

Tenant Project Inspector

Department: Capital Programs

Date: May 13, 2024

Title of Immediate Supervisor: Manager, Tenant/Concessions Projects

Pay Level: L26

POSITION SUMMARY: Inspect commercial buildings and structures for conformance with requirements of state and county codes, ordinances, and laws and of Greater Orlando Aviation Authority (Aviation Authority) construction standards. Inform builders, owners, contractors, and architects/engineers of deviations from approved plans, specifications, and code violations.

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

- Familiar with the Aviation Authority Master Design Guidelines (MDG), including Tenant Operating Guidelines.
- At 60%, 90%, and 100% completion; the Technical Review Team (TRT) conducts a review of drawings before they are submitted to the City for review, approval, and permitting.
- Conduct on-site inspections of commercial construction projects to verify compliance with approved construction documents and timely city inspections are being adhered to.
- Investigate building code violations and provide documentation when necessary.
- Issue a violation and stop-work orders where structures and materials do not comply with regulations.
- Monitor construction sites and workers for safe practices.
- Record and document all inspections in the Aviation Authority project folders.
- Prepare records and reports of inspections performed covering conditions found, actions taken, as well as names of owners, builders, and addresses of inspections.
- Attend Pre-construction and construction site meetings as schedule permits.
- Provide information and assistance to the public, contractors, and other employees.
- Keep Superiors apprised of all inspection activities.
- To guarantee tenant safety, communicate any expected high winds or storm activity. Advise tenants to secure their tools, materials, dumpsters, and equipment.
- Monitor job sites for safe staging of materials and equipment.
- Monitor dumpsters for correct contact signage, cleanliness, timely removal.
- Meet with architects, engineers, consultants, and developers to clarify code requirements for the use of construction materials, design, and methods of construction.
- Verify both proper protective gear is worn on site and the job site is kept clear of tripping hazards, which should be properly flagged for all to see.
- Keep up-to-date on existing and current trends, practices, and new or changing codes.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Architecture, Engineering, Construction Management preferred or a related field and four (4) years of work experience related to construction/projects records management, or an equivalent combination of education, training and experience. Public sector experience in Planning, Engineering or Construction field desired. Previous airport experience and/or experience in an architectural or engineering firm, construction company or governmental agency with responsibility for compliance and enforcement activities preferred. Ability to understand construction plans, specifications, design standards and construction codes. At a minimum, OSHA 10 Certification preferred. Certification in one or more of the following is preferred: Commercial Building Inspector, Commercial Plumbing Inspector, Commercial Mechanical Inspector, or Commercial Electrical Inspector.

TENANT PROJECT INSPECTOR

Department: Capital Programs

Date: May 13, 2024

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

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

 Sr. Vice President, Capital Programs Date

 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Terminal Operations Agent

Date: May 5, 2017

Department: Airport Operations, Airline Division

Grade/Level: Non-Exempt; L11

Rotating Shift: Yes

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Terminal Operations

POSITION SUMMARY: Facilitate the safe and efficient transit of passengers through the airport terminal facilities. Coordinate all terminal facilities so they are ready for airline usage. Provide service and assistance to all airport customers.

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

- Coordinate compliance with all regulatory requirements in the terminal services area.
- Conduct daily inspections of airport common areas, facilities and equipment and take appropriate corrective action as required so there are optimal conditions for customer use.
- Prepare facilities for flight activity including restocking common facilities, assisting with paper stock deliveries, setting up queue lines for flight check-ins, etc.
- Provide assistance to airline representatives regarding common use facilities to include ticket counter, gate, baggage carousel assignments and assist with crowd control. Relay information to customers using these facilities regarding operational or equipment changes and /or failures.
- Coordinate public safety and security in all airport areas.
- Provide customer service assistance, including foreign language translation assistance, to the traveling public as needed.
- Respond to incidents involving airport customers, facilities, and lost items.
- Provide accurate information of day's events and enter in the daily duty log. Complete incident reports as needed.
- Respond to, trouble-shoot and report equipment problems to minimize delays.
- Coordinate with Federal Agencies, Airline Representatives, Skycaps, Tour Operators and Contractors.
- Confirm that all flight and directional signage data is displayed accurately.
- Assist with training new staff as needed.
- Maintain current inventory of GOAA equipment used and maintained in the Airline Division.
- Maintain a courteous and professional attitude in dealing with guests and employees.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High School graduate or equivalent and two (2) years customer service experience, preferably in a tourism or airline related industry, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Effective oral and written communications skills
- Multi-lingual skills desired
- Basic keyboarding skills
- Ability to lift 50 lbs. for extended periods of time
- Ability to follow instructions
- Ability to operate a two-way radio
- Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Strong customer service skills
- High degree of proactive/reactive abilities
- 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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or state identification card

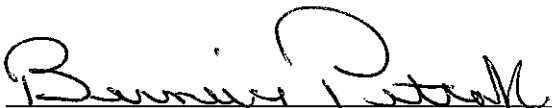
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

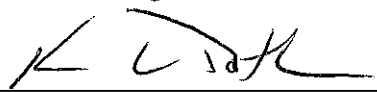
LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works under close supervision
- Sets priorities for own work, makes day-to-day operational decisions based on standard policy
- Passenger assistance - answering questions
- Makes operational decisions about the reassignments of the common facilities; i.e.: gates, piers, ticket counters, baggage claims

APPROVAL SIGNATURES:


Assistant Manager

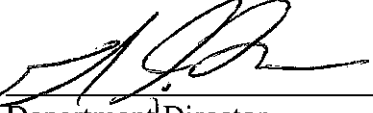
5/15/2017
Date


Manager

5/15/17
Date


Assistant Director

5/16/2017
Date


Department Director

05.24.2017
Date


Senior Director, Human Resources & Risk Management

6-16-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title:
Department:

Terminal Operations Agent
Airport Operations

Date: May 5, 2017
Section: 413

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				3
A. 0-20 lbs.			X			3
B. 21- 50 lbs.			X			3
C. 50+ lbs.			X			3
Bending/Stooping			X			3
Pushing, Pulling, and/or Digging			X			3
Reaching over Head				X		3
Kneeling, Crawling				X		3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)			X			2
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


- 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		3
Excessive Noise				X		3
Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends						3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Baggage Conveyor Systems				X		2
Scissor Lift					X	1
Communication Radio	X					2
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:


5/15/2017
 Assistant Manager Date


05-24-2017
 Department Director Date

JOB DESCRIPTION

Job Title: Terminal Operations Agent Lead

Date: May 5, 2017

Department: Terminal Operations, Airline Division

Grade/Level: Non-Exempt; L13

Rotating Shifts: Yes

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Terminal Operations

POSITION SUMMARY: Provide front line coordination in common use work areas. Relay information between Supervisors, Agents and contracted personnel when appropriate. Document pertinent flight information for use in reports. Staff working this position may be assigned to the Federal Inspection Station (FIS) or terminal services function on a daily basis.

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

- Coordinate compliance with FAA and Homeland Security rules and regulations.
- Coordinate public safety and security in division's areas of responsibilities.
- Provide customer service assistance to the traveling public. Provide foreign language assistance as needed.
- Monitor compliance with policies and procedures.
- Conduct daily inspections of common facilities and equipment to provide optimal conditions for customer use.
- Monitor and reassign GOAA and contracted personnel in operational areas as needed for efficient processing through common facilities.
- Report and respond to medical emergencies, including completing necessary documentation.
- Provide training to new hires and contracted personnel as coordinated with the Supervisors.
- Coordinate with Airline, SASO, and Federal Agency personnel to facilitate a smooth flow of passengers and baggage through the FIS and Terminal areas.
- Provide directional signage data input.
- Collect daily flight data and other pertinent items and add to the appropriate reports.
- Coordinate with supervisor, airline and federal agency for proper processing of diverted flights.
- Coordinate with appropriate GOAA department on facility maintenance and security door operation.
- Coordinate changes in gate, ticket counter and baggage claim device assignments.
- Determine proper queue lines for smooth flow of passengers through terminal common use areas.
- Operate baggage belt systems, respond to/troubleshoot problems with the common-use facilities and take appropriate corrective action.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High School graduate with four (4) years customer service experience, preferably in a tourism or airline related industry, or an equivalent combination of education, training and experience. Leadership experience desirable. Associate degree in Management or related field desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Effective oral and written communication skills
- Ability to speak and understand English required, multi-lingual skills desired.
- Basic knowledge of Microsoft applications and keyboarding skills.
- Ability to lift 50+ lbs. for extended periods of time.
- Ability to follow instructions.
- Ability to operate a two-way radio
- Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends.
- Strong customer service skills
- High degree of proactive/reactive ability.
- Ability to establish and maintain effective working relationships with the general public, fellow employees, contracted personnel, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida drivers license

SUPERVISORY RESPONSIBILITIES:

Exercise leadership over others doing closely-related work. Assign and allocate work, provide training, and interpret and apply directions originating at higher levels (GOAA and contracted personnel).

LATITUDE AND/OR INDEPENDENT JUDGEMENT:

- Resolve scheduling conflicts relating to ticket counters, baggage claims, and baggage systems.
- Make routine operational decisions on equipment failures and alternate ways of processing passengers and baggage to minimize delays.
- Reassign GOAA and contracted personnel in operational areas without direct supervision.
- Customer assistance - answer questions, provide information.

APPROVAL SIGNATURES:

Bernice Petrok 5/15/2017
Assistant Manager Date

K L O'H 5/15/17
Department Manager Date

Robert DeBurr 5/16/2017
Assistant Director Date

[Signature] 05-24-2017
Department Director Date

[Signature] 6-16-17
Senior Director, Human Resources & Risk Management Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Terminal Operations Agent Lead

Date: May 5, 2017

Department: Terminal Operations, Airline Division

Section: 413

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

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

Importance

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

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes				X		3
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		3
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Baggage Conveyor Systems	X					3
Scissor Lift					X	2
Communication Radio	X					3
Computer				X		3

Supervisor Comments:

Bessie P. [Signature]

Assistant Manager

5/15/2017

Date

[Signature]

Department Director

05-24-2017

Date



Traffic Enforcement Specialist

Department: Airport Operations – Landside

Date: March 29, 2021

Title of Immediate Supervisor: Supervisor, Landside Operations

Pay Level: L11

POSITION SUMMARY: Maintain the safe and orderly movement of vehicular and pedestrian traffic at the Landside terminals and associated areas. Assist the public by providing direction and information regarding airport and parking information. Enforce parking ordinances and issue parking citations as necessary. Document information and complete reports and logs 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:*

- Maintain the safe operation of Aviation Authority's public curbs. Provide traffic safety, parking enforcement, and enforcement of the Transportation Security Administration's (TSA) mandates concerning unattended vehicles. Issue parking citations in accordance with appropriate statutes and ordinances. Coordinate with the towing contractor for removal of unattended vehicles.
- Enter data and related notes into wireless on-line hand held device. Collect information and prepare written reports, logs, and correspondence as required.
- Provide testimony during traffic court proceedings regarding parking citations when required.
- Maintain constant vigilance, reporting suspicious activity or emergencies and assisting as needed.
- Assist the traveling public by providing information concerning flight activity, the airport, directions to Central Florida attractions and other locations, and any other assistance as appropriate.
- Maintain continuous focus on customer service with an emphasis on interpersonal skills, both written and verbal.
- Provide escort and crowd control services when required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent with three (3) years' experience in customer service/general public contact handling complaints and compliance with operational guidelines/regulations or an equivalent combination of education, training, and experience. Knowledge of airport operations and/or parking enforcement rules and regulations preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong oral communications skills, friendly customer service skills
- Basic computer skills
- Must be able to work rotating shifts, early mornings, late evenings, weekends, and holidays
- Ability to stand and walk for extended periods of time, often in adverse weather conditions and in areas with noxious fumes
- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure
- Ability to handle multiple tasks and pay close attention to detail
- Ability to solve problems independently
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult, and confrontational situations
- Ability to operate a two-way radio and wireless handheld device



Traffic Enforcement Specialist

Department: Landside Operations

Date: March 29, 2021

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

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

BSK
Department Assistant Manager
4/16/2021
Date

M. Gifford
Department Director
APR 16, 2021
Date

Christy V...
Human Resources - Compensation
5/4/21
Date

JOB DESCRIPTION

Job Title: Unified Communications Specialist

Date: October 27, 2017

Department: Information Technology

Grade/Level: Non-Exempt; L16

Rotating Shift: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, User Services

POSITION SUMMARY: Coordinate and oversee all Mobile Device equipment, assist users as needed. Monitor Low Voltage contracts. Provide Oracle requisition support to Unified Communications, User Services, IT Security and IT Infrastructure areas. Provide a variety of both administrative and customer support 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.*

- Coordinate and oversee all Mobile Device equipment. Process requests, verify approvals and confirm eligibility for upgrades. Configure new devices, place Airwatch on them and assist users as needed. Verify invoices, prepare payment and chargeback statements. Maintain equipment inventory and confirm devices are returned from terminating staff.
- Provide Tier 1 support for all mobile device equipment. Ask appropriate questions for basic diagnosis of problem and forward to appropriate Technician or other IT staff for resolution. May research non-complex problems associated with the organization's end user devices and applications.
- Coordinate with internal staff and with vendors for problem resolution; follow up with users to confirm problem has been resolved
- Accurately and efficiently document all activities.
- Track Low Voltage contract data, monitoring amount of work orders and payment information. Submit pay applications to appropriate team members, route and track approvals.
- Provide Oracle requisition support for Unified Communications, User Services, IT Security and IT Infrastructure areas
- Process payments for Communication Systems invoices
- Track expenses in support of budget planning and analysis efforts
- Assist department staff with activities relating to end user support
- Assist with updating IT asset management spreadsheets and reconciling procurement against inventory per established guidelines and procedures
- Serve as Departmental Record Coordinator
- Confirm payroll for bi-weekly submittals; maintain all supporting documentation; maintain personnel files for the Information Technology Department, tracking leave requests for vacation, illness, etc.
- Maintain and validate asset management records, including an accurate account of mobile device equipment inventory, and coordinate the annual reconciliation per established guidelines and procedures
- Establish and maintain departmental files and records.
- Provide assistance as needed on work order processing and billing.
- Performs other duties as assigned.

EDUCATION/ EXPERIENCE REQUIREMENTS:

High School diploma and two (2) years experience in a corporate Information Technology environment, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to interface with users and staff and possess excellent oral and written communication skills
- Demonstrated customer service skills
- Must be clearly understood over normal telephone lines, command of the English language required
- Some overtime work may be required during peak or emergency periods
- Excellent organizational skills essential
- Demonstrated technical and diagnostic/analytical skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license

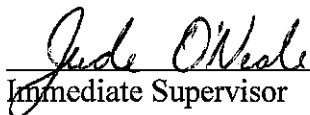
SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

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

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

APPROVAL SIGNATURES:




Immediate Supervisor

11-14-17
Date



Manager

11-14-17
Date



Chief Information Officer

2017.11.21
Date



Senior Director, Human Resources & Risk Management

12-1-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Unified Communications Specialist
 Department Information Technology

Date October 27, 2017
 Section 521

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

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

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking			X			3
Sitting		X				3
Lifting			X			2
	A. ___ 0 - 20 lbs.				X	1
	B. ___ 21- 50 lbs.				X	1
	C. ___ 50+ lbs.				X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				2
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					X	1
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Motor vehicle					X	2
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

Judith O'Keefe
 Immediate Supervisor

11-14-17
 Date

J. Newcome
 Chief Information Officer

2017.11.21
 Date

Vice President, Concessions

Department: Concessions

Date: February 7, 2024

Title of Immediate Supervisor: Chief Administrative Officer

Pay Level: E1

POSITION SUMMARY: Plan, develop, direct, implement, evaluate, and oversee all aspects of the Orlando International Airport concessions program for the Greater Orlando Aviation Authority (Aviation Authority) and other key stakeholders, providing customers with a world-class concessions program and generating maximum revenues consistent with the Aviation Authority's concession policy.

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

- Oversee the development and implementation of concession related programs and projects.
- Lead, develop, and manage the negotiation and management of airport concession agreements, including food & beverage, retail, on-airport rental cars, advertisement, and passenger services, and other revenue generating nonairline services; negotiates agreement amendments.
- Research, develop, and make recommendations to retain or generate additional revenue in each of the abovementioned lines of businesses/categories.
- Lead, motivate, coach, develop, and evaluate a team of Airport Concessions Department personnel.
- Establish and maintain an efficient and effective organizational structure in all areas of assignment.
- Develop strategic direction and work with Airlines, Marketing, Customer Experience, and other departments to identify customer needs and develop concession opportunities to meet those needs and optimize revenue.
- Administer consultant contracts, conduct public meetings, and contribute to the process for selection of concessionaires.
- Oversee the monitoring of concessions program finance and customer service performance; ensure store walk-throughs are conducted during store hours to monitor signage, appearance, and cleanliness; approve advertisement copy, hours of operation and tenant improvements; ensure contract compliance inspections are completed as required.
- Review and approve Letters of Proposal, Requests for Proposal, Invitations for Bid, and Requests for Qualification.
- Present items to the Board, Procurement Committee, and Design Approval Committee.
- Oversee the development of the departmental budget, approve budget requests, business plans, and administer the approved budget.
- Represent the Aviation Authority while interacting with executive level partners throughout the community and airport industry.
- Promote a work environment that embodies the Aviation Authority's values, ethics, integrity, and legal responsibilities.
- Direct and oversee the work of staff; establish and maintain an efficient and effective organizational structure in all assigned areas. 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's degree in Business, Public Administration, Communications, Public Relations, or a related field and ten (10) years supervisory/management level concession experience with an airport, airline or within the hospitality industry or an equivalent combination of related education, training, and experience. Must have experience with planning, developing, implementing, and managing airport concession programs.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong executive presence and the demonstrated ability to effectively communicate and engage with senior level-executives.
- In-depth knowledge of current industry policies and practices relating to aviation Concession management.
- Demonstrated entrepreneurial skills; initiative in formulating and implementing revenue development plans for aviation concession facilities.
- Demonstrated ability to prepare and assemble financial analyses and business plans.
- Knowledge of contracts and contract negotiation and management.
- Demonstrated ability to supervise, motivate, and develop staff to achieve departmental and Aviation Authority's goals.
- Experience in commercial, real estate, property management, marketing, and retailing.
- Ability to communicate effectively verbally and in writing; interact effectively with all levels of Aviation Authority staff, legal, financial, management and planning consultants as well as representatives of local, state, and federal government agencies, and make effective recommendations to senior management.
- Ability to read, interpret architectural plans, and complex concession documents.
- Ability to effectively manage multiple projects simultaneously

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees; indirectly supervises a staff of approximately eight (8) 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
- Negotiate, draft, and interpret contracts and requests for proposal

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


APPROVAL SIGNATURES:


box SIGN 173WL561-4W66WZLZ

Mar 6, 2024

Immediate Supervisor/ CAO

Date


box SIGN 1V3Q39J4-4W66WZLZ

Mar 7, 2024

Chief Executive Officer

Date


box SIGN 42KZV7XK-4W66WZLZ

Mar 15, 2024

Vice President, Human Resources

Date

FLSA: Exempt

EEO Category: Officials & Administrators

Shift Premium: N/A

Rotating Shift: N/A


Vice President, Concessions


Department: Concessions

Date: February 7, 2024

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

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


 boxSIGN 1739A1561-4W66WZLZ
Mar 6, 2024
 Date
 Immediate Supervisor/ CAO


 boxSIGN 1V302914-4W66WZLZ
Mar 7, 2024
 Date
 Chief Executive Officer


 boxSIGN 4Z79XVJZ2-4W66WZLZ
Mar 25, 2024
 Date
 Human Resources - Compensation

Vice President, Construction

Department: Construction

Date: August 21, 2023

Title of Immediate Supervisor: Senior Vice President, Capital Programs

Pay Level: E1

POSITION SUMMARY: Oversee all aspects of the Aviation Authority's construction activities. Verify construction projects, initiatives and processes are in conformance with the Aviation Authority's established policies and objectives.

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

- Direct the work of the construction area, including overall responsibility for conceptual design, scope development, planning, compliance, technical review, budget, estimates, schedules, pre-bid meetings, bids, cost controls, and day-to-day monitoring during all phases of construction.
- Confirm department policies, procedures, and safety measures are established and adhered to.
- Oversee contractor's implementation, progress, challenges, scheduling, and procedures.
- Develop and monitor the department budget.
- Make recommendations regarding entering into contracts or agreements.
- Verify the work of the department is coordinated with all necessary GOAA, government, and legal rules and regulations.
- Performs analyses and claim reviews, or establish a claim defense strategy with legal advisors.
- Make regular site visits – inspecting the work, and ensuring compliance with products specified, contract documents, and drawings.
- Direct meetings, conduct specialized tours, and provide briefings or formal presentations as needed.
- Provide assistance to Chief Executive Officer, Chief Operating Officer and Senior Vice President, Capital Programs in managing facilities under the jurisdiction of the Greater Orlando Aviation Authority.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for the selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree related to architecture, building construction, construction management, or engineering disciplines and ten (10) years of aviation related work experience for a consulting firm, a construction company, a public agency, or an airport authority in managing the design and construction of small and large scale projects, or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent interpersonal and negotiating skills required.
- Strong executive presence and the demonstrated ability to effectively communicate and engage with senior-level executives
- Proficient in use of computers with knowledge of CADD, financial, and management software
- Knowledge of FAA, CBP, TSA, Florida Building Code and City of Orlando rules, regulations and/or ordinances
- Knowledge of engineering and construction means and methods, and management principles
- Ability to effectively lead and/or participate as a member of GOAA Committees.

- Ability to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents. Knowledge of design, estimating, project and program scheduling, efficient time management methods
- Knowledge of hazardous materials cleanup procedures
- Knowledge of water quality, wetlands, wildlife, and vegetation with the understanding how all of these areas benefit and protect the Authority's property
- Efficient and effective time management skills
- Demonstrated leadership skills
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Florida Professional Engineer, Registered Architect, or General Contractor license is desirable.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately of five (5)
- Indirectly supervises Owner's Authorized Representatives and Program Managers


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


- Day to day departmental matters and long range development and program needs following the Authority's strategic master plan.
- Working as a team member on the Airport Leadership Team, brings future projects into the Authority's approval system.
- Develop GOAA policies, procedures and master plan activities on a continuing basis.
- Coordinates operations and activities, setup standards of performance, provide counsel for unusual problems, evaluate performance and compliance with policies, procedures, negotiate, etc. Assigns work and follows-up to assure the Authority policies, procedures, and plans are carried out.
- Independent judgment is encouraged throughout the department. It is allowed depending on the knowledge, skills, abilities and attitude of the staff. The Vice President, Construction reviews all issues requiring Senior Executive, Authority, or City of Orlando actions and approvals. The Vice President, Construction is active in all legal issues related to the department's projects, programs and actions.

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

APPROVAL SIGNATURES:


boxSIGN 4WB8Q9Z1+ZQ6V6R6
 Sep 7, 2023
 Date
 Immediate Supervisor/ SR VP, CP


boxSIGN 4Q8XW3KX-4ZQ6V6R6
 Sep 7, 2023
 Date
 Chief Operating Officer


boxSIGN 42KZV7YX-4ZQ6V6R6
 Sep 8, 2023
 Date
 Vice President, Human Resources

FLSA: Exempt

EEO Category: Officials & Administrator

Shift Premium: N/A

Rotating Shift: N/A

Vice President, Construction

Department: Construction


Date: August 21, 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.

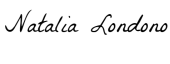
Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour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



 Immediate Supervisor/ SR VP, CP Date: **Sep 7, 2023**



 Chief Operating Officer Date: **Sep 7, 2023**



 Human Resources - Compensation Date: **Sep 8, 2023**

Vice President, Customer Experience

Department: Customer Experience

Date: August 8, 2023

Title of Immediate Supervisor: Chief Creative Officer

Pay Level: E1

POSITION SUMMARY: Oversee and manage all aspects of airport-wide customer service initiatives and programs for the Greater Orlando Aviation Authority (GOAA) and other key stakeholders, providing customers with a continued focus on "The Orlando Experience". Develop a strong customer service oriented environment that aligns with the Authority's strategic plan.

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

- Plan, develop, implement, monitor, assess and continually improve GOAA's Customer Experience procedures and processes to achieve goals outlined in the master strategic plan. Maintain excellence in the quality of service provided. Lead the organization in developing a guest services culture, and strive to promote the Orlando International Airport as a leader in airport customer service.
- Develop and utilize analytics and forecasting methodology to measure the needs, perceptions and expectations of customers; effectively analyze results, identify trends and craft appropriate plans of action to address them
- Provide visionary leadership in the customer service field, staying current with emergent developments; develop and implement initiatives that result in quantifiable customer service advancements. May prepare and direct feasibility studies.
- Establish and maintain an efficient and effective organizational structure to accomplish goals, including the Airport Information and Ambassador programs.
- Develop and effectively administer assigned budgets.
- Overall responsibility for maintaining compliance with applicable federal, state, local and other laws, rules, regulations and permits.
- Serve as GOAA's primary liaison for customer service issues and conflict resolution; oversight of customer care and complaint resolution GOAA-wide.
- Develop, recommend and implement policies, procedures, safety measures, emergency response plans, etc.
- Provide guidance and advice to Senior Executive Management regarding Customer Experience related issues; serve on the Airport Customer Experience Advisory Council.
- Represent the Authority while interacting with executive level partners throughout the community and airport industry.
- May draft/negotiate contracts or agreements, and/or manage the proposal/evaluation/selection process
- Promote a work environment that embodies the Authority's values, ethics, integrity and legal responsibilities.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Confirm staff are trained and enabled to do what is best for the customer.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business, Public Administration, Communications, Public Relations or a related field and ten (10) years supervisory/management level customer service experience with an airport, airline or within the hospitality industry or an equivalent combination of related education, training, and experience. Must have experience with planning, developing, implementing and managing customer experience programs.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated skill in developing and implementing complex change initiatives
- Demonstrated ability to identify, develop and implement customer solutions
- Demonstrated in-depth knowledge of the Customer Service/Experience field and current trends and initiatives; including knowledge of best practices in airport and/or hospitality industries
- Demonstrated data analysis, trend analysis and assessment skills
- Excellent interpersonal, written and oral communication skills
- Strong conflict resolution skills
- Demonstrated skill in managing and motivating staff
- Negotiation skills
- Intermediate computer and Microsoft Office skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) employee; indirectly supervises a staff of approximately thirty three (33) employees

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

- Interpret policy, contracts, laws, etc.
- Design, appraise, analyze, evaluate appropriate actions on a regular basis
- High level of authority and independent decisions based on industry and professional standards
- Independently develop studies; interpret and recommend action based on analyses
- Decision to engage non-GOAA personnel (volunteers, etc.)

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

APPROVAL SIGNATURES:

 08-11-2023

Immediate Supervisor/CEO Date

 8/11/23

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Officials & Administrators

Shift Premium: N/A

Rotating Shift: N/A



Vice President, Customer Experience

Department: Customer Experience

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

SUPERVISOR COMMENTS:

[Signature] 08-11-2023
Immediate Supervisor (CEO) Date

[Signature] 8/11/2023
Human Resources – Compensation Date

Vice President, Engineering & Architecture

Department: Engineering & Construction

Date: August 31, 2023

Title of Immediate Supervisor: Senior Vice President, Capital Programs

Pay Level: E1

POSITION SUMMARY: Oversee all aspects of the Greater Orlando Aviation Authority's (GOAA) engineering and architecture activities. Verify design of projects, initiatives and processes are in conformance with GOAA's established policies and objectives. Rely on extensive experience and judgment to plan and accomplish goals. Lead and direct the work of project managers, field staff, consultants and administrative staff.

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

- Plan and program projects as part of the annual Capital Improvement Program process.
- Manage the design, permitting, bid and award of the GOAA's capital projects including coordination with stakeholders and governmental agencies. Coordinate the construction phase of work with program and construction management teams.
- Perform analyses and studies, and carry out directives from Chief Executive Officer, Chief Operating Officer and Senior Vice President. Provide assistance in managing facilities under the jurisdiction of GOAA.
- Plan and direct project management activities for a diverse range of engineering projects; maintain detailed records of department activities, plans and results.
- Consult with Senior Vice President and others in the periodic updates of the GOAA's strategic plan, the development and tracking of goals, objectives, strategies and tasks. Establish objectives and priorities for each area of responsibility.
- Analyze proposed governmental laws, regulations and court decisions for their impact on capital projects, practices and operations; recommend and implement policy and procedure changes consistent with requirements.
- May conduct specialized tours, give briefings and formal presentations, manage and supervise all department meetings for Authority staff, and provide related information to Authority Board Members, committees, individuals, and outside groups who are visiting or working on the Greater Orlando Aviation Authority's properties.
- Oversee the technical reviews, maintain technical design standards. Manage and control budget, estimates, scheduling, bids, and cost controls; manage and monitor all phases of program and project development through close-out and final audits, etc.
- Serve as a member of various GOAA committees that pertaining to the design and construction of facilities, including electrical, mechanical, structural, civil, architectural, and instrumentation elements.
- Coordinate the procurement of consulting engineers; negotiate the scope of services and fees with consultants and suppliers for incorporation into contracts and agreements; oversee, coordinate and review the work of consultants engaged in the engineering design.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in architecture or engineering disciplines and ten (10) years of aviation related work experience for a consulting firm, a construction company, a public agency, or an airport authority in managing the design and construction of small and large scale projects or an equivalent combination of related education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of theory, principles, practices and techniques of civil engineering as they apply to large/complex capital projects
- Knowledge of the following areas: hazardous materials clean-up and monitoring; computer aided design; financial and management software; water quality, wetlands, wildlife, and vegetation with the understanding how all of these areas benefit and protect GOAA's property
- Knowledge of design, estimating, project and program scheduling
- Proven executive leadership and management skills
- Analytical skills with a wide variety of Engineering/Architecture management functions
- Excellent interpersonal and negotiation skills required
- Computer skills and knowledge of business software applications
- Knowledge of engineering and construction means and methods, and management principles
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials, and the general public
- Efficient time management methods
- Ability to effectively lead and/or participate as a member of GOAA Committees
- Strong executive presence and the demonstrated ability to effectively communicate and engage with senior-level executives
- 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 Engineer, Architect, or General Contractor license at time of hire or within 6 months of hire/promotion

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)*

- Handles day to day departmental matters and attends to the long range development and program needs following GOAA's strategic master plan.
- Review and approve the performance evaluations of departmental staff. Develop GOAA policies, procedures and master plan activities on a continuing basis.
- Coordinate operations and activities, establish standards of performance, provide counsel for unusual problems, evaluate performance and compliance with policies, procedures, negotiates, etc. Assign work and follows-up to verify GOAA policies, procedures, and plans are carried out.
- High degree of independence, extensive latitude in initiative, judgement and authority. Independent judgment is exercised routinely.

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

APPROVAL SIGNATURES:


box SIGN 4W88QYZJ-4279Z3Y5

Sep 1, 2023

Immediate Supervisor/SVP Date


box SIGN 4Q8XW3KX-4279Z3Y5

Sep 1, 2023

Chief Operating Officer Date


box SIGN 42KZV7VX-4279Z3Y5

Sep 5, 2023

Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Officials and Administrator

Shift Premium: N/A

Rotating Shift: N/A

Vice President, Engineering & Architecture

Department: Engineering & Construction


Date: August 31, 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	3
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:

Field project site visits. Meetings on and off GOAA properties.



box SIGN 4WB80921-427923Y5

Sep 1, 2023

Immediate Supervisor/SVP

Date



box SIGN 4QBKW3KX-427923Y5

Sep 1, 2023

Chief Operating Officer

Date

Human Resources - Compensation

Date

Vice President, Facilities

Department: Maintenance

Date: August 8, 2023

Title of Immediate Supervisor: Chief of Operations

Pay Level: E1

POSITION SUMMARY: Oversee the organization, guidance and direction to all Maintenance Department activities concerning the construction, operation, and maintenance of Orlando International Airport and Orlando Executive Airport in an effective manner consistent with the strategic goals (long- and short-term) and the mission statement of the Greater Orlando Aviation Authority. Also responsible for all airfield, exterior electrical power distribution and lighting systems, and equipment associated with Aviation Authority buildings and structures at Orlando Executive Airport.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 policies, procedures, and resources necessary for directing the Maintenance Department in accordance with the GOAA-approved mission and objectives.
- Prepare and monitor all aspects of the Maintenance Department budgets (capital improvements and operation and maintenance expense); builds the Capital Improvement Plan (CIP).
- Establish and maintain the organizational structure best suited to accomplish the mission of the Aviation Authority.
- Develop effective planning and scheduling of all maintenance work, including a preventive-predictive maintenance program.
- Provide necessary safety measures for all facilities and equipment. Responsible for compliance with all insurance, ordinance, Federal Aviation Association (FAA) and codes as they relate to facilities and equipment.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Responsible for proposals for upgrade, replacement, and/or disposal of facilities and equipment which is based in completely or in part on maintenance or utilities savings.
- Responsible for determining, ordering and installing in-house, purchased, GOAA-owned or leased equipment.
- Direct and oversee staff assignments to establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Make recommendations regarding entering into all contracts and agreements necessary or incidental to the performance of the Maintenance Department's duties, and employ consulting services and other advisors as may be necessary to accomplish the purpose of the GOAA mission.
- Consult and coordinate matters relating to facility construction, operation, and maintenance with appropriate City, County and Federal agencies.
- Cooperate with all city, county, state, and Federal agencies and other GOAA departments to carry out all policies and programs.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Monitor compliance with all city, county, state, Federal, and other regulatory agency policies, rules, and mandates.
- Maintain a work environment that promotes the organizations values, ethics, integrity and legal responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Engineering, Construction or related field and a minimum of ten (10) years experience in airport operations and maintenance including demonstrated leadership skills and knowledge of engineering, construction and maintenance management practices; knowledge of Federal Aviation regulations; or an equivalent combination of education, training & experience. Master degree in Facilities Management desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated skill in developing and implementing complex initiatives
- Demonstrated in-depth knowledge of Facilities and Grounds maintenance
- Excellent interpersonal and communication skills
- Demonstrated skill in supervising and motivating staff
- Effective budget management skills
- Basic computer skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional Engineering registration and/or General Contracting licenses desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4) employees; indirectly supervises a staff of approximately two-hundred and twenty (220) employees.

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

- Expected to work independently without supervision – supervisor consulted in cases of exception, planning, etc.
- Interpret policy, contracts, laws, etc.
- Design, appraise, analyze, evaluate on a regular basis
- High level of authority
- Independent decisions based on industry and professional standards
- Assessment of the degree of risk
- Decision to recommend outside contractors for specific assignments
- Procedural changes, which affect other departments or which, by policy, require executive management or Board approval, are recommended to appropriate level of management.
- Actions which could significantly impact the Authority's costs or service levels, the Authority's liability or which could prove controversial for the Authority are referred to executive management or the Board for approval.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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 159VPOK1-469JLYYP

Sep 7, 2023

Immediate Supervisor/CofO)

Date



boxSIGN 4Q8XW3KX-469JLYYP

Sep 8, 2023

Chief Operating Officer

Date



boxSIGN 49KZV20X-469JLYYP

Sep 6, 2023

Vice President, Human Resources

Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Vice President, Facilities

Department: Maintenance

Date: August 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	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		2X
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:							


 Sep 7, 2023

Immediate Supervisor/(CofO) Date


 Sep 8, 2023

Chief Operating Officer Date


 Sep 5, 2023

Human Resources - Compensation Date

Vice President, MCO Operations

Department: Operations Administration

Date: May 8, 2024

Title of Immediate Supervisor: Senior Vice President, Operations

Pay Level: E1

POSITION SUMMARY: Oversee the overall management of the Airport Operations divisions at Orlando International Airport (MCO) including but not limited to Landside, Airfield, Airline, Baggage Handling Systems & Ground Support Equipment, Parking & Ground Transportation, and Systems 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:*

- Plan, develop, promote, and implement programs to meet the goals and objectives of the Airport Operations department. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and develop proposed solutions.
- Maintain thorough knowledge of current aviation and general aviation regulations and confirm assigned areas remain in compliance with all required federal, state, county and local regulations and standards, and other applicable laws, rules, regulations and permits.
- Oversee all required regulatory reporting for the department.
- Coordinate with Federal Aviation Administration (FAA), Customs and Border Protection (CBP), Transportation Security Administration (TSA), Orlando Police Department and other agencies as assigned.
- Design, recommend, implement and manage policies and procedures to comply with Federal Customs and Border Protection (CBP), handling of international baggage and trash, environmental and other regulatory requirements.
- Responsible for obtaining the Airport License annually.
- Monitor Airlines and Fixed Base Operators (FBOs) and business tenants for compliance with airport operational policies of MCO.
- Lead the Aviation Authority's emergency response operations, update the Aviation Authority's emergency response plan, and oversee emergency preparedness in areas of responsibility.
- Required to respond after hours for emergencies and operational disruptions.
- Develop and effectively administer assigned budgets. Research and develop cost saving measures.
- Maintain a work environment that promotes the organization's values, ethics, integrity and legal responsibility.
- Consistently lead the effort to improve and streamline work processes and improve customer service: formulate and recommend department policy and procedure.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for the selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Establish and maintain effective working relationships with senior management of airlines and other airport tenants.
- 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
- Assist with 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.
- 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. Airport parking operations experience preferred. Industry credentials (American Association of Airport Executives' Certified Member (C.M.) or Accredited Airport Executive (A.A.E.), or Airports Council International's International Airport Professional (IAP)) preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated skill in analyzing, developing and implementing complex operational initiatives
- Excellent public relations skills to act as an ambassador for the Greater Orlando Aviation Authority
- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Demonstrated skill in supervising and motivating staff
- Strong contract and negotiation skills
- Experience with regulatory compliance required including FAR 139 and 49 CFR part 1542
- Knowledge of applicable regulations including but not limited to: Federal Aviation Administration (FAA) requirements including noise and emergency operations; Transportation Security Administration (TSA) Regulations Part 1542, 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
- Intermediate computer 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 seven (7) employees; indirectly supervises a staff of approximately three hundred and fifty (350) 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.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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 18L78R71-4Q5ZQY7P

Aug 4, 2024
Date


boxSIGN 42KZV7YK-4Q5ZQY7P

Aug 7, 2024
Date


boxSIGN 4Q8XW3KX-4Q5ZQY7P

Aug 7, 2024
Date

Chief Operating Officer

FLSA: Exempt

EEO Category: Senior Level Officials and Managers

Shift Premium: N/A

Rotating Shift: N/A


Vice President, MCO Operations


Department: Operations Administration

Date: May 8, 2024

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

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


box SIGN 18L7871-4Q5ZQV7P
Aug 4, 2024
 Immediate Supervisor Date


box SIGN 4Q8W3KX-4Q5ZQV7P
Aug 7, 2024
 Chief Operating Officer Date


box SIGN 4Z79KV2Z-4Q5ZQV7P
Aug 12, 2024
 Human Resources - Compensation Date

Vice President, ORL Operations

Department: OEA – General Aviation

Date: August 15, 2023

Title of Immediate Supervisor: Chief of Operations

Pay Level: E1

POSITION SUMMARY: Oversee the overall management of the Orlando Airport (OEA) general aviation facility including but not limited to fixed base operations, leasing and property management, tenant relations, Customs and Border Protection (CBP) requirements, and environmental regulations.

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

- Plan, develop, promote, and implement programs to meet the goals and objectives of OEA. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and develop proposed solutions.
- Maintain thorough knowledge of current aviation and general aviation regulations and confirm assigned areas remain in compliance with all required federal, state, county and local regulations and standards, and other applicable laws, rules, regulations and permits.
- Oversee all required regulatory reporting for OEA.
- Coordinate with Federal Aviation Administration (FAA) and other agencies as assigned.
- Design, recommend, implement and manage policies and procedures to comply with Federal Customs and Border Protection (CBP), handling of international baggage and trash, environmental and other regulatory requirements.
- Responsible for obtaining the Airport License annually.
- Monitor Fixed Base Operators (FBOs) and business tenants including food and retail for compliance with airport policies. Remain abreast of tenant requirements and coordinate proper action when necessary.
- Responsible for emergency preparedness in areas of responsibility.
- Required to respond after hours for emergencies and operational disruptions.
- Develop and effectively administer assigned budgets. Research and develop cost saving measures.
- Serve as a voting member on the OEA Advisory Committee; report as requested on OEA operations, Board items, and other items of concern to tenants and community. Maintain up-to-date knowledge of regulations and practices governing noise and other ongoing concerns.
- Develop and maintain effective working relationships with tenants, customers, visitors, Aviation Authority staff, community leaders and OEA neighborhood associations; attend meetings as needed to address concerns and issues such as noise abatement.
- Maintain a work environment that promotes the organization's values, ethics, integrity and legal responsibility.
- Consistently lead the effort to improve and streamline work processes and improve customer service, formulate and recommend department policy and procedure.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Act as ambassador for the Greater Orlando Aviation Authority regarding matters at OEA
- Administer contracts and lease agreements; draft/negotiate contracts and manage the proposal/evaluation/selection process.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business, Aviation Management or Public Administration and seven (7) years of progressively responsible leadership experience in airport administration or an equivalent combination of education, training and experience. Experience with contract administration required; experience with lease and property management preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated leadership skills in upper management positions
- Demonstrated skill in analyzing, developing and implementing complex operational initiatives
- Excellent public/customer relations skills to act as an ambassador for the Greater Orlando Aviation Authority regarding matters at OEA
- Demonstrated in-depth knowledge of general aviation airport management
- Demonstrated oversight of Fix Based Operators (FBO) and business tenants including food and retail
- Knowledge of applicable regulations including but not limited to: Federal Aviation Administration (FAA) requirements including noise and emergency operations, Federal Customs and Border Protection (CBP) requirements including international flight and passenger movements, handling of international trash, and environmental regulations including Florida Department of Environmental Protection and St. John's River Water Management District requirements
- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Efficient and effective time management skills
- Demonstrated skill in supervising and motivating staff
- Strong contract and negotiation skills
- Basic computer skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- American Association of Airport Executives (AAAE) credential(s) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises eight (8) staff, indirectly supervises a staff of approximately seven (7) employees

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

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or 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 (CofO) 07-18-2023
Date



Chief Operating Officer 18 Aug 23
Date



Vice President, Human Resources 8/21/23
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials & Administrator

Rotating Shift: N/A



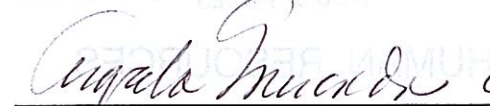
Vice President, ORL Operations

Department: ORL- General Aviation

Date: August 15, 2023

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

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


 Immediate (CofO) 08-18-2023
Date

 Chief Operating Officer 18 Aug 23
Date

 Human Resources - Compensation 6/18/2023
Date

Vice President, Procurement Services

Department: Procurement Services

Date: August 14, 2023

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: E1

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

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

- Plan, develop, promote, and implement programs to meet the goals and objectives of the Procurement Services department activities. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and develop proposed solutions. Establish and maintain the organizational structure best suited to accomplish GOAA's mission.
- Develop and implement policies, procedures and resources necessary for directing the Procurement Services department in accordance with the GOAA-approved mission and objectives.
- Direct and oversee staff assignments to establish and maintain an efficient and effective organizational structure in all areas of assignment and confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications and business continuity. Maintain a safe and secure work area for employees. Prepare and conduct performance evaluations; participate in interviewing and selection of employees, and recommend disciplinary action, as needed.
- Analyze GOAA' addressable spend, ensuring proper spend under management and strategic contracts.
- Make recommendations to GOAA's departments as to best practices and methods for procuring goods and services for the daily operations of both OIA and OEA.
- Assist GOAA's departments in the development of specifications, terms and conditions for all procurements, contracts and agreements necessary or incidental to the performance of the departments as necessary to accomplish the purpose of GOAA's mission.
- Act as the subject matter expert for GOAA related to Purchasing, Contracts, Inventory Management practices, and Property Control.
- Develop effective property control practices to ensure all capital fixed assets are properly tagged and annually inventoried.
- Develop effective eProcurement practices to include optimizing the utilization of GOAA's ERP system and third party eProcurement platforms.
- Oversee GOAA's Procurement Committee meetings including but not limited to agendas and minutes.
- Verify and maintain the adherence of regulatory requirements as well as the ethical and best practices as it relates to the Procurement Services department.
- Develop and implement strategies and methodologies for sourcing new products and services.
- Collaborate with internal customers to understand demand, assist budgeting, identify opportunities for improvement and cost savings.
- Collaborate with external business partners for emergency preparedness.
- Prepare and effectively administer the Procurement Services department budget.
- Oversee GOAA's Purchasing Card Program for compliance.

RESPONSIBILITIES (continued)

- Exercise approval authority as delegated by the Authority through the Operational Procedures (Section 450).
- Develop effective material management practices to maximize existing warehouse space, to facilitate the protection of resources, and to maintain a sensible balance between storing goods for issuance of just-in-time deliveries to meet GOAA's needs.
- Represent the Procurement Department in case of Appeals or Protests.
- Responsible for staying current on all GOAA emergency response procedures and maintaining proper response as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*



- Directly supervises a staff of approximately four (4) employees indirectly supervises a staff of approximately 30 including bargaining and non-bargaining, as well as indirect oversight of contracted staff

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

- High degree of independence, extensive latitude in initiative, judgement and authority.
- High level negotiation skills
- Establish plans, procedures, and guidelines for a division
- Interpret policy, contracts, laws, etc.
- Design, appraise, analyze, evaluate department objectives on a regular basis
- Responsible for decisions of high monetary impact
- Independent decisions based on public procurement and professional standards
- Assessment of the degree of risk when determining methods of procurement
- Decision to recommend outside contractors for specific assignments
- Procedural changes, which affect other departments or which, by policy, require executive management or Board approval, are recommended to appropriate level of management
- Actions which could significantly impact GOAA's costs or service levels, liability or which could prove controversial for GOAA are referred to executive management or the Board for approval

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

APPROVAL SIGNATURES:

 <small>box SIGN 4KL67561-13KKJYQ9</small>	Oct 18, 2023
Immediate Supervisor/ CFO	Date
 <small>box SIGN 42KZV7VX-13KKJYQ9</small>	Oct 20, 2023
Vice President, Human Resources	Date

 <small>box SIGN 1V9Q39J4-13KKJYQ9</small>	Oct 19, 2023
Chief Executive Officer	Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Vice President, Procurement Services

Department: Procurement Services

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							
Other							
SUPERVISOR COMMENTS:							

Ruthen M. Sharman, CFO
boxSIGN 46167561-130KJYQ9
Oct 18, 2023
 Date

Kevin J. Thibault
boxSIGN 1V3Q3914-130KJYQ9
Oct 19, 2023
 Date

Natalia Londono
boxSIGN 4279XV22-130KJYQ9
Oct 22, 2023
 Date

Human Resources - Compensation

Vice President, Real Estate

Department: Commercial Properties

Date: August 8, 2023

Title of Immediate Supervisor: Chief Development Officer

Pay Level: E1

POSITION SUMMARY: Responsible for the strategic planning, marketing and implementation of business initiatives for commercial land, facilities development and redevelopment of existing facilities consistent with the Greater Orlando Aviation Authority's (GOAA) strategic plan. Responsible for generating maximum revenues from airport tenants and users consistent with GOAA's policies. Provide oversight of the planning, development and implementation of all commercial properties and facility leasing programs and initiatives.

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

- Lead 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 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 current and 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 commercial development and leasing of properties at Orlando International Airport and Orlando Executive Airport.
- Oversee coordination of 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.
- Build strong links with the operating divisions, consulting on real estate development potential and coordinating on the development of properties no longer essential to their operations.
- Lead and oversee business negotiations relating to compliance in accordance with their lease agreements with airline and aviation partners, users, buyers, other public agencies and financing sources.
- Develop, implement and maintain revenue producing and enhancing strategies for the support of airline and airport activities.
- Direct and oversee Commercial Properties staff, consultants, and budget to achieve GOAA's strategic and operational objectives.
- Provide guidance and direction to assist the CP staff with their career development
- Primary contact on airline agreements and F.B.O. contractual matters, providing access to GOAA resources and services and confirming high standards are maintained in delivering services to customers in long-term relationships. Provide interdepartmental coordination on airline and tenant issues.
- Oversee the maintenance, monitoring and reporting of revenue and performance statistics for tenants. Maintain financial data related to tenant performance and coordinate with the Finance Department regarding tenant billing and payment issues.
- Coordinate airline and tenant construction projects with other departments and outside consultants. Work with planners and architects to prepare space and coordinate tenant work in finishing space.
- Prepare and present items to internal committees and the Aviation Authority Board.
- Verify maintenance of contract documents, lease records and permits for all tenants in compliance with GOAA policies.

RESPONSIBILITIES (Continued):

- Assist in the preparation of airline rates and charges analysis in support of airline/airport negotiations and pricing of GOAA services.
- Manage the preparation and monitoring of GOAA's annual revenue budgets.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business Administration or related field and ten (10) years management experience in airport/airline operations at a medium to large hub airport preferred. Strong background in commercial development with an emphasis on financial and economic analysis required. Experience in supervising and directing professional level employees required. Relevant professional accreditations and graduate level course work or degree desirable. Master of Business Administration desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong negotiation skills
- In-depth knowledge and experience of business research methods, and relevant computer applications
- Knowledge of real estate concepts, commercial development projects at airports including planning, project definition, airline/airport operations, and property management
- Skilled in developing market analysis to assess prospective new development
- Knowledge of the commercial development real estate industry, including finance principles and the ability to apply these principles in analyzing business proposals
- Strong leadership skills, including the ability to lead teams of internal professionals, consultants, and others in alternative analysis, project planning and implementation
- Skilled in, and able to negotiate complex real estate transactions
- Strong verbal and written communications 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
- Relevant professional accreditations and/or A.A.E desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) employees; indirectly supervises a staff of approximately five (5) 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
- Independent preparation of financial, statistical, policy and economic analyses, which contribute to the GOAA's performance and success.
- Good judgment and ethical behavior is critical in developing and negotiating airline and other Agreements.
- Requires a clear and complete understanding of relevant policy, procedure, contracts, legislation, and regulations in order to interpret and communicate them for staff, tenants and current and potential users of Authority resources.
- Frequent public and outside business contacts and must represent GOAA's interests with consistent credibility.

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


APPROVAL SIGNATURES:


box SIGN 4YRKR268-4YWRSRVR
Feb 5, 2024

Immediate Supervisor/ CDO Date


box SIGN 1V3Q39J4-4YWRSRVR
Feb 5, 2024

Chief Executive Officer Date


box SIGN 42KZV7VX-4YWRSRVR
Feb 5, 2024

Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials & Administrators

Rotating Shift: N/A

Vice President, Real Estate

Department: Commercial Properties

Date: August 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		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		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	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:							

M. Victoria Jaramillo <small>backSIGN 4YR0268-4YWR5RVR</small>	Feb 5, 2024 Date
Natalia Londono <small>backSIGN 4Z79KX2Z-4YWR5RVR</small>	Feb 10, 2024 Date
Human Resources - Compensation	Date

Vice President, Risk Management

Department: Risk Management

Date: August 14, 2023

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: E1

POSITION SUMMARY: Provide senior-level safety and risk management leadership functions for the Greater Orlando Aviation Authority (GOAA). Oversee the development and administration of safety programs to maintain compliance with safety, health and environmental regulations for GOAA employees, facilities, operations and the visiting public. Provide high-quality, best-practice, cost-effective risk management programs that protect GOAA assets, business operations and reputation within GOAA's risk strategy. Lead and manage loss prevention, risk transfer, insurance, claims management, business risk and opportunity management, business continuity, risk identification, risk mitigation, and strategic risk management practices.

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

- Provide risk management leadership, innovation, policies, programs and tools to facilitate identification, evaluation, mitigation and monitoring of GOAA's operational and strategic opportunities and risks to protect assets, business operations and reputation.
- Facilitate organizational and departmental alignment of opportunities and risks within GOAA's risk tolerance.
- Facilitate continuity of operations by providing oversight to the GOAA's business continuity planning, training and exercises that are consistent with the emergency response activities.
- Develop and execute marketing and budget strategies for insurance products and/or alternative strategies for airport liability, property, builders risk, public officials' liability, workers compensation, employers' liability, fiduciary liability, automobile liability, pollution liability, terrorism, crime, and travel accident exposures.
- Interface with executive management, insurance brokers, underwriters and consultants to determine coverage, loss limits, self-insured and deductible limits, and catastrophic coverage requirements.
- Review complex contracts and insurance documents and interface with legal counsel to establish indemnification and insurance requirements that provide appropriate risk transfer for GOAA contracts. Confirm that compliance is monitored.
- Provide cost-effective and reputation-sensitive claims and subrogation management that includes interface with insurers, legal counsels, plaintiffs, witnesses, adjustors, defendants and contractors. Recommend insurance and claim settlements to the Chief Executive Officer and to the Aviation Authority Board, as applicable.
- Oversee GOAA's employee safety programs. Integrate best practices and safety management systems.
- Promote and monitor regulatory compliance with safety, health and environmental regulations for employees, facilities, operations and the visiting public.
- Maximize safe work practices, minimize the possibility of injury or property damage and maintain compliance with relevant regulatory standards by developing, adapting and implementing programs that advance a safety culture within the organization, through workplace safety and facility safety.
- Establish investigation procedures for safety and health complaints submitted by management, employees, and the public and/or regulatory agencies; evaluate concerns and alternatives, resolve complaints and make recommendations for corrective changes. Review accidents and make recommendations for prevention of similar future incidents.
- Represent the Authority in trade organization and community initiatives that provide mutually beneficial opportunities.
- Develop and effectively administer assigned budgets.

RESPONSIBILITIES (continued)

- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in risk management, business, finance, insurance, aviation or a related field and ten (10) years of progressively responsible department leadership experience in risk management, insurance and safety related industries, or an equivalent combination of education, training and experience. Leadership and management experience in an airport, airline or governmental agency preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong executive presence and the demonstrated ability to effectively communicate and engage with senior-level executives
 - Analytical skills with a wide variety of safety/risk management functions
 - Excellent oral and written communication skills in English; multi-lingual skills a plus
 - Excellent interpersonal and communication skills
 - Demonstrated ability to understand, critique, negotiate, market and manage contracts and insurance policies
 - Demonstrated skill in supervising and motivating staff, developing and implementing complex initiatives
 - Broad-based operational perspective to lead safety programs and facilitate solutions for non-insurance related business risks and/or successful experience developing and implementing an organizational risk management and business continuity programs
 - Negotiation/diplomatic persuasion skills
 - Ability to effectively lead and/or participate as a member of GOAA Committees
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

The following certifications and advanced education are desired, but not limited:

- Chartered Property & Casualty Underwriter (CPCU)
- Associate in Risk Management (ARM)
- Certified Risk Professional®
- American Association of Airport Executives (AAAE) designations as a Certified Member (CM) or Accredited Airport Executive (AAE)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of approximately five (5) management level employees, indirectly supervise one (1) staff employee. Oversight of other GOAA staff, third party claims administrators, legal counsel, consultants and insurance brokers assigned to activities or special tasks within the department.

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

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Assessment in the degree of risk
- Decision to engage outside contractors for specific assignments
- 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
- Action which could significantly impact the GOAA's costs, service levels, liability or which could prove controversial for GOAA are referred to executive management or the Board for approval

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APPROVAL SIGNATURES:

Kathleen M. Sharman, CFO
BOX SIGN 4KL7561-18LL7VY2
 Nov 22, 2023
 Immediate Supervisor/ CFO Date

Kevin J. Thibault
BOX SIGN 1V3Q3914-18LL7VY2
 Nov 22, 2023
 Chief Executive Officer Date

Randy Hudgins
BOX SIGN 42KZV706-18LL7VY2
 Nov 22, 2023
 Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Vice President, Risk Management

Department: Risk Management

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

Kathleen M. Sherman, CFO

BOS SIGN 4167561 18LL7VY2

Nov 22, 2023

Date

Immediate Supervisor / CFO

Kevin J. Thibault

BOS SIGN 1V92029H 18LL7VY2

Nov 22, 2023

Date

Chief Executive Officer

Natalia Londono

BOS SIGN 4279AV22 18LL7VY2

Dec 8, 2023

Date

Human Resources - Compensation

Vice President, Security

Department: Security

Date: August 16, 2023

Title of Immediate Supervisor: Chief of Operations

Pay Level: E1

POSITION SUMMARY: Oversee for the direction, management and strategic planning of security operations, security administration, and Orlando Police Department contract for law enforcement support, access control, communications center, and Explosive Detection Canine Teams (EDCT or K-9). Develop and administer security programs to ensure compliance with Transportation Security Regulations 49 CFR Part 1542, Airport Security, and associated regulations.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 senior-level security leadership functions for the Authority.
- Plan, direct and administer the Authority's airport security program to ensure compliance with all federal and state security regulations and Authority policies.
- Review and interpret the impact of all federal regulations, amendments and advisories on security and direct/implement changes to the airport security program as appropriate.
- Serve as primary liaison with the Transportation Security Administration (TSA). Acts as Airport Security Coordinator or alternate.
- Develop the airport's response to all TSA security concerns.
- Maintain liaison with law enforcement agencies, airlines, and other tenants, government agencies and airport staff on issues and programs affecting airport security. Serve as primary liaison to the ATA Security Committee and prepare documents for monthly consortium meetings.
- Responsible for the direction, management, planning, and performance of multiple departments to include: security administration, access control, communications center, and Explosive Detection Canine Teams (EDCT or K-9).
- Oversee the Orlando Police Department contract for airport law enforcement support. Ensure contract compliance and recommend changes as needed.
- Evaluate the security contractual needs of the Authority. Develop and manage security services contracts with outside vendors.
- Review, research, evaluate, recommend and implement improvements to security systems to include access control, camera surveillance and security training.
- Responsible for review of security violations, penalties and recommendations in accordance with Authority policy.
- Investigate security complaints and internal security incidents.
- Oversee radio communications infrastructure and operations ensuring airport radio communications in normal and emergency situations.
- Develop security training methods and exercise to ensure employees understand their security responsibilities and compliance with the airport security program.
- Represent the Authority in industry organizations and community initiatives as assigned.
- Direct and oversee the work of staff; establish and maintain an efficient and effective organizational structure in all assigned areas. Ensure processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Ensure a work environment that promotes the organizations values, ethics, integrity and legal responsibilities.
- Develop and effectively administer assigned budgets.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business, Criminal Justice, Law Enforcement or Public Administration or a closely related field and ten (10) years of progressively responsible leadership experience in airport security or related security area, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proven leadership experience and analytical skills with a wide variety of the security management functions described herein
- Demonstrated ability to interpret and analyze security materials and design, implement, and negotiate airport security programs
- Ability to maintain professionalism and diplomacy at all times
- Excellent presentation skills and the ability to communicate effectively with a wide variety of audiences and employee groups
- Demonstrated ability to effectively lead and manage multiple security functions
- Must have excellent writing skills
- Computer skills and knowledge of software applications required

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises two (2), and indirectly supervise a staff of approximately ninety-two (92) employees. Oversees the work of outside service providers and consultants as required.

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

- Work very independently, with minimal supervision
- Independent decisions and recommendations based on industry and professional standards
- Assessment of vulnerabilities and risk
- Design, analyze, interpret, revise, negotiate and implement on a regular basis
- Decision to engage outside contractors for specific assignments

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

APPROVAL SIGNATURES:


box SIGN 159P0K1-4PF927R

Sep 6, 2023

Immediate Supervisor (CofO)

Date


box SIGN 159P0K1-4PF927R

Sep 6, 2023

Vice President, Human Resources

Date


box SIGN 428WV30X-4PF927R

Sep 27, 2023

Chief Operating Officer

Date

FLSA: Exempt

EEO Category: Officials and Administrator

Shift Premium: N/A

Rotating Shift: N/A

Vice President, Security

Department: Security

Date: August 16, 2023

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

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



box SIGN 159VPOK1-4PP3Q298

Sep 6, 2023

Immediate Supervisor (CofO)

Date



box SIGN 4080W30X-4PP3Q298

Sep 27, 2023

Chief Operating Officer

Date



box SIGN 1202X038-4PP3Q298

Sep 6, 2023

Human Resources - Compensation

Date

Vice President, Business Opportunity & Exchange

Department: Business Opportunity & Exchange

Date : September 29, 2025

Immediate Supervisor: Chief Administrative Officer

Pay Level: E1

POSITION SUMMARY : Responsible for the development and administration of the Authority's Business Opportunity & Exchange Programs. Monitor all phases of Business Opportunity & Exchange Programs development to determine compliance with the Authority's requirements, program goals, and appropriate federal, state and local statutes. Conduct site visits as needed. Oversee the overall Business Opportunity & Exchange Development outreach 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:*

- Plan, develop, promote, and implement programs to provide maximum opportunities for contract participation.
- Provide overall supervision to all staff in the Department.
- Develop and administer Department's annual operating budget. Assists with and reviews data compiled for annual report and forwards it to Chief Administrative Officer for review/approval.
- Monitor all phases of Business Opportunity & Exchange Programs development to determine compliance with the Authority's requirements, program goals, and appropriate federal, state and local statutes. Conduct site visits as needed.
- Serve as the Liaison Officer as required in Federal regulations 49CFR Part 26 and Part 23.
- Oversee the overall Business Opportunity & Exchange Development outreach functions to include planning, organization and conducting of workshops, seminars, and related public outreach functions to promote the Business Opportunity & Exchange Development and the Authority's Business Opportunity & Exchange Programs and ensure necessary training in business development, contract compliance, Authority bidding procedures and other related topics is provided. Ensure provision of counseling services and guidance to existing and potential qualifying business.
- Monitor and interpret federal policies, guidelines and issue governing Business Opportunity & Exchange programs. Monitor the Authority's procurement process in the areas of construction, professional services, purchasing and concessions to ensure that businesses are provided maximum opportunity to participate in Authority contracts.
- Promote and administer the Authority's Designated Mobilization Loan Program.
- Analyze construction, professional services and concessions bids/proposals and awards for compliance with appropriate statutes, policies and regulations. Monitor professional services, construction and procurement contracts for compliance with appropriate statutes, policies and regulations. May make presentations to the Construction and Concessions Procurement Committees regarding bid awards.

- Ensure resolution of problems relating to contractor/consultant performance, and that department Vice Presidents are consulted with to discuss problems and program improvements.
- Consult with department directors to discuss issues and program improvements and/or resolution of problems relating to contractors'/consultants' performance.
- Develop and implement internal operating policies and procedures.
- Monitor internal operating policies and procedures to ensure consistent application of Business Opportunity & Exchange Policies. Participate in the development of Business Opportunity & Exchange policy amendments and consults with legal staff and operating managers on necessary revisions.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public or Business Administration and ten (10) years' experience in developing and managing governmental programs for businesses and loan/ Business Opportunity & Exchange programs for business development or an equivalent combination of closely related training, education, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong working knowledge of Federal, State and Local policies related to MWBE, LDB, SBE and SDVOBE and Business Opportunity & Exchange programs
- Demonstrated skill in developing and implementing complex initiatives
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations
- Intermediate computer skills in Microsoft Office programs
- Knowledge of contract development and negotiation principles and practices; knowledge of contract specification writing; ability to read and interpret contract and solicitation documents
- Ability to interpret and compile statistical data, prepare detailed reports, analyze legal and financial documents
- Must possess excellent oral and written communication skills
- Must possess excellent interpersonal skills to interact with Authority staff, contractors, businesses, and representatives of governmental agencies
- Strong executive presence and the demonstrated ability to effectively communicate and engage with senior-level executives
- Coach and develop a high performing team. Provide mentorship, management and support to our existing team

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (7) employees.

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

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative, judgment and authority
- Latitude for independent judgment is granted to this position at the discretion of the Chief Administrative Officer, including but not limited to making a recommendation regarding bid awards and/or resolution of problems regarding a bidder or proposing party. An error in judgment could result in a bid/proposal not being awarded.
- Assessment in the degree of risk

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

APPROVAL SIGNATURES:

Chief Administrative Officer Date

Chief Executive Officer Date

FLSA: Exempt

EEO Category: Officials & Administrators

Manager Hours: 48

Shift Premium: N/A

Rotating Shift: N/A



Job Description + Physical Requirements and Working Conditions

Vice President, Business Opportunity & Exchange

Department: Business Opportunity & Exchange

Date: September 29, 2025

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

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


 box SIGN 19YY2YPV-137VRXJK Sep 29, 2025
 Human Resources – Compensation Date

 Immediate Supervisor Date

Waste Management Agent

Department: Waste Management Services – Airline Division

Date: October 15, 2019

Title of Immediate Supervisor: Supervisor, Airline Operations – Waste Management

Pay Level: L10

POSITION SUMMARY: Responsible for the safe, efficient and effective receiving, containerizing, and removal of all international waste in compliance with regulatory standards. Responsible for monitoring and coordinating the pick-up of domestic trash compactors/open top containers. The employee must interact professionally and courteously with Greater Orlando Aviation Authority (GOAA) employees, subcontractors, and the public, as well as clearly understanding and interpreting GOAA, United States Department of Agriculture (USDA), and contractual rules, regulations, and specifications relating to regulated trash.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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, containerize, and arrange for the removal from GOAA premises of all regulated trash generated from international flights in accordance with USDA Regulations, GOAA policy and procedures, and contractually established schedules and procedures.
- Maintain thorough familiarity with USDA Regulations regarding the safe handling of and accounting for regulated trash processed by GOAA.
- Maintain accurate records in compliance with USDA requirements and with GOAA finance requirements associated with billing. Accurately monitor the location of each numbered container.
- Maintain sufficient inventory of empty regulated trash containers for distribution to customers.
- Monitor regulated trash on-site, coordinating removal within the USDA regulated time period. Order removal if needed outside of regularly scheduled pick-up.
- Advise supervisor, or in absence of supervisor, the USDA of improper regulated trash handling.
- Complete scheduled checks of all GOAA designated domestic compactors/open top containers, ordering 'pulls', complete and process associated documentation. Visually monitor recycle containers, and appropriately report any issues.
- Monitor compactors, verifying they have been run and that there are no jams or large items preventing the equipment from running. Clear jams or move large materials. Arrange for maintenance if required.
- Operate forklifts, weight scales, pallet jacks, motor vehicles, two-way radios and other devices deemed necessary to perform assigned duties. Monitor the disability lifts on the airfield, confirm they are plugged in and remain charged for use by the airlines.
- Confirm that all waste management equipment is in proper working order and/or notify the supervisor as appropriate, when repairs are required. Regularly check containers, trucks, etc. for holes, leaks or weak spots and report appropriately. Maintain the Waste Management Facility in a clean, safe condition.
- Perform necessary actions in order to prevent the introduction of Foreign Object Debris (FOD)
- Routinely interact with subcontractors, public, airline employees and supervisors in a professional, friendly manner.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and two (2) years of similar manual labor work experience, or an equivalent combination of education, training and experience. Compliance experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Forklift and pallet jack operation
- Must be able to count, operate a calculator, read a digital scale readout, and maintain reports
- Must be able to interpret basic contract specifications
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Must be able to lift up to 50 lbs. unassisted and regularly push large stacked containers on wheels
- Good written and verbal communication skills
- Ability to plan, organize, prioritize and handle multiple tasks, with an ability to work independently and in a team setting

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Forklift Operator license upon hire or within 90 days of hire.
- USDA Regulated Garbage training within 3 days of hire and annually thereafter

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 and judgement; make decisions that are within established guidelines and procedures in regards to conformance to USDA Regulated Trash procedures.
- Proactive/reactive abilities in regards to the safe execution of all assigned duties and responsibilities and the ability to solve routine 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:

 10/29/19

Immediate Supervisor Date

 10/17/19


Department Manager Date

 10/30/19

Department Assistant Director Date

 Nov 4, 2019

Department Director Date

 11-05-2019

Department Senior Director Date

 11-6-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service-Maintenance

Rotating Shift: N/A

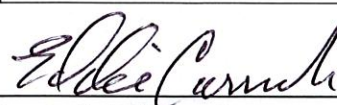
Waste Management Agent

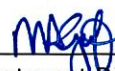
Department: Waste Management Services – Airline Division

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			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	1
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)						X	1
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing					X		3
Writing					X		3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes				X			3
Chemicals						X	3
Insects				X			3
Heights, Confined Areas			X				3
Excessive Noise					X		3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X			X	1
Communication Radio					X		3
Forklift			X				3
Pallet Jack				X			3
Weight Scale			X				3
SUPERVISOR COMMENTS:							
*Empty containers are on four wheels, and weigh 94 pounds. Contents may weigh an estimated average of 120 pounds. Agents regularly push and pull containers stacked three containers high, for short distances.							

 10/29/19
 Immediate Supervisor Date

 NOV 4, 2019
 Department Director Date

 11/5/19
 Human Resources - Compensation Date

Wayfinding and Signage Administrator

Department: Planning

Date: August 6, 2024

Title of Immediate Supervisor: Manager, Wayfinding & Signage Program

Pay Level: L23

POSITION SUMMARY: Responsible for graphic design and layout of signage, signage inventory management, documentation and reporting, overseeing the installation and maintenance of signage across the airport premises, ensuring all signage meets safety, regulatory standards, GOAA's Wayfinding & Signage Guidelines & GOAA's Graphic Standards Policy.

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

- Oversee the installation and maintenance of signage across the airport premises, ensuring that all signage meets safety, regulatory standards, GOAA's Wayfinding & Signage Guidelines & GOAA's Graphic Standards Policy.
- Create and modify signage designs using graphic design software, ensuring clarity consistency, and adherence to brand guidelines.
- Create, maintain & update database inventory of campus-wide signage, as needed.
- Conduct regular inspections of signage to ensure they are properly placed, are legible and in good condition and meet all safety standards, regulatory standards, GOAA's Wayfinding & Signage Guidelines & GOAA's Graphic Standards Policy.
- Maintain accurate records of signage locations, installation dates and maintenance activities.
- Assists in preparing periodic, routine, and special reports on major activities and projects related to the wayfinding and signage program.
- Prepare quarterly signage reports for management review.
- Work closely with the Wayfinding & Signage Program Manager, airport operations teams, contractors, and vendors to ensure effective communication and execution of signage projects.
- Address signage-related issues promptly and efficiently, coordinating with relevant teams to resolve any operational challenges.
- Work closely with the Wayfinding & Signage Program Manager to assist with coordinating with GOAA's in-house Graphics Shop to monitor overall program standards and guidelines for all in-house signage
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree in graphic and/or industrial design, or a related field, and a minimum of three (3) years of experience in signage design, fabrication, installation, and project management experience, or an equivalent combination of education, training and experience. Experience in an airport, transportation environment or campus setting is desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Preferred experience in graphic design, preferably within a signage production environment or shop
- Familiarity with regulatory requirements related to signage in public spaces, particularly airports
- Knowledge of International Graphics Standards
- Familiarity with airport operations and terminal layouts is a plus
- Knowledge of wayfinding principles, signage hierarchy, and passenger navigation.

- Basic understanding of project management principles to assist in coordinating signage projects effectively.
- Intermediate computer skills and Microsoft Office programs required; proficiency in graphic design software such as Adobe - Creative Suite product line (Photoshop, Illustrator, InDesign, etc.), Corel Draw suite and similar tools. Knowledge of Autodesk Revit, AutoCAD, SketchUp software experience a plus.
- Strong attention to detail and accuracy in signage creation, placement and maintenance.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively in adynamic environment.
- Effective communication and collaboration skills, with the ability to work closely with cross-functional teams and stakeholders.
- Ability to identify issues and propose solutions in a proactive manner.
- Capable of working independently and as part of a team, fostering a collaborative work environment.
- Strong leadership skills to effectively oversee multiple projects within the program simultaneously, including but not limited to the consultants/contracted staff and stakeholders.
- Excellent planning, organizational and interpersonal skills, to work with a diverse, multi-cultural staff.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver’s license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise activities of consultants/contracted staff, contractors and/or vendors.

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


- Frequent public and outside business contacts and must represent GOAA’s interests with consistent credibility
- Coordinate inspections and activities, ensure that performance standards are followed, refer unusual problems, evaluate compliance with policies and programs
- Work independently under moderate supervision, exercising considerable judgment and discretion
- Expected to manage job responsibilities in a timely manner to meet deadlines and maximize productivity and efficiency.
- Position aids by answering questions and helping others
- Interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality

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

APPROVAL SIGNATURES:


 box SIGN 4YRZJJJP-158WQ27Z Dec 10, 2024
 Immediate Supervisor Date

 box SIGN 4P956381-158WQ27Z Dec 10, 2024
 SVP, Planning & Environmental Date


 box SIGN 1XVRZ5R3-158WQ27Z Dec 10, 2024
 AVP, Planning Date

 box SIGN 42KZV7VX-158WQ27Z Dec 11, 2024
 Vice President, Human Resources Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Wayfinding and Signage Administrator

Department: Planning

Date: August 6, 2024

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

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

boxSIGN 4YRZJJJ-158WQ27Z
 Dec 10, 2024
 Immediate Supervisor Date

 boxSIGN 4P956381-158WQ27Z
 Dec 10, 2024
 SVP, Planning & Environmental Date

boxSIGN 1XVRZ5R3-158WQ27Z
 Dec 10, 2024
 AVP, Planning Date

 boxSIGN 4Z79XVZ2-158WQ27Z
 Dec 11, 2024
 Human Resources – Compensation Date

Website Content Administrator

Department: Information Technology

Date: April 6, 2023

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L28

POSITION SUMMARY: Perform website administration, site and content development for Greater Orlando Aviation Authority (GOAA) websites. Assess software and plugins for use in website administration and provide recommendations for web development tools.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not 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 website and content administration of GOAA websites and MCO Airport mobile application. Create and update websites, develop and design pages and content.
- Analyze and document processes or sub processes that are identified as candidates for automation in related area.
- Monitor site traffic and performance, recommend changes in site's technical architecture to maintain website response and stability.
- Perform analytics for usage and performance tuning of websites, search, technologies, components and installed plugins.
- Perform testing and upgrades to website technologies, search and installed plugins. Use formal development, testing and maintenance methodologies, standards and procedures.
- Receive, track and resolve content issues and escalate technical matters to management.
- Establish and maintain consistent, repeatable processes/methodologies for Content, Configuration and Change Management.
- Prepare training documents, conduct training sessions and provide continuing support for related areas.
- Develop and maintain expertise in the use of products that constitute our environment(s).
- Develop and maintain effective relationships with Information Technology customers and team members.
- Monitor compliance with all Authority policies and directives.
- Participate in selected projects assigned by the supervisor.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Technology, or related field and two (2) years of experience in the management of web sites, databases, interactive consumer portals, web tools and digital assets; or an equivalent combination of education, training and experience. Experience with SharePoint; web-based reporting tools and web content management platforms such as WordPress, Contentful and modern HTML and CSS is required. Experience providing prototypes / proof-of-concepts to the business (content) owners and users is recommended.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of contemporary web site management techniques and practices necessary to maintain an effective consumer facing web site that features complex HTML documents with embedded graphics, forms, audio, video and script objects
- Solid understanding of system design and workflow analysis
- Strong interpersonal relationship skills with a focus on teamwork, customer service and customer satisfaction in a sometimes stressful environment

- Excellent organization skills; demonstrated ability to prioritize and effectively handle multiple projects; exhibiting good judgment
- Excellent verbal and written communication skills
- Knowledge of drafting/design techniques and procedures
- Strong technical writing skills
- Attention to detail, a self-starter and the ability to take initiative
- Demonstrated ability to plan and manage multiple projects simultaneously
- Demonstrated experience in working on teams to establish goals and deliver results. Experience using one or more leading analysis and development methodologies (such as Agile)
- Must be willing and able to work non-standard hours such as work on-call/weekends when necessary to maintain critical operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

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

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

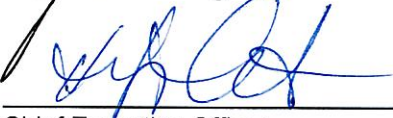
This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other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

 8/9/2023
 Immediate Supervisor Date

 8/9/23
 Department Manager Date

 8/10/2023
 Department Vice President Date

 8/11/23
 Chief Executive Officer Date

 8/11/23
 Vice President, Human Resources Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Website Content Administrator

Department: Information Technology

Date: April 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)						
<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	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	1
Excessive Noise						X	2
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:							



 8/9/2023
 Date



 8/10/2023
 Date



 8/10/2023
 Date

Wildlife Management 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. Conduct monitoring and assessment surveys and counts to determine relative abundance and population densities for a variety of wildlife species. Research, track, investigate, capture, handle and/or transport a wide variety of birds and animals. Assist Airfield Operations with the safe and efficient operation and security of the AOA and related areas. Provide wildlife training to Airfield Operations staff per FAA guidelines.

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

- Monitor, study and record all wildlife activities on the AOA and airport property. Track and analyze the movement of resident and migratory wildlife species and offer sound wildlife management practices regarding AOA safety issues to the management. Prepare documentation and complete regulatory reports in accordance with various wildlife commissions and regulatory authorities.
- Conduct monitoring and assessment surveys and counts to determine relative abundance and population densities for a variety of wildlife species. Evaluate amount of dispersal and lethal removal for agency records.
- 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 separation 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 movements 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; provide identification expertise. Collect and preserve remains for forensic identification or regulatory purposes; prepare and ship specimen to Smithsonian Forensic Lab.
- Capture, handle, cage and transport animals including but not limited to alligators, snakes, feral cats, bobcats, birds of prey, bees, raccoons, etc.
- Communicate and coordinate with local wildlife rehabilitators, conservation associations, environmental groups and other non-government organizations to pursue best management practices with respect to wildlife mitigation and environmental preservation.
- Conduct pesticide applications for mosquito control including chemical loading and container disposal. Track pest complaints to determine proper application routes.
- 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.
- Provide wildlife training to Airfield Operations per FAA guidelines.

- Interact with/escort contractors operating within airport property concerning applicable wildlife management regulations and general operations and safety practices.
- Participation in relevant groups and organizations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Environmental Science, Wildlife Science, Biology, or related field and two (2) years wildlife management related experience, 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 series, and CFR 1540 and 1542.
- Ability to operate in an active air operations area.
- Ability to accurately identify a variety of birds, mammals, fish, and reptile species.
- 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.
- Familiar with literature searches for relevant wildlife research
- 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.
- Must be capable of calculating area, volume and chemical concentrations for pesticide and herbicide applications.
- 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, and other automated reports as required.
- 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
- State of Florida, Department of Agriculture and Consumer Services Public Health Pest Control license upon hire or within six (6) months of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- 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



Wildlife Management 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
Dispenser Equipment		X				3
Air-Ground Radio		X				3
Weapons Handling		X				3
SUPERVISOR COMMENTS:						

John P. Moly

Immediate Supervisor 1/16/19
Date

MAGIBB

Department Director JAN 23, 2019
Date

Christy Vroman

Human Resources - Compensation 1/23/19
Date