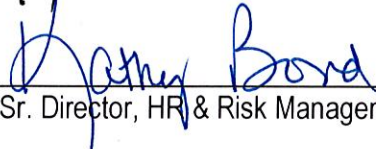

- None

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

- Plan the type of equipment, tools and material to be used for any job assigned.
- Determine work method and practices for a professional completion.
- Determine what equipment is appropriate for the assigned task and how it is to be used on the job.
- Determine when a task has been completed properly, and which task among those assigned by the Supervisor will be undertaken next.

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APPROVAL SIGNATURES:

 _____ Immediate Supervisor	4/8/19 _____ Date	 _____ Department Manager	4/11/19 _____ Date
 _____ Department Assistant Director	4/5/19 _____ Date	 _____ Department Director	4-5-19 _____ Date
 _____ Sr. Director, HR & Risk Management	4-19-19 _____ Date		

FLSA: Non-Exempt

EEO Category: Skilled Craft Worker

Shift Premium: Yes

Rotating Shift: N/A

Carpenter III

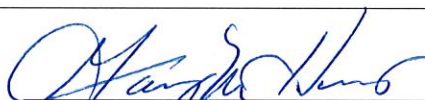
Department: Maintenance

Date: April 5, 2019

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

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

 4/8/19
 Immediate Supervisor Date

 4-5-19
 Department Director Date

 4/18/19
 Human Resources - Compensation Date

Central Plant Operator

Department: Maintenance

Date: June 15, 2023

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L19

POSITION SUMMARY: Operate Central Energy Plant (CEP), monitor and control the HVAC/building automation system, airfield lighting systems, preconditioned air plant systems, main breakers system, switch gear and emergency generator systems, elevator system, various perishable center systems, and standby equipment.

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

- Operate and monitor CEP mechanical equipment including: 400 – 1300 ton centrifugal chillers, 200 HP oil-fired boilers, air handlers, air compressors, cooling towers, associated pumps and control equipment, and preconditioned air systems.
- Monitor various computer management systems to maintain optimal comfort levels throughout the facility; monitors lighting, elevator, and irrigation computer systems.
- Perform operational checks of plant equipment, making necessary adjustments.
- Monitor and record all necessary plant readings as required.
- Document and update information to the maintenance systems databases.
- Interact with tenants, contractors, outside agencies, and fellow employees to coordinate services and resolve problems.
- Receive trouble calls and work requests, generate appropriate repair orders, and dispatch department and contracted personnel to respond to emergency repairs.
- Act as department focal point during emergencies, recalling facilities personnel as required by the emergency plan.
- Responsible for remaining current on all GOAA emergency response procedures and maintaining proper response as required.
- Maintain and distribute plant operator log and advise appropriate personnel of any urgent issues.
- Troubleshoot malfunctioning equipment and isolate problem areas; coordinate with appropriate personnel for repairs.
- Work closely with outside contractor personnel to maintain timely compliance with the contract requirements.
- Participate in scheduled testing of all equipment related to the CEP to include emergency generators, fire pumps, and other fire protection systems.
- Instruct and train Maintenance Dispatchers in proper procedures and techniques of the operations related to building automations systems and equipment
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree or accredited technical school certification in Computer Science, HVAC or a closely related field; and three (3) years experience operating a computerized building automation system with multiple chiller plant experience in a large scale operations and maintenance organization, or three (3) years experience receiving and dispatching work orders in a large scale industrial, commercial or institutional setting; or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Basic knowledge of CEP mechanical equipment associated pumps and control equipment

- Thorough knowledge of central plant/building automation procedures, principles and guidelines
- Knowledge and ability to instruct and train employees
- Knowledge and understanding of building trades
- Intermediate computer skills and proficient in Microsoft Office programs
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Excellent oral and written communication and customer service skills
- Must be able and willing to work non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

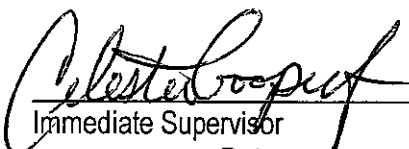
- None


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

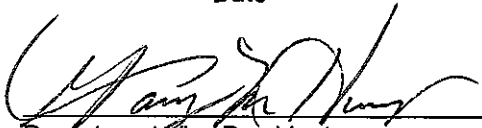
- Work independently under general supervision
- Make decisions based on established policy
- Exercise considerable judgment in evaluating specific technical issues

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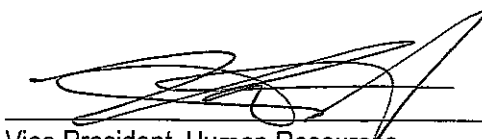
APPROVAL SIGNATURES:


 Immediate Supervisor _____
 Date 19 June 23


 Department Assistant Vice President _____
 Date 6/20/23


 Department Vice President _____
 Date 6-21-2023


 Chief of Operations _____
 Date 06-26-2023


 Vice President, Human Resources _____
 Date 6/27/23

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Skilled Craft Workers

Rotating Shift: N/A

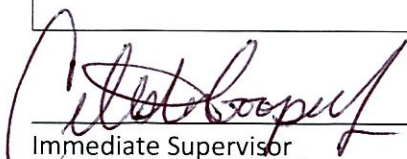
Central Plant Operator

Department: Maintenance

Date: June 15, 2023

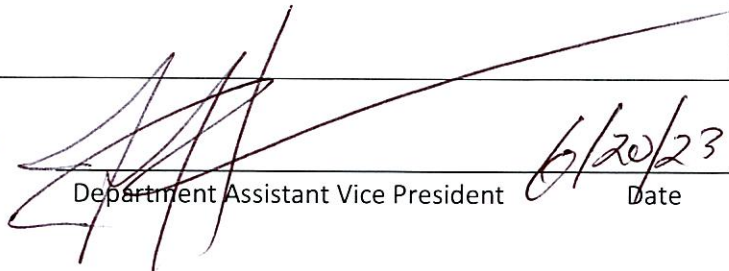
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Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	2
Excessive Noise						X	1
Other							
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:

Immediate Supervisor

 19 June 23
 Date



Department Assistant Vice President

 6/20/23
 Date



Human Resources - Compensation

 6/23/23
 Date

JOB DESCRIPTION

Job Title: Certification Administrator

Date: September 20, 2017

Department: Small Business Development

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Director, Small Business Development

POSITION SUMMARY: Responsible for the review and analysis of applicant files for certification as MWBE, LDB, SBE and SDVOBE firms with the Aviation Authority. Verify supporting information and required documentation supplied by firms applying for certification, and complete an on-site review for each applicant firm. Monitor contracts for compliance, and serve as liaison between DBE, MWBE & LDB firms, the Authority and/or prime contractors when necessary.

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

- Enforce MWBE/LDB/SBE and SDVOBE policies
- Attend pre-bid meetings, proposal meetings, and conferences to explain the DBE/MWBE/LDB policies and procedures. Address questions and issues involving DBE/MWBE/LDB participation.
- Review certification applications and accompanying documentation to determine compliance with certification requirements in the policies and 49 CFR Parts 23 & 26. Complete on-site reviews.
- Provide information concerning upcoming opportunities to MWBE/LDB/SBE and SDVOBE firms. Respond to inquiries regarding opportunities, goals, good faith efforts, and certification.
- Analyze bids and proposals to determine compliance with the Authority's policy requirements and program goals
- Monitor compliance of contracts, purchasing and concessions agreements with regard to FAA & DOT regulations. Assist Director in ensuring appropriate participation, communication and implementation of programs in these departments.
- Schedule and attend site visits; maintain required notes and information
- Establish and maintain effective systems to track all certification data
- Assist in coordinating workshops, seminars and related public outreach functions to promote the MWBE/LDB/SBE and SDVOBE program and policies
- Research and locate qualified LDBs, MWBEs, SBEs and SDVOBEs to perform services and provide goods to the Authority
- Review monthly program disbursement reports to confirm prompt payment criteria, proper use of subcontractors, etc.
- Communicate with counterparts at other airports and entities regarding the available pool of small business firms, particularly those providing commodities (e.g. paper goods, lighting fixtures)
- Perform Small Business tasks for the Concessions department in the Director's absence and/or as needed
- Plan and oversee the work of the Small Business Certification Assistant
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Business Administration or a directly related field and four (4) years experience in an airport or business related administrative field; or an equivalent combination of education, training and experience. Experience in at least one area of MWBE, LDB, SBE, SDVOBE required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to read and interpret contract and financial documents
- Ability to interpret and explain program and compliance information
- Ability to manage multiple projects effectively
- Excellent interpersonal skills required to interact with Authority staff, contractors, small businesses, and representatives of governmental agencies
- Proficient in Excel, MSWord, and PowerPoint

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Participation in training sponsored by USDOT, FDOT and FAA regarding certification, compliance, and program management preferred at time of hire, but must be completed within one year of hire.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

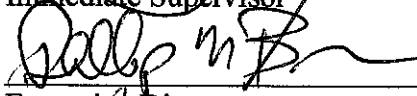
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Must demonstrate a reasonable ability to identify compliance or other contractual issues and act proactively to find solutions
- Make recommendations regarding participation and certification on bid and proposal awards.

APPROVAL SIGNATURES:



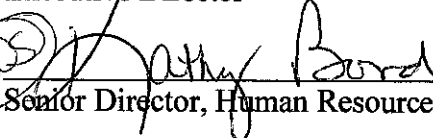
Immediate Supervisor

10-12-17
Date



Executive Director

10-16-17
Date



Senior Director, Human Resources & Risk Management

10-27-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Certification Administrator
 Department: Small Business Development

Date: September 20, 2017
 Section: 008

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

Frequency

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

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

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

Frequency

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

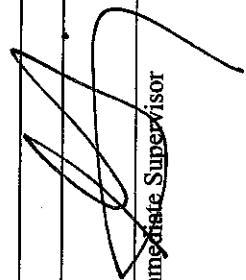
Importance

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

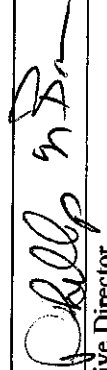
- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

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

Supervisor Comments:
Periodic site visits


Immediate Supervisor

10-12-17
Date


Executive Director

10-26-08
Date

Chief Accountant, General Ledger

Department: Finance

Date: August 12, 2021

Title of Immediate Supervisor: Manager, Finance

Pay Level: L28

POSITION SUMMARY: Coordinate the monthly, quarterly and annual General Ledger system closings. Assist in the preparation of monthly, quarterly and annual financial statements and reports. Supervise the preparation of monthly reconciliations, the record keeping, maintenance and reporting of fixed assets, and debt.

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

- Coordinate the monthly, quarterly and annual General Ledger system closings.
- Assist in the preparation of monthly, quarterly, and annual financial statements, notes and associated schedules.
- Maintain the accuracy of the financial accounting records to facilitate a timely reporting of financial condition to management.
- Assist in the coordination of activities with independent auditors in the production of financial reports.
- Review monthly cash, debt, and fixed asset reconciliations.
- Supervise maintenance of debt schedules for the monitoring, calculation and recording of interest, principal, payments, amortization of discounts, premiums, insurance and deferred amounts. Coordinate and supervise the record keeping and reporting of the Authority's fixed assets.
- Maintain General Ledger and Fixed Assets modules.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; verify compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance reviews; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Prepare certain governmental annual surveys and property tax returns.
- Conduct research and prepare special reports on financial matters.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting and five (5) years of related work experience, or an equivalent combination of education, training and experience. Supervisory experience required; public accounting and/or auditing experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess strong analytical and problem solving skills
- Must possess strong interpersonal, supervisory and management skills
- Must possess strong technical accounting skills
- Highly skilled in Microsoft Excel, to include pivot tables, lookup and financial functions
- Must be familiar with computerized accounting systems
- Must be able to work well under pressure and met deadlines
- Knowledge of current GAAP, GASB accounting and financial reporting practices for enterprise fund
- Must be experienced with various financial areas and handling multiple responsibilities
- Ability to understand and carry out complex oral and written instructions

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- Utilize management, administrative and technical accounting skills and applies judgement in each area.
- Interprets applicable Authority policies and procedures as well as FASBs and GASBs.
- Decisions affecting important administrative and accounting procedures.
- Coordinate decisions affecting Finance and/or other GOAA departments with the Finance Manager – Financial Reporting and Assistant Director of Finance.

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

APPROVAL SIGNATURES:

[Signature] 10/21/22
 Immediate Supervisor Date

Elsie Alfonso 9-30-22
 Department Assistant Director Date

Maui Dennis 9/30/22
 Department Director Date

Karen M. Stuenkel 10/9/22
 Chief Financial Officer Date

[Signature]
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Chief Accountant, General Ledger


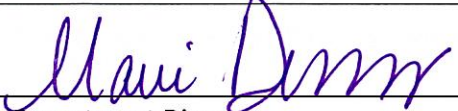

Department: Finance

Date: August 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	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:

	9.30.22		Date
Immediate Supervisor	Date	Department Director	Date
	10/4/2022		
Human Resources - Compensation	Date		

Chief Administrative Officer

Department: Executive Administration

Date: October 28, 2020

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Represent GOAA's interest and provide guidance and advice to the Chief Executive Officer (CEO), Directors and internal departments on a wide variety of administrative matters related to all aspects of GOAA. Responsible for the overall activities of Concessions, Small Business Development, Public Records, and Title VI functions of the Greater Orlando Aviation Authority (GOAA). Assist the CEO in achieving strategic development of the Airport by directing administrative objectives and administrative controls, policies and procedures resulting in the efficient and effective accomplishment of strategic and tactical objectives.

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

- Responsible for the overall activities of Concessions, Small Business Development, Public Records, and Title VI functions of GOAA. Develop and implement goals for assigned areas that result in the efficient and effective accomplishment of strategic and tactical objectives.
- Direct the development of concession plans beneficial to GOAA based on demand and capacity analysis in order to provide customers with continued access to a variety of desirable brands and alternatives that drive sales and increase revenues.
- Monitor the Public Records function and serve as the Aviation Authority Records Custodian. Oversee the administration of related policies, i.e., Policy Section 140.33, Retention and Disposition of Public Records and Policy Section 140.031, Copying of Authority Public Records. Review and authorize the destruction of Aviation Authority records.
- Oversee the development and administration of GOAA's Small Business programs to provide maximum opportunities for contract participations with women and minority owned business. Monitor all phases of Small Business program development to determine compliance with GOAA's requirements and appropriate federal, state, and local statutes.
- Provide approval for form and legality of all contracts and agreements regarding concessions, vendors, and similar documents confirming legal sufficiency in accordance with Federal, State and local laws, ordinances, rules and regulations in coordination with the Aviation Authority's General Counsel.
- Verify that contracts, leases and agreements clearly define the interests of all parties involved including the consistent and accurate outline of tenant obligations, concession performance standards and small business goals and expectations that reflect the current regulatory environment.
- Manage the process and compliance of CFR 42 U.S.C. Title VI.
- Manage the development and oversight of the budget for assigned areas.
- Provide guidance, advice and legal analysis to the Director of Small Business Development, Manager of Concessions, Director of Maintenance (with respect to the Florida Department of Transportation System Safety Program Plan for Automated People Movers (APM)) and the Records Management Specialist with the supervision, direction and coordination of the General Counsel.
- Evaluate policies, in light of changing Aviation Authority needs and regulatory compliance. Recommend new policies or recommend modifications to existing policies as necessary.
- Prepare and present items to Aviation Authority Committees and the Board as required.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Juris Doctor Degree from an accredited school of law, admission to the Bar of the State of Florida and ten (10) years experience in managing governmental or administrative programs, or an equivalent combination of education, training and experience. Experience supervising and directing professional level employees required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess thorough knowledge of Authority Bylaws, Policies & Procedures, and City ordinances governing Airports; and have considerable knowledge of legal requirements in complying with state and city legislation, as well as considerable knowledge of parliamentary procedure
- Demonstrated in-depth knowledge of area(s) of assignment, such as airport concession, ACDBE programs, airport governmental activities, public records, etc.
- Demonstrated skill in developing and implementing complex initiatives
- Excellent oral and written communication skills, including demonstrated interpersonal skills and a high degree of professionalism
- Demonstrated leadership skills and effective management style
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations
- Ability to interpret and compile statistical data, prepare detailed reports, analyze legal and financial documents
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Analytical and strong contract and negotiation skills
- Intermediate computer skills in Microsoft Office programs
- Project Management Skills
- Strong organizational skills and attention to detail
- Excellent composition and grammar skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) employees; indirectly supervises a staff of approximately thirteen (13) employees.

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

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative, judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Assessment in the degree of risk
- Judgment exercised in negotiations, contract development, and other initiatives.

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

APPROVAL SIGNATURES:



Immediate Supervisor/CEO

11-16-2020

Date



Sr. Director, HR & Risk Management

12-9-2020

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Chief Administrative Officer

Department: Executive Administration

Date: October 28, 2020

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

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

Geoff P. M.B.
Immediate Supervisor/CEO

11-16-2020
Date

Cathy V...
Human Resources - Compensation

11/16/2020
Date

Chief Creative Officer

Department: Executive Administration

Date: January 20, 2023

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Responsible for the overall activities of the Innovation, Information Technology and Customer Experience functions of the Greater Orlando Aviation Authority (GOAA). Lead the entire creative team of GOAA by proposing design ideas and setting the overall creative direction that best aligns with GOAA's business objectives. Effectively translate design concepts to executive creative VPs in order to be executed by the creative teams. Assist the CEO in achieving strategic creative and innovative development of GOAA by creating short and long term goals for the creative team to achieve.

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

- Responsible for the overall creative direction of GOAA, and leveraging the resources of the Innovation, Information Technology and Customer Experience functions to support the objectives of GOAA. Develop and implement goals for assigned areas that result in the creative, innovative, efficient and effective accomplishment of strategic and tactical objectives.
- Oversee the development and administration of the Innovation, Information Technology and Customer Experience programs in accordance to GOAA's Board of Directors vision.
- Lead team to enhance the innovative and creative potentials of the overall GOAA.
- Identify creative innovative trends and business opportunities to expand the organizations long term goal.
- Select and implement suitable innovative solutions to streamline all GOAA's internal operations and optimize their strategic benefits.
- Plan the implementation of new systems and provide guidance to Innovative, IT, and Customer Experience professionals and other GOAA staff within the organization to follow the example led by the incumbent.
- Design and customize technological systems and platforms to improve customer experience
- Oversee the technological infrastructure (networks and computer systems) in the organization to ensure optimal performance. Approve purchases of technological equipment and software and establish partnerships with IT providers.
- 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.
- Analyze the costs, value and risks of information technology to advise management and suggest actions.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in strategy, leadership, transportation, computer science, business or management related fields and ten (10) years' of progressive experience in managing creative teams/customer experience operations/IT solutions, or an equivalent combination of education, training and experience. Experience supervising and directing professional level employees required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- A strong working knowledge of project management, design and brand development
- The ability to translate ideas into actionable projects
- Self-motivated and innovative


Chief Creative Officer

Department: Executive Administration

Date: January 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				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

 4/12/23

 Date



 Human Resources – Compensation

 4/17/23

 Date

Chief Development Officer

Department: Executive Administration

Date: August 14, 2023

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Represent **Greater Orlando Aviation Authority's** (GOAA) interest and provide guidance and advice to the Chief Executive Officer (CEO), Officers and internal departments on a wide variety of matters related to aeronautical and non-aeronautical business development. Responsible for the overall activities related to the oversight and execution of Air Service Development, Airline Relations, Cargo Development, Marketing and Real Estate Development. Direct the GOAA's efforts to raise Orlando International Airport's (MCO) global profile through air service, cargo and business development.

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

- Develop concepts and implement solutions that increase domestic and international scheduled and charter passenger flights and passengers to MCO.
- **Oversee the development of MCO's air service presentation to include Central Florida community updates and developments.**
- Oversee the development and implementation of a long-range cargo master plan for the GOAA. Direct forecasting, and identify, prepare and implement development plans to provide required facilities and services for cargo and support activities.
- Oversee cargo air carriers and maintain contact with current and potential cargo customers as well as other GOAA departments relating to the cargo product.
- Oversee the development of marketing proposals to new/established foreign flag and United States scheduled/charter air carriers, tour operators, retailers and wholesalers to acquire new/expanded air service to MCO.
- Monitor air bilateral negotiations and interface with International Aviation Consultant as needed.
- Develop measurable goals to drive economic development for each segment of revenue-producing divisions within the airport.
- Lead airport wide efforts in evaluating the full economic development potential and financial value of airport real estate holdings and to communicate the potential use and value of these properties to the GOAA's Executive Staff, Committees and Board, while serving as both an internal resource and driving force for the development of these properties.
- Responsible for new business development and analysis as well as maintaining excellent ongoing business and properties management practices.
- Responsible for increasing airline and non-airline revenues. Support business development efforts and the needs of other elements of the airport organization.
- Provide leadership, strategic direction, and functional expertise in the commercial development and leasing of properties at MCO and Orlando Executive Airport (ORL).
- Coordinate closely with strategic planning staff to evaluate, identify, and prepare for development properties with near and medium-term potential to boost financial returns and demonstrate commitment to community economic development.
- Oversee the development and oversight of the budget for assigned areas.
- Evaluate market opportunities/trends.
- Develop and manage passenger and business development advertising programs.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Ensure 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 a related field and ten (10) years related experience to include but not limited to airport/airline management, economic development and tourism, or an equivalent combination of education, training and experience. Familiar with airport/airline organization. Cargo development experience required. Experience supervising and directing professional level employees required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of the aviation/airline industry
- Extensive knowledge of tourism industry
- Knowledge of the commercial development real estate industry, including finance principles and the ability to apply these principles in analyzing business proposals
- Knowledge of real estate concepts, commercial development projects at airports including planning, project definition, airline/airport operations, and property management
- Demonstrated ability to engage and lead team members, providing effective guidance, coaching and capability development, maintaining close understanding of all team activities, ensuring high quality for all activities/deliverables, and implementing course corrections when needed
- Proven ability to pursue outreach and develop relationships in the community and region to promote the Aviation GOAA's **community value and partnerships**
- Knowledge of a foreign language(s) desirable
- Ability to travel frequently, nationally and internationally
- Demonstrated skill in developing and implementing complex initiatives
- Excellent oral and written communication skills, including demonstrated interpersonal skills and a high degree of professionalism
- Demonstrated leadership skills and effective management style
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations
- Ability to interpret and compile statistical data, prepare detailed reports, analyze legal and financial documents
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Analytical and strong contract and negotiation skills
- Skilled in developing market analysis to assess prospective new development
- Intermediate computer skills in Microsoft Office programs
- Strong organizational skills and attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

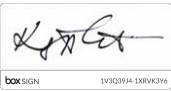
- Directly supervises a staff of approximately five (5) employees; indirectly supervises a staff of approximately thirteen (13) employees

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

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative, judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Assessment in the degree of risk
- Judgment exercised in negotiations, contract development, and other initiatives

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

APPROVAL SIGNATURES:



Sep 15, 2023

Immediate Supervisor/CEO

Date



Sep 15, 2023

Vice President, Human Resources

Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A


Chief Development Officer

Department: Executive Administration

Date: August 14, 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	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:							



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Sep 15, 2023

Immediate Supervisor/CEO

Date



 boxSIGN 1R6ZY3Z-1XRVK3Y6

Sep 15, 2023

Human Resources - Compensation

Date

Chief Executive Officer

Department: Executive Administration

Date: August 26, 2021

Title of Immediate Supervisor: Aviation Authority Board

Pay Level: E4

POSITION SUMMARY: Serve as the Chief Executive Officer (CEO) of the Greater Orlando Aviation Authority (GOAA) and under the general administrative direction of the Aviation Authority Board, the CEO is responsible for the implementation of Board policies, and directs the operation, management, and promotion of all activities with which the Aviation Authority is charged under the provisions of its enabling legislation.

DUTIES AND RESPONSIBILITIES AS STATED IN POLICY 110.01 - CHIEF EXECUTIVE OFFICER (ORGANIZATION):

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

- Direct the operation of all airports and projects under the jurisdiction of the Aviation Authority, plan facilities and services to meet the community's aviation needs.
- Recommend specific goals and objectives to the Aviation Authority Board.
- Collects and evaluates data pertaining to:
 - Population trends and movement of population centers,
 - Airline needs,
 - General aviation needs,
 - Other transportation media,
 - All applicable regulations and laws,
 - Technological advances,
 - Community needs,
 - Needs and plans of other agencies and authorities.
- Develop plans for airport expansion, improvement, and additions.
- Direct the operation of airports through staff.
- Perform any and all other specific functions reasonably related to the activities of the Authority that is requested by the Authority Board.

Chief Financial Officer

Department: Finance

Date: August 26, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Provide executive-level financial leadership functions for the Greater Orlando Aviation Authority (GOAA). Oversee the development and administration of the Finance and Purchasing/Material Control goals, objectives and strategies.

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

- Oversee the development and implementation of financial goals, objectives and strategies.
- Negotiate complex financial arrangements with other entities.
- Present annual and supplemental budgets for consideration by Chief Executive Officer and the Authority Board.
- Oversee the activities relating to designated procurements and contracts, pursuant to Authority policies and applicable state and federal laws.
- Verify that ethical and best practice purchasing activities are understood and used, and that department records management complies with Authority policy and procedure and state statutes.
- Manage the purchasing contract review process is actively managed and properly maintained to protect the Authority's interests and rights under each contract and in accordance with applicable laws and Authority policy; confirm contracts are administered in the best interest of the Authority.
- Oversee the timely and accurate development of budgets, financial reports, and models that will assist the CEO, Aviation Board, and other senior managers in making informed program strategy, resource allocation, and investment decisions.
- Review and manage (and establish as needed) internal systems, controls, processes, and procedures to ensure the integrity, accuracy, compliance, and usefulness of financial information and reporting.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Executive management and leadership skills
- Excellent public relations skills to act as an ambassador for the Greater Orlando Aviation Authority
- Current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and financial reporting practices for enterprise fund accounting.
- Demonstrated skills in interpreting complex contracts and financings, negotiations, and implementation of financial applications software.
- Demonstrated skill in analyzing, developing and implementing complex operational initiatives

- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent oral and written communication skills in English; multi-lingual skills a plus
- Excellent interpersonal and teamwork skills
- Demonstrated ability to understand, critique, negotiate, market and manage contracts and policies
- Computer skills and knowledge of business software applications
- Ability to effectively lead and/or participate as a member of GOAA Committees
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

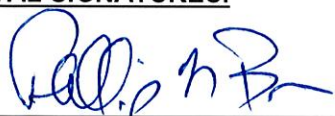

- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately forty two (42)

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

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Decision to engage outside contractors for specific assignments
- Procedural changes, which affect the Aviation Authority
- Create, design, appraise, analyze, interpret, negotiate and evaluate on a regular basis

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

APPROVAL SIGNATURES:

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

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Chief Financial Officer

Department: Finance

Date: August 26, 2021

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

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

SUPERVISOR COMMENTS:

[Handwritten Signature] 9-2-2021

Immediate Supervisor/CEO

Date

[Handwritten Signature] 8/31/2021

Human Resources - Compensation

Date

Chief of External Affairs

Department: Executive Administration

Date: May 30, 2023

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Represent GOAA's interest and provide guidance and advice to the Chief Executive Officer (CEO), Aviation Authority leadership and internal departments on a wide variety of matters related to Public Affairs, Governmental Affairs and Board Services work for the Aviation Authority.

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

- Oversee the coordinating and directing of the day-to-day administrative operations of the CEO's external operations team.
- Direct external communications staff and confirm the execution of goals and objectives as identified by the CEO.
- Oversee the preparation of the Executive Administration operating budget.
- Coordinate with Board Services staff the Aviation Authority Board agenda process and Board member communications.
- Review organizational and staffing plans to make certain that they are consistent with designated objectives.
- Directs the preparation of news releases and media interviews on behalf of the CEO.
- Assigns, directs and supervises the implementation of designated special projects as directed by the CEO.
- Administers and reviews the preparation of stakeholder correspondence; confirms appropriate staff members are assigned to calendared community events.
- Recommend modifications to Executive Administration Office procedures, as necessary.
- Serves as a liaison to the CEO and Executive Administration Office on numerous special projects and Aviation Authority operational issues.
- Assist the CEO with communications to all Aviation Authority departments, as necessary.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business, Public Administration or a related field, and fifteen (15) years related experience to include progressive executive management level of a governmental agency, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of the principles of general management, public and business administration and their application to governmental administration
- Thorough knowledge of public relations' principles and techniques
- Ability to exercise judgment and discretion in devising, installing and interpreting Aviation Authority rules, regulations, policies or procedures

Chief of External Affairs

Department: Executive Administration

Date: May 30, 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	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor/CEO

Date 6/1/23


 Human Resources - Compensation

Date 6/2/23

Chief of Operations

Department: Operations Administration

Date: August 27, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Provide executive-level leadership and oversight of the Airport Operations divisions at Orlando International Airport (OIA) and Orlando Executive Airport (OEA) including but not limited to Maintenance, Customer Experience, Security, Operations Administration, ARFF, General Aviation, Landside, Airfield, Airline, Baggage Handling Systems, Parking Operations and Ground Transportation Services.

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

- Oversee the development and implementation of programs to meet the goals and objectives of the Airport Operations department. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and review proposed solutions provided by the Airport Operations Management team.
- Oversee all required regulatory reporting for the department.
- Coordinate with Federal Aviation Administration (FAA) and other agencies as assigned.
- Oversee the designing, implementation and management of policies and procedures and verify the compliance with Federal Customs and Border Protection (CBP), handling of international baggage and trash, environmental and other regulatory requirements.
- Actively lead and support the areas of Operations, Customer Experience, Security, and Maintenance.
- Monitor Airlines and Fixed Base Operators (FBOs) and business tenants for compliance with airport operational policies.
- Lead the Aviation Authority's emergency response operations, update the Aviation Authority's emergency response plan, and oversee emergency preparedness in areas of responsibility.
- Oversee the airport noise abatement program to minimize negative impact to the environment and the neighboring public resulting from airport operations; may attend meetings with the public to address issues and concerns.
- Develop and effectively administer assigned budgets. Research and develop cost saving measures.
- Maintain a work environment that promotes the organization's values, ethics, integrity and legal responsibility.
- Consistently lead the effort to improve and streamline work processes and improve customer service; formulate and recommend department policy and procedure.
- Confirm assigned areas remain in compliance with all required federal, state, county and local regulations and standards, and other applicable laws, rules, regulations and permits.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for the selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Establish and maintain effective working relationships with senior management of airlines and other airport tenants.
- Act as an ambassador for the Greater Orlando Aviation Authority regarding airport operations matters.
- Administer contracts; may draft/negotiate contracts and/or manage the proposal/evaluation/selection process.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business Administration or related field and ten (10) years directly related experience in airport/airline operations, or an equivalent combination of education, training and experience. Minimum of five (5) years experience in management and leadership roles that include directing and oversight of staff in multiple airport operations areas and emergency response operations required. Experience with FAR 139 and 49 CFR part 1542 compliance required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated skill in analyzing, developing and implementing complex operational initiatives
- Excellent public relations skills to act as an ambassador for the Greater Orlando Aviation Authority
- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Executive management and leadership skills
- Strong contract and negotiation skills
- Experience with regulatory compliance required including FAR 139 and 49 CFR part 1542
- Knowledge of applicable regulations including but not limited to: Federal Aviation Administration (FAA) requirements including noise and emergency operations; knowledge of Federal Customs and Border Protection (CBP) requirements including international flight and passenger movements, handling of international trash and environmental regulations including Florida Department of Environmental Protection and South Florida Water Management District requirements
- Basic computer skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- American Association of Airport Executives (AAAE) credential(s) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

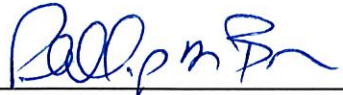
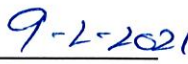

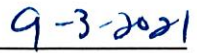
- Directly supervises a staff of approximately six (6); oversight responsibility for several departments with approximately three hundred forty (340) employees

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

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

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

APPROVAL SIGNATURES:

			
Immediate Supervisor/CEO	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Chief of Operations

Department: Operations Administration

Date: August 27, 2021

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

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

SUPERVISOR COMMENTS:

Robert M. Br... 9-2-2021

Immediate Supervisor/CEO Date

Cathy... 9/3/2021

Human Resources - Compensation Date

Chief Operating Officer

Department: Executive Administration

Date: January 18, 2023

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E3

POSITION SUMMARY: Represent GOAA's interest and provide guidance and advice to the Chief Executive Officer (CEO), Officers and internal departments on a wide variety of operational matters related to all aspects of GOAA. Assist the Chief Executive Officer in achieving strategic initiatives by directing operational objectives and ensuring operations and administrative controls, policies and procedures result in the efficient and effective accomplishment of strategic and tactical objectives. Actively lead and support assigned areas of the Greater Orlando Aviation Authority (GOAA).

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

- Direct the operational activities of GOAA, establishing and implementing an appropriate system of operational and administrative controls, policies, and procedures to effectively accomplish GOAA's strategic and tactical objectives and key initiatives. Responsible for measuring process effectiveness.
- Foster an environment that promotes accountability, innovation, fiscal responsibility, customer service and high quality standards as well as legal responsibility, ethics and integrity.
- Work in collaboration with the Chief Creative Officer in implementing enhancements to customer service programs to achieve GOAA customer service initiatives.
- Actively lead and support the areas of GOAA Operations (both at MCO & ORL), Capital Programs, Multi-Modal Planning, and Facilities.
- Represent GOAA externally, maintaining strong working relationships with key community leaders as well as federal, state and local officials.
- Maintain an efficient and effective organizational structure, and that processes are in place for the effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Oversight of large capital projects and collaboration with the capital improvement program process.
- Maintain continuous lines of communication, keeping the Chief Executive Officer informed on all critical issues.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in management, aviation, engineering, or construction and fifteen (15) years management experience, including some executive level management with preference given to experience in airport operations, planning, design and construction, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess thorough knowledge of Authority Bylaws, Policies & Procedures, and City ordinances governing Airports; and have considerable knowledge of legal requirements in complying with state and city legislation, as well as considerable knowledge of parliamentary procedure. Demonstrated in-depth knowledge of area(s) of assignment, such as airport operations, capital programs, ARFF, etc.
- Excellent oral and written communication skills, including demonstrated interpersonal skills and a high degree of professionalism
- Demonstrated leadership skills and effective management style with the ability to motivate management level staff and accomplish objectives

Chief Operating Officer

Department: Executive Administration

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


 Immediate Supervisor/CEO 2/7/23
 Date


 Human Resources - Compensation 2/7/23
 Date

Commercial Properties Administrator (Airline)

Department: Commercial Properties

Date: December 14, 2021

Title of Immediate Supervisor: Senior Commercial Properties Administrator

Pay Level: L23

POSITION SUMMARY: Responsible for the administration and management of a portfolio of tenant use and lease agreements and permits. Draft leases, airline and other agreements at the direction of management. Administer and confirm compliance with the terms and conditions of the Agreements. Serve as project coordinator and Authority's liaison with customers to understand, evaluate, present and track tenant issues and projects. Provide real estate and financial analytical support, to management staff. Represent the Authority in assigned matters pertaining to Greater Orlando Aviation Authority (GOAA) properties.

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

- Prepare and process draft lease documents and amendments to agreements and forward for management and legal counsel review. Coordinate the execution of agreements, and distribute executed agreements. Interface with other Authority departments to confirm the Authority's interests are represented in matters such as planning, construction, environmental issues, financial risks, security issues, utilities and other lease compliance issues as appropriate. Prepare and process form agreements, amendments and annual renewals.
- May draft board and committee memos, presentations and other business proposals as required by management. Maintain a portfolio of leases in the lease management system and verify accurate and timely update of all lease amendments, term revisions, rate adjustments, premises modifications and other key terms and conditions.
- Responsible for contractual issues with leasing of terminal airport properties for airlines and airline service providers currently serving or proposing service to Orlando International Airport.
- Responsible for the maintenance, coordination, publication and distribution of the monthly Airline Providing Services report.
- Assist in the coordination and maintenance of the Airline Business page and mobile app, and all related documents and exhibits.
- Meet or correspond with existing and potential customers to determine needs, prepare space and operating estimates as needed.
- Create and coordinate updates to exhibits to the participant Lease and Use Agreements and other non-terminal complex leaseholds. Prepare estimates, scenarios, proposals, business and statistical analysis as needed by management to support airline and commercial tenant negotiations. Work with the Finance Department to confirm revenues are apportioned accurately in accordance to the lease documents.
- Assist with the maintenance and population of the Space Management System database and coordination of modifications to base drawing with CADD support personnel. Assist in the coordination with Planning, Engineering, and Construction to initiate terminal capital improvement projects. Conduct field verification as needed.
- Track critical dates for follow up on leases, lease renewals, premises relocations and changes, terminations and various lease amendments. Work closely with the Finance department to verify and confirm tenant billing. Assist Finance in collections.
- Travel between Orlando International Airport and Orlando Executive Airport for meetings, tenant issues, site visits and other related duties listed herein.
- Process tenant projects and signage requests, and present to DRC. Maintain compliance with design and graphic standards and uniformity with past and future issues.
- Compile and maintain statistical data essential to developing aviation and non-aviation tenant development projects to include establishment of rates and charges, minimum annual privilege fees, project costs, and financial

proformas. Provide revenue forecasts and coordinate the department's revenue budget annually with the Finance Department.

- May assist in the development of bid documents and Request For Proposals (RFP) for the use, lease and development of land and facilities; coordinate the solicitation, bid review, recommendation to procurement committee and to Authority Board for award to successful bidder.
- Interface with current and future tenants/customers to resolve start-up or relocation issues. Coordinate operational activities to assure that occupants receive the level and kind of building services specified in lease agreements and confirm the property is in a condition that complies with the terms of leases at the time it is vacated. Address tenant issues with management or other departments as needed.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non-Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Organize and maintain the physical and electronic contract files in compliance with the Authority's Lease Management Policy and departmental procedures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business, Management, Real Estate, Finance, Public Administration, or in a directly related field and four (4) years' experience related to commercial lease management and/or contract administration experience or an equivalent combination of related training, education and experience. Airline/Airport operational management experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Considerable knowledge of principles, practices, techniques, and methodologies of commercial real estate and public administration
- Working knowledge and experience in maintaining contract files and enforcing contract provisions
- Ability to read, interpret and draft agreements, leases, licenses and permits
- Basic understanding of construction blueprints, schematics, drawings and architectural renderings
- Excellent interpersonal skills, verbal and written communication and public presentation skills and be able to effectively interact with technical and non-technical personnel
- Demonstrated analysis and problem resolution skills
- Intermediate computer and Microsoft Office programs to perform contract, financial and general business analysis; prepare documents, exhibits and presentations resulting from analysis performed
- Considerable knowledge of principles, practices, techniques, and methodologies of real estate business, public administration
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks and represent the Authority in a professional manner
- Knowledge of Oracle or similar accounting software and PROPworks or similar lease management system

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*



- None


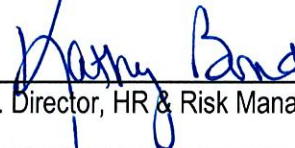
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under limited supervision and general direction, exercising a high level of independent judgement and discretion regarding tenant compliance with agreement terms and financial requirements. Must be able to meet deadlines, create ad-hoc reports for management
- Interprets and applies contracts, policies, laws
- Frequent day to day customer contacts in which Authority's policies and procedures must be consistently and accurately represented. Required to provide high standard of customer service with professionalism and efficiency

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

APPROVAL SIGNATURES:

	1/10/2022		4/28/22
_____ Immediate Supervisor	Date	_____ Department Manager	Date

	1/10/22		1-19-2022
_____ Department Director	Date	_____ Sr. Director, HR & Risk Management	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Physical Requirements and Working Conditions


Commercial Properties Administrator (Airline)


Department: Commercial Properties

Date: December 14, 2021

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

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


 Immediate Supervisor 1/10/2022
 Date


 Department Director 1/14/22
 Date


 Human Resources - Compensation 1/14/2022
 Date

Commercial Properties Administrator (General Aviation)

Department: Commercial Properties

Date: December 13, 2021

Title of Immediate Supervisor: Manager, Commercial Development (Airline)

Pay Level: L23

POSITION SUMMARY: Responsible for the administration and management of a portfolio of tenant use and lease agreements and permits. Draft leases, airline and other agreements at the direction of management. Administer and confirm compliance with the terms and conditions of the Agreements. Serve as project coordinator and Authority's liaison with customers to understand, evaluate, present and track tenant issues and projects. Provide real estate and financial analytical support, to management staff. Represent the Authority in assigned matters pertaining to Greater Orlando Aviation Authority (GOAA) properties, generally but not limited to General Aviation related properties.

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

- Prepare and process draft lease documents and amendments to agreements and forward for management and legal counsel review. Coordinate the execution of agreements, and distribute executed agreements. Interface with other Authority departments to confirm the Authority's interests are represented in matters such as planning, construction, environmental issues, financial risks, security issues, utilities and other lease compliance issues as appropriate. Prepare and process form agreements, amendments and annual renewals.
- May draft board and committee memos, presentations and other business proposals as required by management. Maintain a portfolio of leases in the lease management system and verify accurate and timely update of all lease amendments, term revisions, rate adjustments, premises modifications and other key terms and conditions.
- Responsible for contractual issues with leasing of non-terminal airport properties for General Aviation, and non-aviation tenants at both airports, and service providers currently serving or proposing service.
- Travel between Orlando International Airport and Orlando Executive Airport for meetings, tenant issues, site visits and other related duties listed herein.
- May assist in the coordination, maintenance, and distribution of the Monthly Fuel Report.
- Meet or correspond with existing and potential customers to determine needs, provides support documentation as needed.
- Create and coordinate updates to exhibits to the Term Sheets, Lease and Use Agreements and Lease Amendments-for General Aviation related leaseholds. Prepare scenarios, proposals, business and statistical analysis as needed by management to General Aviation lease negotiations. Work with the Finance Department to confirm revenues are apportioned accurately in accordance to the lease documents.
- May assist with the maintenance and population of the Space Management System database and coordination of modifications to base drawing with CADD support personnel. May assist in the coordination with Planning, Engineering, and Construction to initiate General Aviation related capital improvement projects. Conduct field verification as needed.
- Track critical dates for follow up on leases, lease renewals, premises relocations and changes, terminations and various lease amendments. Work closely with the Finance department to verify and confirm tenant billing. Assist Finance in collections.
- May assist in the development of bid documents and Request For Proposals (RFP) for the use, lease and development of land and facilities; coordinate the solicitation, bid review, recommendation to procurement committee and to Authority Board for award to successful bidder.
- Process tenant projects and signage requests, and present to DRC. Maintain compliance with design and graphic standards and uniformity with past and future issues.

- Compile and maintain statistical data essential to developing aviation and non-aviation tenant development projects to include establishment of rates and charges, minimum annual privilege fees, project costs, and financial proformas. Provide revenue forecasts and coordinate the department's revenue budget annually with the Finance Department.
- Coordinate with Airport Management personnel on all operational activities to assure compliance with the permitted uses specified in lease agreements and confirm the property is in a condition that complies with the terms of leases. Address tenant issues with management or other departments as needed.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non-Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Organize and maintain the physical and electronic contract files in compliance with the Authority's Lease Management Policy and departmental procedures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business, Management, Real Estate, Finance, Public Administration, or in a directly related field and four (4) years' experience related to commercial lease management and/or contract administration experience or an equivalent combination of related training, education and experience. General Aviation Airport operational management experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Considerable knowledge of principles, practices, techniques, and methodologies of commercial real estate and public administration
- Working knowledge and experience in maintaining contract files and enforcing contract provisions
- Ability to read, interpret and draft agreements, leases, licenses and permits
- Basic understanding of construction blueprints, schematics, drawings and architectural renderings
- Excellent interpersonal skills, verbal and written communication and public presentation skills and be able to effectively interact with technical and non-technical personnel
- Demonstrated analysis and problem resolution skills
- Intermediate computer and Microsoft Office skills to perform contract, financial and general business analysis; prepare documents, exhibits and presentations resulting from analysis performed
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks and represent the Authority in a professional manner
- Knowledge of Oracle or similar accounting software and PROPworks or similar lease management system

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgement and discretion regarding tenant compliance with agreement terms and financial requirements. Must be able to meet deadlines, create ad-hoc reports for management
- Interprets and applies contracts, policies, laws
- Frequent day to day customer contacts in which Authority's policies and procedures must be consistently and accurately represented. Required to provide high standard of customer service with professionalism and efficiency

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

APPROVAL SIGNATURES:

Byron Hoffman 1/3/2022
 Immediate Supervisor Date

[Signature] 1/10/22
 Department Director Date

 Kathy Bond 1-19-2022
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Physical Requirements and Working Conditions

Commercial Properties Administrator (General Aviation)

Department: Commercial Properties

Date: December 13, 2021

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

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

Byron Hoffman 1/3/2022
 Immediate Supervisor Date

[Signature] 1/10/22
 Department Director Date

Cathy Krause 1/14/2022
 Human Resources - Compensation Date

Commercial Properties Administrator (Real Estate)

Department: Commercial Properties

Date: November 11, 2022

Title of Immediate Supervisor: Manager, Commercial Development (Real Estate)

Pay Level: L23

POSITION SUMMARY: Responsible for the administration and management of a portfolio of tenant use and lease agreements and permits. Draft leases, airline and other agreements at the direction of management. Administer and confirm compliance with the terms and conditions of the Agreements. Serve as project coordinator and Authority's liaison with customers to understand, evaluate, present and track tenant issues and projects. Provide real estate and financial analytical support, to management staff. Represent the Authority in assigned matters pertaining to Greater Orlando Aviation Authority (GOAA) properties, at Orlando International Airport (OIA) and Orlando Executive Airport (OEA).

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

- Prepare and process draft lease documents and amendments to agreements and forward for management and legal counsel review. Coordinate the execution of agreements, and distribute executed agreements. Interface with other Authority departments to confirm the Authority's interests are represented in matters such as planning, construction, environmental issues, financial risks, security issues, utilities and other lease compliance issues as appropriate. Prepare and process form agreements, amendments and annual renewals.
- May draft board and committee memos, presentations and other business proposals as required by management.
- Extract critical lease data from assigned agreements, enter and maintain accurate and timely contractual data in the PROP works Property and Revenue Management system and other management databases.
- Calculate rates, fees and charges, set-up accounting billing rules, and verify receipt of payment, insurance certificates, surety and bond requirements, and related required executed documentation.
- Collect, track, compile and analyze current and historical revenue data, budget revenue projections and reporting; provide financial and statistical spreadsheets and analysis of variances, trends and projections; run various system reports.
- Assists with annual operating expense reconciliations, monitor audit windows and audit requirements contained in the agreement.
- Responsible for administering lease agreements for non-airline, non-terminal airport properties at both airports.
- Travel between Orlando International Airport and Orlando Executive Airport for meetings, tenant issues, site visits and other related duties listed herein.
- May assist with the maintenance and population of the Space Management System database and coordination of modifications to base drawing with CADD support personnel. May assist in the coordination with Planning, Engineering, and Construction to initiate capital improvement projects. Conduct field verification as needed.
- May assist in the development of bid documents and Request For Proposals (RFP) for the use, lease and development of land and facilities; coordinate the solicitation, and bid review. Convey recommendation to procurement committee and to Authority Board for award to successful bidder.
- Process tenant projects and signage requests, and present to consultants and committees as required. Maintain compliance with design and graphic standards and uniformity with past and future issues.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non-Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Organize and maintain the physical and electronic contract files in compliance with the Authority's Lease Management Policy and departmental procedures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business, Management, Real Estate, Finance, Public Administration, or in a directly related field and four (4) years' experience related to commercial lease management and/or contract administration experience or an equivalent combination of related training, education and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Considerable knowledge of principles, practices, techniques, and methodologies of commercial real estate and public administration
- Working knowledge and experience in maintaining contract files and enforcing contract provisions
- Ability to read, interpret and draft agreements, leases, licenses and permits
- Basic understanding of construction blueprints, schematics, drawings and architectural renderings
- Excellent interpersonal skills, verbal and written communication and public presentation skills and be able to effectively interact with technical and non-technical personnel
- Demonstrated analysis and problem resolution skills
- Intermediate computer and Microsoft Office skills to perform contract, financial and general business analysis; prepare documents, exhibits and presentations resulting from analysis performed
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks and represent the Authority in a professional manner
- Knowledge of Oracle or similar accounting software and PROP works or similar lease management system

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under limited supervision and general direction, exercising a high level of independent judgement and discretion regarding tenant compliance with agreement terms and financial requirements. Must be able to meet deadlines, create ad-hoc reports for management
- Interprets and applies contracts, policies, laws
- Frequent day to day customer contacts in which Authority's policies and procedures must be consistently and accurately represented. Required to provide high standard of customer service with professionalism and efficiency

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


APPROVAL SIGNATURES:

 1/4/23

Immediate Supervisor Date

 1/4/23

Department Director Date

 1/4/23

Director, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Commercial Properties Administrator (Real Estate)

Department: Commercial Properties

Date: November 11, 2022

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

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

Susan M. Whinn 1/4/23
 Immediate Supervisor Date

Angela Mucato 1/6/23
 Human Resources – Compensation Date

JOB DESCRIPTION

Job Title: Communications System Administrator

Date: November 9, 2015

Department: Information Technology

Grade/Level: Exempt; L25

Title of Immediate Supervisor: Assistant Manager, Unified Communications

POSITION SUMMARY: Provide service and support to Communication Systems users including Authority staff and Shared Tenant Services program customers. Oversee user accounts and ensure continuing customer satisfaction by resolving problems, improving existing service, coordinating technical support in resolving customer issues, establishing new accounts and providing users with basic technical support and training. Support the performance, and availability of our Communication Systems to include Voice Services, Voice Messaging, Audio and Video Conferencing, Interactive Voice Response and Mobile Device Management.

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

- Oversees the deployment and enhancement of telecommunications-related hardware and software services. Analyzes billing records produced by the airport's billing system to ensure accuracy and validation of charges being applied. Responsible for all financial accounting transactions associated with cost recovery and analysis. Analyzes telephone expenses for the airport based on actual and projected usage. Analyzes all PBX telephone database usage reports and balances them with the Facilities Management Billing System, and corrects inaccuracies. Compares cost of providing telecommunications services against the actual rates and charges invoiced to customers. Recommends rate and charge adjustments as necessary. Performs annual station reviews with customer to verify billing and correct any errors.
- Analyzes customer's present communications arrangements and develops / presents types of services that the customer should consider to meet their needs. Programs the telephone changes in the communications system requested by the customer to meet their needs. Programs Voice Mail services to provide customers with the desired service. Recommends and implements changes to maximize telecommunications system operation and minimize costs. Performs telecommunications consultation services to customers for each request submitted requiring substantive change in service. Advises customers on product features.
- Audits the PBX Network and Voice Mail databases to ensure users remain valid customers on the network. Administers the Authorization Code Program and issues and tracks those codes for usage and possible toll fraud.
- Studies material usage, identifies shortages and obsolete/excess stock, and analyzes equipment flow to the customer. Prepares and analyzes telecommunications statistics relating to the department's communications equipment and use. Recommends appropriate stock levels.
- Responsible for System Administrator functions associated with airport's communication systems to include but not limited to: voice service, voice messaging, Authorization Code System, Interactive Voice Response System and Mobile Device Management Server. Serves as the System Administrator for the airport's Call Pilot Voice Mail System, Cellular Blackberry and Goodlink Server. Runs backup and recovery operations.

RESPONSIBILITIES (continued):

- Must be accessible by cell phone for on-call and emergency call-back to provide necessary services on a rotating basis.
- Assists users with desktop applications. Trains customers in all aspects of the telephone system and equipment including Voice Mail. Attends telecommunications seminars and schools in order to keep abreast of growth and changes within the telecommunications industry.
- Troubleshoots network hardware and software problems. Addresses the complexities of network provisioning circuits and diagnosing telecommunications problems to their source. Analyzes trouble reports to define areas of recurring problems or irregularities. Creates and maintains historic data files for long-term comparison and analysis. Provide liaison between users and vendor(s) for transmission problems. Creates and maintains appropriate audit trails to effect efficient resolution to circuit problems/outages. Responsible for analysis, interpretation and processing of all telecommunications work order processing. Performs necessary functions related to the operation and maintenance of the cellular wireless network and serves as interface between the vendor and the customer. Captures and records all cable management information including Telephone Terminal board, cable pair and communications jack requirements. Documents maintenance problems.
- Performs other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Computer Science, Telecommunications or a related field and a minimum of five (5) years of experience including experience in a large telephony environment. An equivalent combination of education, training and experience will be considered. Understanding of accounting practices desirable. Experience with VoIP and Unified Communications systems required. At least three (3) years experience with Airwatch or similar MDM system.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Skilled knowledge of video conferencing systems and their integration with unified communications systems
- Hands on experience with Avaya telephony products and technology
- Must have experience administering Apple iOS and Android mobile devices
- Practical working knowledge of VPFM, Solarwinds or similar monitoring platforms
- Working knowledge of Microsoft Office suite
- Excellent diagnostic and problem-solving skills
- Interpersonal skills to interface with users and staff
- Good oral and written communication skills
- Working knowledge of Windows and Linux server
- Must be able to work both standard and non-standard work schedules, including weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Must be able to work independently
- Deals directly with customers in analyzing their telephone requirements and recommending solutions
- Must direct the activities of contractor personnel to ensure the work orders are processed properly and promptly
- Analyzes billing invoices for accuracy and makes adjustments as necessary
- Works with Finance Department to balance accounts (both payables and receivables)
- Make adjustments in inventory levels to meet customer needs

APPROVAL SIGNATURES:

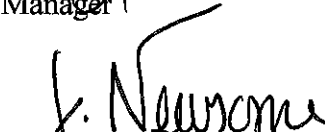


Immediate Supervisor

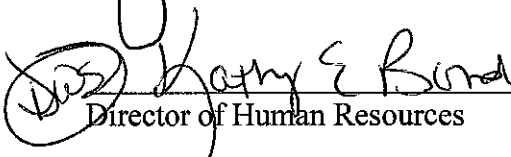
11-11-15
Date


Manager

11-11-15
Date


Department Director

NOV 11 2015
Date


Director of Human Resources

11-16-15
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Communications System Administrator
 Department Information Technology

Date November 9, 2015
 Section 521

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

Frequency

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

Importance

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

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

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

Frequency

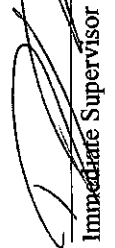
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes				X		1
Chemicals				X		1
Insects				X		1
Heights, Confined Areas				X		2
Excessive Noise				X		1
Other - Able to work both standard and non-standard work schedules, including weekends			X			3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Automobile			X			2
General office equipment (computer, copier, fax, etc.)		X				3

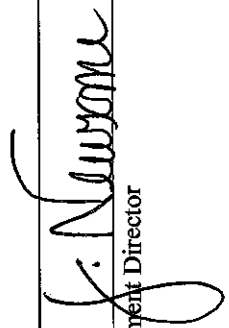
Supervisor Comments:


Immediate Supervisor

11-11-15

Date

Department Director



NOV 11 2015

Date

Concessions Contract Analyst

Department: Concessions

Date: November 2, 2018

Title of Immediate Supervisor: Manager, Concessions

Pay Level: L20

POSITION SUMMARY: Prepare standard form permit agreements, property space and use agreements and related legal documents. Calculate rates and charges, set-up billing rules and verify contract information. Enter agreements into the property lease management system, monitor and maintain agreements and compliance with relevant terms and conditions. Compile revenue and activity reports. Assist with general administrative support, program maintenance, policy preparation and procedural compliance.

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

- Provide information to potential service providers on permit program requirements such as fees, security deposits, insurance requirements, etc.
- Verify, enter and maintain accurate and timely contractual data in the property management system and other management databases.
- Calculate rates, fees and charges, set-up accounting billing rules, and verify receipt of payment, insurance certificates, surety and bond requirements, and related required executed documentation.
- Collect, track, compile and analyze current and historical monthly revenue data, budget revenue projections and reporting; provide financial and statistical spreadsheets and analysis of variances, trends and projections; run various system reports such as monthly rent roles, aged receivables, etc.
- Monitor permits for contract compliance and report concerns to management for resolution.
- Review monthly revenue and activity data and reports for accuracy, timeliness, completeness and consistency; communicate with customers to resolve reporting discrepancies and assist with collections as needed.
- Verify lease terms to prepare estoppel certificates and other lease disclosures.
- Compile monthly statistical data for revenue forecasting; issue related activity reports.
- Monitor, update and confirm compliance with insurance requirements for assigned agreements and permits; contact customers to resolve non-compliant issues or request updated certificates.
- Assist in maintaining the department's policies, procedures, business practices and data integrity in the property lease management system and other databases.
- Assist with general administrative support as needed; maintain current customer contact information database.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Management or related field and three (3) years' experience in lease and contract processing, dealing with tenants and customers, financial and accounting spreadsheets, revenue analysis and word processing skills, or an equivalent combination of education, training, and experience. Experience in a commercial real estate office preferred, Knowledge of property lease management software desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of commercial real estate industry practices
- Excellent written and oral communication skills.
- Strong time management and organizational skills
- Demonstrated advanced level of customer service skills and experience

- Intermediate to advanced skills with Microsoft Word, Excel, Access and PowerPoint
- Knowledge of Oracle or similar accounting/finance system
- Knowledge of PROPworks or similar property lease management system.
- Ability to communicate clearly in English required; multilingual abilities a plus

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Work independently under moderate supervision, exercising considerable judgement and discretion
- Materials are prepared independently and requires judgment, attention to detail, and decision-making skills on technical issues before management review.
- Understand and apply the Authority's rates and charges structure. Ability to read and understand lease agreements.

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

APPROVAL SIGNATURES:

Tray C. Harris 11-5-18
 Immediate Supervisor Date

[Signature] 11/16/18
 Senior Department Director Date

Kathy E Bond 11-29-18
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A

Concessions Contract Analyst

Department: Concessions

Date: November 2, 2018

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

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

Jay C. Harris 11.5.18
 Immediate Supervisor Date

[Signature] 11/14/18
 Senior Department Director Date

Cathy Hoover 11/26/18
 Human Resources - Compensation Date

Construction Financial Analyst

Department: Finance

Date: January 22, 2020

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L23

POSITION SUMMARY: Provide analysis of the Authority's accounting transactions including but not limited to: variance analysis and fund balance analysis, interfund reconciliation and other monthly reports.

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

- Prepare monthly fund balance analysis and reconcile to the trial balance using Excel and Discoverer reports using high level analytical skills when data issues arise.
- Perform monthly and other complex financial analyses including, but not limited to, interfund reconciliations, splits/transfers and mass allocation inter-fund reconciliations.
- Prepare monthly narrative of account fluctuations at the financial statement level for MCO and ORL financial statements.
- Prepare PFC quarterly report and reconcile to the general ledger. Run the data extract from Oracle and allocate the Commercial Paper and bond interest to the appropriate projects that are in progress. Reconcile the PFC's shown in Oracle to the approved PFC applications and amendments analyzing and correcting any discrepancies. Record the expenditures by project and request that the consultant provide updated project start and end dates. Coordinate with other Finance personnel to obtain the PFC revenues and interest earned. Confirm that the PFC quarterly is posted to the Authority's website and filed in a timely manner with the FAA.
- Update and maintain environmental spreadsheets and financial statement footnote on a quarterly basis. This requirement is to provide an overall understanding of the Authority's environmental compliance costs and should reconcile to the awards that were presented to Construction Committee for that quarter.
- Prepare month end and year end spreadsheets and footnotes, as assigned.
- Update reconciliation of the CFC schedule monthly.
- Clear interfunds monthly.
- Perform other duties as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or related and four (4) years of related accounting experience and utilizing computerized general ledger or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be knowledgeable on Microsoft Office programs such as Word, Excel, Oracle or other financial applications software
- Demonstrated attention to detail
- Demonstrated organizational skills
- Excellent oral and written communication skills
- Strong general ledger skills
- Strong technical and accounting analytical skills
- Able to meet deadlines in a heavily deadline driven position

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant (CPA) desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under limited supervision and general direction, high level of discretion and initiative is required
- Responsibility for continuous projects and must be able to handle a great variety of tasks and responsibilities simultaneously and efficiently including prioritizing of daily and monthly work
- Must be able to determine when additional follow-up or analysis is needed
- Must be able to handle a wide variety of tasks and responsibilities simultaneously and continuous projects efficiently including prioritizing of daily and monthly work

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Elvie Alfonso 3.26.20
Immediate Supervisor Date

Maui Demme 1/22/2020
Department Director Date

Latan M. Shan 4/22/2020
Chief Financial Officer Date

Kathy E Bond 6-19-2020
Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Construction Financial Analyst

Department: Finance

Date: January 22, 2020

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking					X	1
Sitting		X				3
Lifting: 0 - 20 lbs					X	1
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Eloie Alfonso 3.26.20
Immediate Supervisor Date

Maui Demmy 1/22/2020
Department Director Date

Attey Vraun 3/27/20
Human Resources - Compensation Date

Contract Administrator – BHS

Department: BHS/GSE Division

Date: October 25, 2019

Title of Immediate Supervisor: Manager, BHS/GSE Contracts

Pay Level: L23

POSITION SUMMARY: Responsible for the day-to-day monitoring, evaluating and oversight of contracts. Provide technical advice and assist in the scope development and bidding of new contracts; monitor contracts after they are awarded. Verify and approve contractor's pay requests/invoices. Validate project costs, repair estimates, and additional work requests outside of the contract scope. Key representative for the Greater Orlando Aviation Authority's (GOAA) Ground Support Equipment (Baggage Handling System and Passenger Boarding Bridges) maintenance contract, including recommending changes, providing design input, and accepting contractor's work.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor and evaluate service and supply contracts with emphasis on the levels and standards of service, schedules, frequency of service, productivity, quality control and personnel utilization.
- Assist Manager with planning for future replacements, upgrades, and/or refurbishments of equipment/systems to minimize downtime and maximize system availability/reliability. Provide advanced scheduling, project coordination, and support for related interdepartmental projects.
- Verify and approves contractors' pay requests/invoices. Assist in developing and monitoring annual operating budgetary requirements. Identify, prepare and support capital funding requests for equipment and system replacement or refurbishment. Validate project costs, repair estimates, and additional work requests outside of the contract scope.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level set forth in the contract documents.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and acts as liaison with other GOAA departments.
- Provide technical assistance in scope development, bidding, and awarding of service or supply contracts.
- Perform facility maintenance/equipment inspections, initiate repair orders as required, and verify appropriate repairs have been completed. Confirm Oracle requisitions for materials and parts are initiated and processed in a timely manner.
- Monitor contractors' staffing levels, responsiveness, and productivity; provide data to Manager for evaluation of contract compliance. Verify that contract specifications are proactively enforced.
- Review and verify contractor pay requests for accuracy and compliance with contract terms.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and four (4) years of hands-on, day-to-day contract management experience in operations and maintenance or an equivalent combination of technical training, education, and experience. Familiarity with the Orlando International Airport ground support equipment (Baggage Handling System & Passenger Boarding Bridges) desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge and experience in maintaining contract files and enforcing contract provisions.
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required



Contract Administrator – BHS

Department: BHS/GSE Division

Date: October 25, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)					X		2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas					X		2
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Motorized Golf Cart						X	3
Other							

SUPERVISOR COMMENTS:

[Signature]
Immediate Supervisor
10/27/19
Date

[Signature]
Department Director
NOV 4, 2019
Date

[Signature]
Human Resources - Compensation
11/5/19
Date



Contract Analyst, Purchasing

Department: Purchasing

Date: August 9, 2022

Title of Immediate Supervisor: Supervisor, Purchasing Contracts

Pay Level: L20

POSITION SUMMARY: Provide data entry and analysis of information to maintain procurement logs, databases and Contract Management System. Monitor and maintain insurance tracking for Purchasing Contracts; notify Senior Purchasing Agents and customers of contract expiration dates for renewals or re-bid process. Assist with maintenance of Authority electronic contract management system. Develop requirements and queries for reports from the ERP software (Oracle) and other Authority software systems to provide users/management with procurement activity reports. Assist in creating Contract Headers and Blanket Purchase Agreements for new contracts. Create and analyze spreadsheets for purchasing reports, performs other duties as assigned.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assist with coordinating the insurance monitoring process with Risk Management, including notification of awarded/closed contracts and insurance requirements for those contracts. Review insurance reports for compliance. Resolve issues regarding expired or non-compliant insurance certificates and update weekly status report for Purchasing/Risk Management staff.
- Maintain the weekly status report and distribute to departments and Purchasing staff.
- Notify Senior Purchasing Agents and customers far enough in advance of contract expiration dates to maintain timely routine renewal or rebid of needed services.
- Assist with the preparation of the monthly Board notification memo.
- Data entry of Contract Purchase Agreements and Blanket Purchase Agreements, maintain and update with revisions or changes as required.
- Maintain active contract files, confirm active contracts are available in central contract file and expired contracts are closed and available for review as needed. Reorganize files as needed; purge and process files for offsite storage.
- Assist with entering of data and analysis of information in Contract Management System and the Contract Compliance System. Provide historical data to customers, Sr. Purchasing Agents and others as required of past and current contracts.
- Maintain and provide data entry of purchasing information on the Authority electronic contract management system.
- Maintain the bid board in the Purchasing Department office.
- Assist with monitoring and updating contract requirements, documentation and dates for contract expiration, performance and payment guarantees /bonds, insurance requirements and other documents.
- Serve as back up to the Purchasing Contract Administrator as needed.
- Attend and conduct meetings with internal customers as needed.
- Remain current in the knowledge of purchasing principles, theories, procedures, best practices, and processes, and demonstrate proficiency in their practical application.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years of progressively responsible work experience in procurement with large service contracts and/ or professional service contracts or an equivalent combination of related education, training and experience. Experience in maintaining contract files required. Previous insurance experience and enforcing contract provisions is preferred. Procurement experience with contracts in the public sector is desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation, award process and the administration of awarded contracts for major purchases of commodities, equipment and services.
- Working knowledge and experience in maintaining contract files and enforcing contract provisions.
- Demonstrated ability to work independently.
- Excellent verbal and written communication skills are required.
- Knowledge for Microsoft Office Word and Excel required, experience with Oracle or a contract management system preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current certification as Certified Professional Public Buyer (CPPB), or equivalent certification is preferred.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

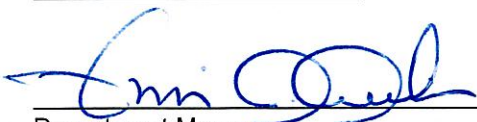
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision
- Exercise considerable judgment and discretion
- Research issues, evaluate data


This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 4/21/23
 Department Manager Date

 4/21/23
 Department Director Date

 4/25/23
 Chief Financial Officer Date

 5/12/23
 Director, Human Resources Date

FLSA: Non-Exempt

EEO Category: Paraprofessionals

Shift Premium: N/A

Rotating Shift: N/A

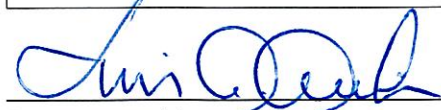
Contract Analyst, Purchasing

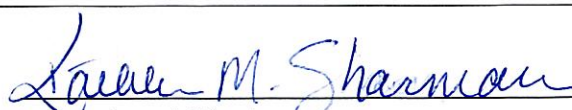
Department: Purchasing

Date: August 9, 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.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs			X			3
	20 – 50 lbs				X		2
	51+ lbs					X	1
Bending/Stooping					X		3
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Other							
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
SUPERVISOR COMMENTS:							


4/21/23
 Department Manager Date


5/11/23
 Department Director Date


5/11/23
 Human Resources - Compensation Date

5/14/23

JOB DESCRIPTION

Job Title: Contract Compliance Coordinator

Date: July 23, 2012

Department: Maintenance

Grade/Level: Non Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Maintenance Contracts

POSITION SUMMARY: Plans, monitors and evaluates service and supply contracts. Ensures assigned contracts meet performance standards and specifications. Provides technical advice and assists in developing scope and bidding of new contracts. Serves as an Authority's Authorized Representative for assigned contracts.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every task, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Monitor and evaluate assigned contracts with emphasis on the levels and standards of service, responsiveness, schedules, frequency of service, productivity, quality control, and personnel utilization/staffing levels. Regularly monitors motor pool to verify required services are being completed efficiently and effectively. Report deficiencies to management as required.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level set forth in the contract documents.
- Verifies preventive maintenance programs are implemented and effective. Contacts departments to ensure they keep scheduled appointments, re-schedules missed preventive maintenance appointments.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and act as liaison with other GOAA departments.
- May perform inspections, initiate work orders, and verify appropriate repairs were completed.
- Program or invalidate fuel keys as needed, determine key status or why key did not work. Run fuel reports, run fuel tank level report, and order fuel in accordance with established procedures/levels.
- Ensure enforcement of contract specifications; monitor contractor compliance with MAXIMO or Fire House software program as appropriate.
- Provide technical assistance in developing scope, bidding, and awarding of assigned contracts. Use technical expertise to evaluate required repairs and recommend or authorize a plan of action that is the best/most cost effective option, and to verify the need for additional work.
- Perform periodic inspection of equipment and make recommendations regarding equipment to be refurbished, upgraded or replaced.
- Verify contractor pay requests for accuracy and compliance with contract terms.
- Monitor expenditures; ensure work ordered is within approved budget limitations
- Input and track appropriate data; establish, maintain, generate, and distribute records and reports as required. Reports are maintained in a variety of databases, including Microsoft, Maximo, Firehouse, Oracle.
- Remain current on all GOAA emergency response procedures and ensure proper response as required.
- Perform other related duties as assigned.

EDUCATION/EXPERIENCE:

An Associate degree or technical training in a related field and four (4) years experience in a related field; or an equivalent combination of education, training and experience. Experience in fleet repair or fleet management preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must have good oral and written communications skills. Good interpersonal skills with the ability to function effectively in a diverse work place.
- Able to use GOAA handheld radio.
- Familiarity with airport terminal/airsides layout desirable
- Basic computer-use skills, with emphasis on introductory level use of database, spreadsheet, and word processing programs.
- Ability to understand fuel computer system and demonstrate ability to re-program fuel keys within 6 months of assuming position.
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required.
- Able to drive on the AOA, with appropriate clearance/badging
- Basic familiarity with fleet management and operations, and able to show basic understanding of operation of assigned contracts and the MAXIMO system within 6 months on the job.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida Commercial Driver's License – Class B

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: (Include examples of situations where this position might exercise independent judgment and make decisions.)

- Works independently under general supervision
- Exercises considerable judgment
- Routine technical decisions/analysis

APPROVAL SIGNATURES:

Michael Shumock
Immediate Supervisor

8-29-12
Date

R. Peto
Assistant Director

29 Aug 2012
Date

[Signature]
Department Director

29 Aug 12
Date

[Signature]
Director of Human Resources

9-4-12
Date

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title Contract Compliance Coordinator
 Department Maintenance

Date July 23, 2012
 Section 631

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- | | |
|--|---|
| <p>Frequency</p> <p>Constant - More than 80% (6 1/2 hours or more per 8 hour day)</p> <p>Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)</p> <p>Frequent - 21-50% (2 1/2-4 hours per 8 hour day)</p> <p>Occasional - 6-20% (1-2 hours per 8 hour day)</p> <p>Rare - 0-5% (Less than 1 hour per 8 hour day)</p> | <p>Importance</p> <p>3 - Critical part of Job; can't be done any other way</p> <p>2 - Important, but may be performed in some other way</p> <p>1 - Not Critical; may be reassigned or not performed at all</p> |
|--|---|

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting					X	1
A. ___ 0 - 20 lbs.					X	1
B. ___ 21-40 lbs.					X	1
C. ___ 50+ lbs.					X	1
Bending/Stooping				X		3
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	3
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather			X			3
Noxious Fumes			X			2
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise			X			3
Other						1
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle				X		3
General office equipment (computer, copier, fax, etc.)						

Supervisor Comments:

Michael Shumack 8-29-12 *[Signature]* 8/29/12
 Immediate Supervisor Date Department Director Date



Contract Compliance Coordinator – Landscaping, Roofing

Department: Maintenance

Date: March 16, 2018

Title of Immediate: Manager, Maintenance Contracts

Pay Level: L20

POSITION SUMMARY: Plan, monitor and evaluate service and supply contracts. Confirm assigned contracts meet performance standards and specifications. Provide technical advice and assist in developing scope and bidding of new contracts. Serve as Authority's Authorized Representative for assigned contracts.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor and evaluate assigned contracts with emphasis on the levels and standards of service, responsiveness, schedules, frequency of service, productivity, quality control, and personnel utilization/staffing levels. May require on-site/field monitoring to verify required services are being completed efficiently and effectively. Report deficiencies to management as required.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level set forth in the contract documents.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and act as liaison with other GOAA departments.
- May perform inspections, initiate work orders, and verify appropriate repairs were completed.
- Attend construction coordination meetings as required.
- Review and analyze construction drawings and specifications to verify compliance with GOAA standards.
- Maintain enforcement of contract specifications.
- Provide technical assistance in developing scope, bidding, and awarding of assigned contracts. Use technical expertise to evaluate potential large/costly repairs to confirm plan of action is the best/most cost effective option, and to verify the need for additional work.
- Verify contractor pay requests for accuracy and compliance with contract terms. Recommend approval or deductions.
- Monitor expenditures; verify work ordered is within approved budget limitations
- Input and track appropriate data and generate related reports.
- Cross train in other sub-specialties of contract compliance as required.
- Remain current on all GOAA emergency response procedures and maintain the proper response as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years experience in quality assurance/compliance monitoring of multiple contracts/projects; or an equivalent combination of education, training and experience. Depending on position, experience in field of expertise (roofing, landscaping, etc.) may be specified.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have good oral and written communications skills. Good interpersonal skills with the ability to function effectively in a diverse work place.
- Familiarity with airport terminal/airsides layout desirable
- Basic computer-use skills, with emphasis on introductory level use of database, spreadsheet, and word processing programs.
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required.
- Able to drive on the AOA, with appropriate clearance/badging
- Demonstrated ability to read and understand complex contract specifications and blueprints, and discuss with architects/engineers.
- Must be willing and able to work non-standard shifts as needed for testing and maintenance to accommodate airport operations
- Bilingual desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

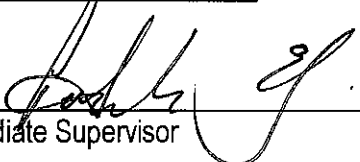

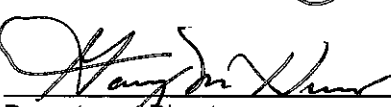
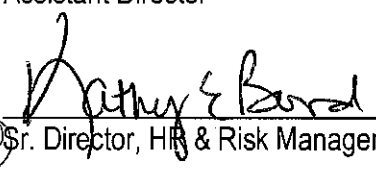
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Works independently under general supervision
- Exercises considerable judgment
- Routine technical decisions/analysis

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	3/19/18 _____ Date	 _____ Assistant Director	3/20/18 _____ Date
 _____ Department Director	3-21-18 _____ Date	 _____ Sr. Director, HR & Risk Management	4-17-18 _____ Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Technicians

Rotating Shift: N/A



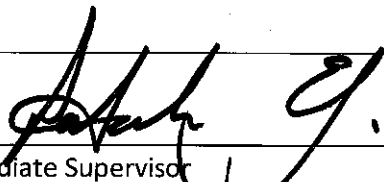


Contract Compliance Coordinator – Landscaping, Roofing

Department: Maintenance

Date: March 16, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping				X		2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas (Landscaping)					X	2
Heights, Confined Areas (Roofing)				X		3
Excessive Noise					X	1
Must be willing and able to work non-standard shifts as needed for testing and maintenance to accommodate airport operations					X	3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X		3
Communication Equipment			X			3
SUPERVISOR COMMENTS:						

 5/22/18
 Immediate Supervisor Date
 5-29-18
 Department Director Date
 5/29/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Contract Compliance Coordinator -
Life Safety

Date: December 2, 2016

Department: Maintenance

Grade/Level: Non Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Life Safety

POSITION SUMMARY: Plan, monitor and evaluate service and supply contracts, ensuring assigned contracts meet performance standards and specifications. Provide technical advice to assist in developing scope of work for new contracts. Serve as Authority's Authorized Representative for assigned contracts. Ensure Life Safety Systems are operational and meet manufacturer's standards and other applicable federal, state and local codes.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every task, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Monitor and evaluate assigned contracts with emphasis on the levels and standards of service, responsiveness, schedules, frequency of service, productivity, quality control, and personnel utilization/staffing levels. May require on-site/field monitoring to verify required services are being completed efficiently and effectively. Report deficiencies to management as required.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level set forth in the contract documents.
- Serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts and act as liaison with other GOAA departments.
- Review and analyze construction drawings and specifications to ensure compliance with GOAA standards and related life safety codes.
- Perform inspections, initiate work orders, and verify appropriate repairs were completed.
- Assist Life Safety Administrator in inspections of new construction, tenant upgrade projects, and fire protection systems operation and maintenance.
- Attend construction coordination meetings as required, serving as technical expert.
- Assist Administrator with plans for future replacements, upgrades, etc.
- Ensure enforcement of contract specifications.
- Provide technical assistance in developing scope, bidding, and awarding of assigned contracts. Validate project costs, repair estimates, and work requests outside of contract scope.
- Verify contractor pay requests for accuracy and compliance with contract terms. Recommend approval or deductions.
- Monitor expenditures; ensure work ordered is within approved budget limitations
- Input and track appropriate data and generate related reports.
- Cross train in other sub-specialties of contract compliance as required.
- Perform other related duties as assigned.

EDUCATION/EXPERIENCE:

Associate degree and three (3) years experience in life safety systems and services; or an equivalent combination of education, training and experience. Working knowledge of fire protection systems, service contracts and applicable NFPA Life Safety codes.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- In-depth knowledge of Fire Safety Systems to include fire alarm, fire sprinkler, fire suppression, fire doors, elevator/escalator, and all their required interfaces with ancillary equipment
- Ability to interpret and apply codes and standards on a regular basis
- Demonstrated ability to read and understand complex contract specifications, blueprints, wiring diagrams, and ability to discuss with architects/engineers
- Must stay current with all Life Safety codes and the requirements for testing and inspection of fire protection systems
- Remain current on all GOAA emergency response procedures and ensure proper response as required.
- Experience with project scheduling, efficient time management, contract monitoring, and use of two-way radios
- General computer skills, with emphasis on use of database, spreadsheet, and word processing programs. Experience with Oracle preferred.
- Must have good oral and written communications skills. Good interpersonal skills with the ability to function effectively in a diverse work place.
- Must be willing and able to work non-standard shifts as needed for testing and maintenance to accommodate airport operations
- Familiarity with airport terminal/airsides layout desirable
- Able to drive on the AOA, with appropriate clearance/badging

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

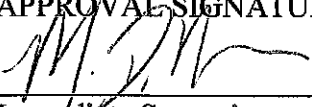
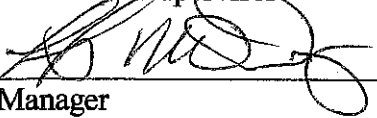


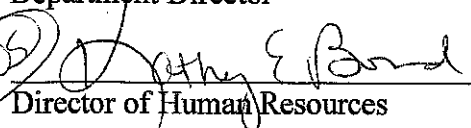
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works independently under general supervision
- Exercises considerable judgment
- Routine technical decisions/analysis

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	<u>12/4/16</u> _____ Date
 _____ Manager	<u>12/4/16</u> _____ Date
 _____ Assistant Director	<u>12/5/16</u> _____ Date
 _____ Department Director	<u>12-5-16</u> _____ Date
 _____ Director of Human Resources	<u>12-13-16</u> _____ Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title **Contract Compliance Coordinator – Life Safety**
 Department **Maintenance**

Date **December 2, 2016**
 Section **631**

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency
 Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 Occasional - 6-20% (1-2 hours per 8 hour day)
 Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance
 3 - Critical part of job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting	A. 0 - 20 lbs. B. 21 - 50 lbs. C. 50+ lbs.				X	1
Bending/Slooping				X		1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)

- Importance
- 3 - Critical part of job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

	Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
	Extreme Weather				X		2
	Noxious Fumes					X	1
	Chemicals					X	1
	Insects					X	1
	Heights, Confined Areas				X		2
	Excessive Noise					X	1
	Other						
	Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
	Transportation via department vehicle		X				3
	General office equipment (computer, copier, fax, etc.)				X		3
	Radio/Telephone			X			3

Supervisor Comments:

M. J. R.
 Immediate Supervisor
 Date 12/4/16

[Signature]
 Department Director
 Date 12.5.16

Contract Specialist

Department: BHS/GSE Division

Date: July 11, 2018

Title of Immediate Supervisor: Manager, BHS/GSE Contracts

Pay Level: L20

POSITION SUMMARY: Responsible for the day-to-day monitoring and evaluation of maintenance, operations, and daily repair contracts. Verify all Baggage Handling Systems (BHS) and Ground Support Equipment (GSE) are maintained to the standards and specifications set forth in the respective contract documents. Serve as key representative for airport ground support and transportation equipment issues, providing direct hands on guidance, evaluation, and monitoring of contractor efforts.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor and evaluate maintenance, operation, and/or repair contracts with emphasis on the levels and standards of service, schedules, frequency of service, productivity, quality control and personnel utilization. Monitor contractors' staffing levels, responsiveness, and productivity; provide data to management for evaluation of contract compliance. Verify contract specifications are proactively enforced. Resolve disputes and solve issues at lowest level possible. Confirm safe work practices are followed
- Assist in the development and implementation of procedures to confirm contractors meet the requirements at the specified level set forth in the contract documents
- Perform on-site (field) monitoring of the Ground Support Equipment contract (and/or other contracts as assigned) to verify that preventive maintenance and repairs are performed and invoiced appropriately in accordance with contract requirements. Approve and request additional work and/or repairs and confirm that quality work is performed in a timely manner
- May serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts; acts as liaison with other GOAA departments
- Perform facility maintenance/equipment inspections, initiate repair orders as required, and verify appropriate repairs have been completed. Provide technical expertise and evaluate proposed large/costly repairs to confirm the plan of action is the best/most cost effective option. May prepare and process Oracle requisitions for materials and parts
- Verify preventative maintenance programs are in accordance with, or exceed, original manufacturer requirements and they are effectively implemented
- Utilize predictive technologies such as thermal imaging to gain an understanding of machine condition and estimated lifespan
- Provide technical assistance in scope development and execution of additional work
- Available to work varying shifts and respond to call-backs related to monitoring contractor's project and construction related activities and in emergency situations
- Respond to and assist with baggage movement/coordination due to mechanical disruptions that impact baggage flow. Make sure contractor repair team is on point to return the system to operation in a safe, expeditious manner
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Associate degree in a related field and three (3) years' experience related to repairing and/or evaluating the condition of mechanical and motorized equipment, or an equivalent combination of education, training and experience is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read, understand and enforce contract specifications and drawings on a performance based contract
- Must have good oral and written communications skills and attention to detail
- Ability to develop/oversee/guide a predictive maintenance/thermography program.
- Good interpersonal skills with the ability to function effectively in a diverse work place
- Demonstrated ability to exercise good independent judgment
- Knowledge and experience related to repairing and/or evaluating the condition of mechanical and motorized equipment
- Familiarity with airport BHS (i.e. Baggage Conveyor system and related equipment) and GSE (ground support equipment such as PBB, PCAir, GPU and Water Cabinets) preferred
- Familiarity with the Oracle financials system and a basic understanding of a Computerized Maintenance Management System (CMMS) desirable
- Basic computer-use skills, with emphasis on database, spreadsheet, and word processing programs
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required
- Ability to use hand and equipment applicable to trade
- Ability to interpret technical documents/plans to ensure compliance with Authority requirements.
- Must be willing and able to work non- standard shifts such as early mornings, late evenings, weekends, and holidays to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

The following is required upon hire or must be obtained within 24 months:

- ITC Infrared Thermography Certification Level 2

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None


LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Independent judgment for technical issues is critical and required routinely on a daily basis.
- Exercise considerable independence and discretion under general supervision
- Routine technical decisions/analysis

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:


 Immediate Supervisor 7/16/18
Date


 Assistant Director 7/19/18
Date


 Department Director Jul 19, 2018
Date


 Sr. Director, HR & Risk Management 7-24-18
Date

FLSA: Non-Exempt

Shift Premium: Yes

EEO Category: Technicians

Rotating Shift: N/A

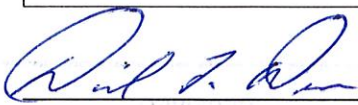
Contract Specialist

Department: BHS/GSE Division

Date: July 11, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X				3
Walking			X				3
Sitting					X		2
Lifting:	0 - 20 lbs			X			2
	20 - 50 lbs				X		1
	51+ lbs					X	1
Bending/Stooping				X			3
Pushing, Pulling and/or Digging					X		2
Reaching over head				X			3
Kneeling, Crawling				X			3
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing			X				2
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes			X				3
Chemicals						X	1
Insects						X	1
Heights, Confined Areas				X			3
Excessive Noise			X				3
Vicinity to moving equipment/machinery			X				3
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Thermography Camera						X	3
Hand Tools				X			3
SUPERVISOR COMMENTS:							



Immediate Supervisor

7/10/18

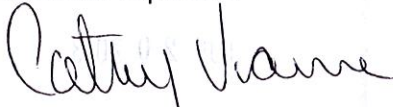
Date



Department Director

Jul 19, 2018

Date



Human Resources - Compensation

7/20/18

Date

Control Systems Analyst

Department: Information Technology

Date: April 19, 2021

Title of Immediate Supervisor: Assistant Manager, Control Systems

Pay Level: L28

POSITION SUMMARY: Provide expertise and skills to the Control Systems group in support of the Greater Orlando Aviation Authority's (GOAA) Control Systems applications such as Physical Access Management, Access Control (ACS), Badging Management Software, Video Systems (CCTV and Content Display Walls), Physical Security Information Management (PSIM) and Internet of Things (IoT) systems. Perform timely execution of the controls designs, programming and implementation of assigned systems and subsystems. Monitor and troubleshoot tasks to maintain effective and efficient system operation with minimal interruption.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform, oversee and participate in daily activities related to Control Systems applications such as, but not limited to: Physical Access Management, ACS, Badging Management, Video Systems (CCTV and Display Walls), PSIM, IoT Systems, and related analytics; resolve problems and change management issues.
- Participate in developing and implementing concepts and specifications for new control systems, and extensions of or improvements to current control systems.
- Perform software installations and upgrades. Schedule installations and upgrades and maintain them in accordance with established IT policies and procedures. Configure solutions and produce reports related to various control system activities.
- Monitor and tune the system to achieve optimum performance levels. Maintain client/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Resolve connectivity issues between the servers, recorders, and cameras.
- Assist in providing specifications for control systems' software and software modifications and develop and document as appropriate to the circumstances.
- Review Control Systems documentation for sufficiency and technical accuracy.
- Participate in analyzing and resolving Control System's computing and communications problems. Coordinate with other departments and offices, contractors, etc. as necessary to achieve a successful outcome.
- Ability to add new cameras, encoders, configure network video recorders, and determine video storage and bandwidth requirements for the CCTV system.
- Review project drawings and obtain all facts necessary to perform review activities according to specifications.
- Review and become knowledgeable of the project schedule in order to meet required timetables.
- Maintain all documentation regarding projects including changes, additions, deletions, and as-builts.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and five (5) years' experience in an information technology role in a complex business and systems environment, or an equivalent combination of education, training, and experience. Experience with CCTV and Access Control Systems, technical alternatives and basic knowledge of emerging technologies is required. Experience with IP cameras and analog encoders is required. Experience with Geographic Information System (GIS), NICE CCTV, SAFE Badge Management, Situator (PSIM), and CCure ACS is desired.

Control Systems Analyst

Department: BHS/GSE Division

Date: August 23, 2018

Title of Immediate Supervisor: Assistant Director, Systems Operations

Pay Level: L28

POSITION SUMMARY: Provide controls engineering expertise and skills for the baggage sortation systems and assigned conveyor systems. Perform timely execution of the controls design, programming and implementation of assigned systems and subsystems at the Authority. Monitor and troubleshoot tasks to isolate technical/controls issues related to the Authority's ability to effectively and efficiently process baggage.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform, oversee and participate in daily activities related to baggage sortation systems and assigned conveyor systems; resolve problems and change management issues.
- Participate in developing and implementing concepts and specifications for new control systems, and extensions of or improvements to current control systems.
- Assist in providing specifications for control systems' software and software modifications and develop and document as appropriate to the circumstances.
- Schedule installations and upgrades and maintain them in accordance with established policies and procedures.
- Review control systems documentation for sufficiency and technical accuracy.
- Participate in analyzing and resolving baggage sortation and other control system's computing and communications problems. Coordinate with other departments and offices, contractors, etc. as necessary to achieve a successful outcome.
- Review project drawings and obtain all facts necessary to perform review activities according to specifications.
- Review and become knowledgeable of the project schedule in order to meet required timetables.
- Maintain all documentation regarding projects including changes, additions, deletions, and as-builts.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in a related field and five (5) years experience with baggage sortation system support or an equivalent combination of education, training, and experience. Detailed knowledge of PC and PLC hardware. Familiarity with various computer operating systems (Windows Desktop, Server, and Linux) and experience with Ladder Logic programming language. Familiarity with network communications (TCP/IP, UDP and RS232 serial protocols).

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must have excellent analytical skills related to the job functions and requirements
- Must possess excellent verbal and written skills.
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems.
- Demonstrated ability to provide proper advice and recommendations to managers and employees at all levels.
- Ability to work effectively in a stressful environment
- Must be able and willing to work both standard and non-standard work schedules, including nights and weekends.
- Display professional etiquette when dealing with Authority personnel and outside vendors.

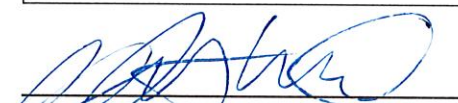
Control Systems Analyst

Department: BHS/GSE Division

Date: August 23, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
<u>Physical Effort</u>	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs					X	3
20 – 50 lbs					X	2
51+ lbs					X	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
<u>Working Conditions</u>	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes				X		2
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise				X		3
<u>Equipment/Vehicles</u>	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
SUPERVISOR COMMENTS:						


 8-27-18
 Immediate Supervisor Date


 08-27-2018
 Department Senior Director Date


 9/4/18
 Human Resources - Compensation Date

Cost Control Specialist

Department: Customer Experience

Date: February 3, 2023

Title of Immediate Supervisor: Vice President, Customer Experience

Pay Level: L16

POSITION SUMMARY: Prepare and monitor Customer Experience procurement processes from requisition through payment. Prepare, monitor, and analyze department budget. Review, track and assist with contract process, amendments, compliance and renewals. Oversee records management for the department. Provide administrative support for the department as assigned. Perform automated cost control functions.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Utilize the current Oracle EBS system to manage the procurement processes from requisition through payment. Track requisitions throughout the workflow process. Validate and verify published purchase orders.
- Responsible for data entry and retrieval for automated cost control functions, including but not limited to: time and attendance, account monitoring and reporting for O&M, capital and project accounts.
- Liaison with the Finance Accounts Payable team and other vendors to process all invoices timely.
- Review financial transactions to verify proper allocation and utilization of funds are in compliance with relevant policies and procedures.
- Verify for accuracy and approve contractors' pay requests/invoices. Assist in the development and implementation of procedures to meet the contractual requirements as set forth in contractual documents. Monitor contractors' responsiveness and provide data to Manager for the evaluation of contract compliance. Verify that contract specifications are proactively enforced.
- Participate in preparation of the Customer Experience budget, including research and assessment of prior and current fiscal year data, and the end of year closeout process.
- Responsible for the maintenance, storage, and destruction of department financial records, per applicable policies, regulations, and working in conjunction with designated Aviation Authority records management personnel
- Assist in the development and maintenance of management reports and graphs as required. Implement and maintain data repositories as appropriate and directed.
- Assist in preparing and tracking Capital Initiation Requests (CIRs); process Customer Experience documents/packages going to applicable committee for approval.
- Serve as Customer Experience department payroll coordinator, reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Draft written correspondence on behalf of management staff as requested.
- Coordinate travel arrangements and process travel documents.
- Authorized procurement card user; reconcile monthly procurement card activity.
- Participate in the Business Continuity Plan; verify updates to the plan occur according to department schedule.
- Provide assistance and support to department and other Authority departments for special projects or events.
- Perform administrative functions; type, file, prepare memos, answer phones, take messages, provide assistance, route correspondence, make copies, scan, fax, etc. for department.
- Maintain and order department supplies.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business, Accounting or a related field and two (2) years of experience in administrative or project related work to include experience with budgets, tracking and retrieving data, invoice processes, and research, or an equivalent combination of education, training, and experience.

Cost Control Specialist

Department: Maintenance

Date: May 10, 2018

Title of Immediate: Assistant Manager, Cost Control

Pay Level: L16

POSITION SUMMARY: Prepare, monitor, and analyze all time and attendance, Operating & Maintenance budgets, and perform all computerized cost control and capital functions relating to these budgets for review by the Assistant Manager, Cost Control. Perform research and analysis as assigned, Provide administrative support to management as assigned.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

NOTE: Employees may not regularly perform all listed responsibilities and may normally focus on a few of those listed below. However, all employees in the classification are expected to be able to effectively perform all responsibilities to assist when needed, or to meet changing departmental workload needs, and to perform as back-up during absences.

- Responsible for data entry and retrieval of all computerized cost control and capital functions, including, but not limited to, time and attendance, interdepartmental budget updating, monitoring and projections, maintenance management system entry, and management reporting.
- Process procurement requests from requisition through payment; reconcile procurement card statements; verify invoice amounts against applicable contract/agreement.
- Assist in data gathering and evaluations for budget preparation.
- Develop and implement budget analyses and management reports as required.
- Assist managers and supervisors in proper allocation and utilization of funds.
- Perform statistical analyses and researches alternate fund sources for department.
- Process utilities invoices for payment; perform proper analysis and fund allocation; prepare all related graphs as requested.
- Responsible for preparation of department payroll for assigned personnel utilizing custom computerized time and attendance system; research time and attendance issues and process resolutions; prepare and distribute time and attendance management reports and forms.
- Maintain compliance with GOAA Policy and Procedures and LIUNA bargaining unit contract in all matters related to time and attendance.
- Assist in development and tracking of capital maintenance plans including, but not limited to, budget estimates, schedules for major repairs, refurbishment, and/or replacement of airport systems and facilities, and the department annual Capital Improvement budget.
- Assist in preparing and tracking Capital Initiation Requests (CIRs); process Maintenance documents/packages going to applicable committee for approval.
- May perform duties in absence of Assistant Manager, Cost Control.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in an accounting-related field and two (2) years related payroll processing, budget processing, and capital project support work experience, or an equivalent combination of education, training, and experience. Experience processing complex time and attendance systems required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of spreadsheet, database, word processing software required.
- Knowledge of Oracle and the Authority's current automated timekeeping systems desirable.
- Must be proficient in 10-key skills.
- Demonstrate high degree of reliability, accuracy, have excellent organizational skills, and be able to work independently.
- Meticulous attention to detail and numerical ability
- Ability to manage multiple projects at a time, meet deadlines and accomplish a high volume of work.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 6/8/18


 Manager Date

 6/7/18

 Assistant Director Date

 6-8-18

 Department Director Date

 6-13-18

 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Cost Control Specialist

Department: Assistant Manager, Cost Control

Date: May 10, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							

Steve J. Pe 6/8/18
 Manager Date

Ray M. Huro 6-8-18
 Department Director Date

Antony V...
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Cost Control Specialist

Date: July 31, 2015

Department: Operations Administration

Grade/Level: Non-Exempt; L16

Rotating Shift: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Cost Control & Contracts

POSITION SUMMARY: Prepares, monitors, and analyzes expenditure and capital budgets for assigned departments. ~~Coordinates the Operations department's procurement process in Oracle and ensures proper~~ allocation of funds. Reviews, tracks and assists with contract process, amendments, compliance and renewals.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Prepare, monitor and analyze expenditure and capital budgets of Operations departments, update budgets and provide projections as requested. Ensure expenditures are within established budget, identify unbudgeted items.
- Coordinate the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation
- Ensure contract invoices are correct and accurate before releasing for payment
- Review financial transactions to ensure proper allocation and utilization of funds in compliance with policies, procedures and contracts
- Assist in the tracking and review of contract renewals and amendments for timely execution. Review budgets to identify pricing changes.
- Review, track and/or assist with assigned department contract process, amendments, compliance and renewals
- Assist departments in preparing budget-related items for review and approval by Executive Director and/or Aviation Authority Board
- Performs other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree with related accounting courses and two (2) years closely related work experience, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Advanced skills in spreadsheet and word processing software, and knowledge of databases; experience in Oracle or similar accounting system preferred.
- Demonstrate high degree of accuracy and attention to detail
- Excellent organizational skills, and ability to work independently
- Good communication skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Considerable independence under general supervision
- Makes independent decisions following established guidelines/procedures

APPROVAL SIGNATURES:

Abraham Elbarouhi
Immediate Supervisor

08/03/2015
Date

Donald W. J. J. J.
Deputy Executive Director

08/03/2015
Date

Patricia Bond
Director of Human Resources

8/25/15
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Cost Control Specialist
Department Maintenance

Date July 31, 2015
Section 411

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					3
Lifting					X	1
A. 0 - 20 lbs.					X	1
B. 21- 50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head				X		2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas				X		1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle				X		1
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

Abbas Amin Elbarbahi
 Immediate Supervisor

08/03/2015
 Date

[Signature]
 Deputy/Executive Director

08/03/2015
 Date

Custodial Contract Compliance Analyst

Department: Maintenance

Date: November 8, 2019

Title of Immediate Supervisor: Manager, Building Services

Pay Level: L21

POSITION SUMMARY: Conduct continuous analysis of airport wide custodial services contract components to verify compliance and accuracy of reported reimbursable aspects of the contract and to determine that the service provider is performing management, administration, staffing levels, time and attendance tracking, payroll reporting, equipment inventory, custodial services and other component activities in accordance with terms and conditions of the contract. Verify contractor performance to confirm alignment with management instruction, applicable policies and procedures, and in a manner consistent with Greater Orlando Aviation Authority (GOAA) objectives and administrative practices. Provide related management reports for support of decisions related to corrective contract adjustments and amendment needs along with recommended solutions.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Verify daily/weekly/monthly staffing levels and related documentation for custodial management and cleaning staff in accordance with agreement specifications.
- Perform random reviews of time and attendance data, payroll data, employee benefits details.
- Perform periodic inspections to verify equipment inventory and other defined reimbursable components for availability and operational readiness in accordance with terms and conditions of the agreement; may make recommendations regarding status and contract compliance.
- Monitor contractors' reported staffing levels; provide data to management for evaluation of contract compliance and determination of deficiencies.
- Reconcile contractor invoices and make adjustments based on approved Contract Discrepancy Reports (CDR), additional work requests, staffing deficiencies, and special requests.
- Analyze custodial invoices and supporting documentation to minimize errors or discrepancies due to procedural deficiencies, staffing deficiencies, reimbursable accountability, non-compliance, or other factors.
- Create and provide reports as required for support of decisions related to operating budget development, corrective contract adjustments and amendment needs as well as recommended solutions.
- Monitor expenditures and verify work orders are within approved budget limits.
- Participate in the development and implementation of procedures to accurately monitor contractor/subcontractor attendance, verify actual expenditures for reimbursable items.
- Perform duties and responsibilities with an emphasis on the levels and standards of service and responsiveness in accordance with terms and conditions of the contract.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree and two (2) years of related experience in day-to-day contract compliance experience in an operations or maintenance area or an equivalent combination of technical training, education, and experience. Knowledge of and experience with custodial contracts/agreements preferred. Familiarity with payroll processing, finance, accounts payable process desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge and experience in maintaining contract files and enforcing contract provisions.

- Proficient in Microsoft Office programs (Word, Excel, Outlook and PowerPoint) required; experience or knowledge with financial, payroll and timekeeping systems preferred
- Must have excellent oral and written communication skills and have good interpersonal skills with the ability to function effectively in a diverse and fast-paced environment
- Demonstrated ability to work independently
- Strong attention to detail, organizational and time management skills
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate compliance responsibilities.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Work independently under limited supervision and general direction, exercising independent judgement and discretion
- Routine contract compliance analysis and problem-solving skills
- Manage job responsibilities in a timely manner to meet deadlines; establish priorities to maximize productivity and efficiency.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 11/8/2019
 Immediate Supervisor Date

 11/08/19
 Department Assistant Director Date

 11/8/19
 Department Director Date

 11-13-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Paraprofessional

Rotating Shift: N/A

Custodial Contract Compliance Analyst

Department: Maintenance

Date: November 8, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							
SUPERVISOR COMMENTS:							



Immediate Supervisor

 11/8/2019
Date



Department Director

 11/8/19
Date



Human Resources - Compensation

 11/12/19
Date

Custodial Inspector

Department: Maintenance

Date: December 17, 2019

Title of Immediate Supervisor: Assistant Manager, Building Services

Pay Level: L16

POSITION SUMMARY: Responsible for the day-to-day monitoring and evaluation of multiple custodial service and supply contracts associated with the Orlando International Airport (OIA) terminal complex and support facility sites.. Confirms all facilities are maintained to the cleaning standards and specifications set forth in the respective contract documents. Provides technical advice and assists in the scope development and bidding of new contracts.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor and evaluate custodial and other assigned contracts with emphasis on the levels and standards of service, schedules, frequency of service, productivity, and quality assurance.
- Complete a daily report and contract discrepancy reports, including taking pictures that effectively support the described discrepancies.
- Assist in the development and implementation of procedures to meet the contractual requirements for the specified level of cleanliness set forth in the contract documents.
- Monitor contractors' daily staffing levels, equipment status, cleaning frequencies, and productivity; provide data to Assistant Manager for evaluation of contract compliance.
- Provide technical assistance in scope development, bidding, and awarding of contracts.
- Respond to custodial services related urgent situations (pooling water, spills, etc.) as appropriate.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate with four (4) years of experience in the custodial services industry and experience enforcing contract terms and conditions; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge and understanding of janitorial and maintenance operations
- Ability to read, understand and enforce contract specifications and drawings of contract documents
- Excellent verbal and written communication skills
- Excellent interpersonal skills with the ability to function effectively in a diverse work place
- Ability to pay attention to detail and meet deadlines
- Demonstrated ability to work independently
- Basic computer skills and understanding of Microsoft office programs to perform records and discrepancy reporting; able to effectively use digital camera and mobile devices such as tablets, iPads, etc.
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Must be willing and able to work rotating shifts, early mornings, late evenings, weekends and holidays based on operational needs

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)

- Work under general supervision with limited independence and general direction
- Make independent decisions within established guidelines

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 1/14/2020

Department Manager Date

 1/14/20

Department Assistant Director Date

 1-14-2020

Department Director Date

 1-17-2020

Sr. Director HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Service-Maintenance

Shift Premium: N/A

Rotating Shift: Yes

Custodial Inspector

Department: Maintenance

Date: December 17, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X					3
Walking		X					3
Sitting					X		2
Lifting:	0 – 20 lbs				X		1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping		X					3
Pushing, Pulling and/or Digging					X		1
Reaching over head			X				1
Kneeling, Crawling					X		1
Climbing (ladders, stairs, hills)				X			1
Typing/CRT (attention to detail)				X			3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		1
Noxious Fumes					X		1
Chemicals					X		1
Insects					X		1
Heights, Confined Areas						X	1
Excessive Noise				X			1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Digital Camera and Mobile Devices (tablets, etc.)				X			3
Communication Devices (Radio/Cell Phone)		X					3
Other							
SUPERVISOR COMMENTS:							



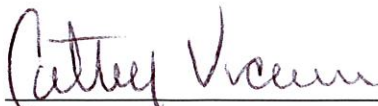
 Department Manager

 1/14/2020
 Date



 Department Director

 1-14-2020
 Date



Human Resources - Compensation

 1/21/20
 Date