



POSITION DESCRIPTION

JOB CODE: HMA-110 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: AIRPORT MECHANIC
DEPARTMENT: MAINTENANCE
REPORTS TO: DIRECTOR, MAINTENANCE

SCOPE:

Perform duties to maintain the vehicles and mechanical equipment used in the airport operations, where only general methods are available in the making of broad decisions requiring considerable initiative and ingenuity.

ESSENTIAL DUTIES:

- Work from work orders, plans, schematics, and manuals. Identify issues with mechanical equipment and vehicles.
- Repair small engine mechanical equipment such as chain saws and weed eaters. Identify problems, research documentation, and replace faulty parts or perform other duty to facilitate repair and resolve issues.
- Perform repairs and preventative maintenance on the airport vehicles and heavy equipment including backhoe, dump truck, street sweeper, etc. Determine problems, research documentation, order and replace parts as needed, and resolve issues.
- Repair and service lawn mowers and tractors. Determine problems, research documentation, order and replace parts as needed, and resolve issues. Perform routine preventative maintenance.
- Document all repairs and preventative maintenance activities and identify specific equipment or vehicle.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, drill press, benders, meters, gauges, diagnostic systems, welding equipment, hoist, ladders, oil and cleaning solvents.



POSITION DESCRIPTION

JOB CODE: EMA-107 **STATUS:** UNIT III - EXEMPT
JOB TITLE: ASSISTANT DIRECTOR, BUILDING MAINTENANCE
DEPARTMENT: MAINTENANCE
REPORTS TO: DIRECTOR, MAINTENANCE

SCOPE:

Perform functions to respond to requests for maintenance, repairs or construction projects, develop work orders, and supervise the activities of maintenance team members, making decisions based on conclusions for which there is little precedent.

ESSENTIAL DUTIES:

- Receive and review requests for maintenance or repairs to any area of the airport for lighting, pavement, grounds, markings, signage, residential, office complex, warehousing or hangars. Develop work orders and assign team members or contractors to fulfill the duties, ensuring that all Airport Operations Area work is in compliance with 14 CFR Part 139 standards. Prioritize the work orders to ensure response to requests is in order of most needed as to not impede operations.
- Assign ongoing maintenance and preventative maintenance activities.
- Interview, select, recommend hire, train and assign department team members. Provide technological oversight, direction and mentoring, develop and communicate performance metrics to assess the effectiveness of team, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations. Develop and implement staffing plans and related budgets as required.
- Review safety procedures with team members and ensure procedures are followed. Report immediately on any workplace accidents. Ensure team members are aware of airport security restrictions and TSA procedures.
- Serve as hands-on supervisor for building and Airport Operations Area maintenance.
- Maintain a current knowledge of building codes, 14 CFR Part 139 Certification requirements, and related information as laws and regulations are changed or updated, and ensure compliance of team. Demonstrate a working knowledge of electrical, plumbing, carpentry, and mechanical skills.
- Maintain security of the airport and facilities including fencing, building access, gates and other areas subject to breach in compliance of TSA regulations.
- Order supplies and materials as necessary to complete tasks.



POSITION DESCRIPTION

JOB CODE: EMA-107 **STATUS:** UNIT III - EXEMPT
JOB TITLE: ASSISTANT DIRECTOR, BUILDING MAINTENANCE
DEPARTMENT: MAINTENANCE
REPORTS TO: DIRECTOR, MAINTENANCE

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other applications, vehicle, radio, power tools, and hand tools.



POSITION DESCRIPTION

JOB CODE: EMA-108 **STATUS:** UNIT III - EXEMPT
JOB TITLE: ASSISTANT DIRECTOR, GROUNDSKEEPING
DEPARTMENT: MAINTENANCE
REPORTS TO: DIRECTOR, MAINTENANCE

SCOPE:

Perform functions to schedule, plan, assign, monitor and check results of Groundskeeping activities, and order equipment and supplies, guided by precedent and working within the limits of established policies.

ESSENTIAL DUTIES:

- Determine irrigation, planting, trimming, and mowing schedules and assign Groundskeeping team. Monitor team activities.
- Train new and current employees on all aspects of landscaping, irrigation, tree work, equipment operation and maintenance, communicating with the Tower, and how to safely navigate around the airfield. Emphasize the importance of using safety gear. Train staff on the importance of 14 CFR Part 139 and TSA regulations to ensure activities comply.
- Serve as hands-on supervisor of groundskeeping team.
- Maintain the irrigation systems on the airport property. Replace time clocks, repair water lines, and troubleshoot and resolve other issues. Install new irrigation lines as required.
- Order small and large equipment and tools, safety equipment, herbicides, plants, irrigation equipment, mulch, and sod to ensure equipment and supplies are available to complete tasks.
- Meet with contractors for providing and applying mulch and plants for new building or other significant projects. Oversee the project in process and through completion.
- Interview, select, recommend hire, train and assign department team members. Provide technological oversight, direction and mentoring, develop and communicate performance metrics to assess the effectiveness of team, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations. Develop and implement staffing plans and related budgets as required.
- Assign staff to clear trees from fence areas as needed.



POSITION DESCRIPTION

JOB CODE: EMA-108 **STATUS:** UNIT III - EXEMPT
JOB TITLE: ASSISTANT DIRECTOR, GROUNDSKEEPING
DEPARTMENT: MAINTENANCE
REPORTS TO: DIRECTOR, MAINTENANCE

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other applications, hand and power tools, air hose, designated safety equipment, yard truck, pallet jack, forklift, hoist, vehicle and radio.



POSITION DESCRIPTION

JOB CODE: HAR-100 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: BATTALION CHIEF
DEPARTMENT: ARFF
REPORTS TO: FIRE CHIEF

SCOPE:

Perform duties to instruct, direct, train and lead a team of ARFF certified firefighters to respond to emergencies at Orlando Sanford International Airport (OSIA), maintain credentials as ARFF certified Firefighter/EMT through continuous study, maintain firefighting vehicles, equipment and gear, and monitor construction projects on airport property for fire hazards, where only general methods are available in the making of broad decisions requiring considerable initiative and ingenuity.

ESSENTIAL DUTIES:

- Work from verbal and written orders, manuals, regulations, plans, schematics, blue prints, and other documentation.
- Lead ARFF certified Firefighter EMTs in response to emergencies on the Airport to include aircraft incidents, hazmat spills, medical emergencies, smoke investigation, bomb threats, public assistance calls, and air side mechanical alarms. Coordinate responses with City and County emergency personnel as indicated by type of emergency.
- Drive and operate any of the response trucks, flatbed truck or command vehicles, including the airbag trailer for mass casualty incident.
- Provide briefing for Firefighter EMTs to communicate orders for daily activities outside of emergency response.
- Assign and participate in duties including maintaining equipment and tools, cleaning, inspections, outside maintenance, and training in compliance with FAR 139. Perform apparatus and equipment inspections and maintenance.
- Ensure proper staffing to maintain ARFF Index, verify and approve leave requests, and adjust and approve employee payroll.
- Document and record all activities in station log book and Firehouse Software to include emergency reports, apparatus inspections and deficiencies, staffing, training records, public relations events, and other daily actions.
- Instruct, direct and train assigned staff. Ensure team activities are compliant with Title 14, Code of Federal Regulations Part 139 as it pertains to firefighting and rescue. Perform apparatus and equipment inspections and maintenance. Develop and conduct FAR 139, Florida State EMT, and Airport Employee Safety Training.
- Conduct Hot Work inspections on construction sites. Identify and seek correction of potential fire hazards such as combustibles. Issue Hot Work permit for qualifying sites. Conduct Fire Inspection of finished construction sites on airport property.
- Perform station maintenance and operational and medical supply ordering.



POSITION DESCRIPTION

JOB CODE: HAR-100 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: BATTALION CHIEF
DEPARTMENT: ARFF
REPORTS TO: FIRE CHIEF

ESSENTIAL DUTIES: (Continued)

- Complete annual training in sixteen (16) FAR 149 subjects, Florida EMT license recertification, employee safety training quarterly. Conduct fire extinguisher training for airport tenants and employees. Complete live fire fighting training annually.
- Coordinate, host and/or participate in public relations events including parades, fairs, children's events, and other activities involving public visitors.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, designated firefighting safety equipment, fire and rescue trucks, flatbed with medical trailer, test meters, cameras, foam, absorbing chemicals, fire extinguisher dry chemical, ladders, fork lift, high lift, nozzles, fire hoses, and sprayer.



POSITION DESCRIPTION

JOB CODE: HMA-100 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: BOOM MOWER OPERATOR
DEPARTMENT: MAINTENANCE
REPORTS TO: LEAD GROUNDSKEEPER - AIRFIELD

SCOPE:

Perform duties to maintain boom mower, mow assigned areas to maintain ditches, tree lines and retention ponds, within the limitations of standard methods and procedures.

ESSENTIAL DUTIES:

- Work from written and verbal work orders and diagrams.
- Participate in daily preventative maintenance routines on assigned tractors and other grounds keeping equipment to ensure proper operation. Check and act to ensure readiness of equipment. Grease prescribed areas, blow out filter, check radiator, tires and fluid levels and replenish as required. Check gear box, sharpen blades, and report the need for mechanical repair. Blow out tractors at end of shift and secure tractor attachments.
- Maintain certification for airfield access through successful completion of computer-based training and airfield markings test. Communicate as required with Air Traffic Control Tower in keeping with specified protocols and standards.
- Schedule route and determine when areas require mowing. Mow grass in airfield areas as assigned by Ground Maintenance Lead. Manipulate mower with joy stick to ditches, tree lines, and retention ponds. Maintain constant contact with tower when in safety areas and avoid taxiway lights and signs.
- Spray Round Up as needed to contain weeds.
- Provide support to mechanic and assist with equipment service.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, radio, designated safety equipment, tractor, yard truck, pallet jack, forklift and hoist.



POSITION DESCRIPTION

JOB CODE: EEX-101 **STATUS:** UNIT IV **EXECUTIVE**
JOB TITLE: CHIEF FINANCIAL OFFICER
DEPARTMENT: FINANCE
REPORTS TO: CHIEF EXECUTIVE OFFICER

SCOPE:

Perform functions to direct the financial, accounting and administrative activities of the Orlando Sanford International Airport (OSIA), oversee the cash management, and provide reporting to stakeholders and regulatory agencies, formulating and carrying out organization policies, objectives and programs for a major function of the organization.

ESSENTIAL DUTIES:

- Participate as member of the Executive Leadership Team, under the direction of the President & Chief Executive Officer, to establish overall Airport vision policy, practices and standards, recommend and adopt business operating strategy and goals, capital planning and operating budgets and related policies and procedures, and determine action to be taken on areas of major current and future areas of significance.
- Develop and implement the policies and procedures for the Accounting team to process documentation and post revenue and expenses, process payroll, and generate a variety of financial reports compliant with GAAP and other governing conventions and regulations.
- Direct the management and coordination of fiscal reporting activities for the organization including financial statements, balance sheets, and reports to funding agencies. Manage the development of organizational contract and grant budgets. Manage the development and use of analytical and reporting tools to communicate the organization's actual and project financial performance.
- Review initial financial results and reports, analyze, annotate and finalize for use in executive decision making.
- Establish procedures for credit and collections, purchasing, bill payment, and general ledger maintenance.
- Manage the transactions and reconciliation of multiple bank accounts associated with Airport business and projects, maintaining separation of funds based on sourcing, purpose, cash flow and treasury management and accounting standards.
- Work with bankers, attorneys, and financial advisors to secure advantageous funding for capital projects.
- Establish Grant Administration policies and manage processes when grants are approved. Draw on funds as required to ensure progress of designated projects. Ensure that documentation is current, and reports are transmitted to funding sources in keeping with grant terms.
- Maintain inventories and general ledger accounting for the Airport's fixed assets.
- Review and perform analysis of budgets, financial trends, historical data, and forecasts to inform key business decisions and improve management of working capital. Develop forecasts to ensure projects will be funded and working capital is available as needed to meet Airport's obligations.



POSITION DESCRIPTION

JOB CODE: EEX-101 **STATUS:** UNIT IV **EXECUTIVE**
JOB TITLE: CHIEF FINANCIAL OFFICER
DEPARTMENT: FINANCE
REPORTS TO: CHIEF EXECUTIVE OFFICER

ESSENTIAL DUTIES: (Continued)

- Develop and implement the policies and procedures covering general administrative activities in the Executive Offices of the Airport. Establish general business practices, serve as Administration Manager for Executive Office and Accounting Team members and provide required resources, furnishings, materials and supplies for the operation of the Airport Executive Offices.
- Interview, qualify candidates, select, recommend hire, train and assign department team members. Provide technological oversight, direction and mentoring, develop and communicate performance metrics to assess the effectiveness of teams, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations. Develop and implement staffing plans and related budgets as required.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other software including financial software and video and access control computer-based financial programs and applications.



POSITION DESCRIPTION

JOB CODE: NPD-102 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: CONTROL CENTER DISPATCHER
DEPARTMENT: AIRPORT CONTROL CENTER
REPORTS TO: COMMUNICATIONS SUPERVISOR

SCOPE:

Perform duties to monitor designated on-property communications channels including multiple radios and cameras, and local public safety channels simultaneously as required, and dispatch Airport Police, ARFF, Operations and Maintenance staff and maintain communications with defined Airport management staff, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Maintain continuous awareness of radio traffic from various channels through operation of communications system and attention to audio communication and visual displays. Interpret radio traffic to determine requirements for action.
- Maintain contact with Federal Aviation Administration (FAA), Transportation Security Agency (TSA) and Air Traffic Control Tower, as required.
- Communicate need for emergency response to situations involving law enforcement, public safety and operations staff. Respond to crash phone, acknowledge door alarms, wildlife reports, lightening detection, medical calls, and reports of suspected criminal or suspicious activity, and dispatch responding personnel as appropriate. Utilize available technology such as camera footage, license plate recognition systems, and other systems to provide assistive information to responding personnel.
- Report requirement for routine and emergency maintenance on Airport properties and areas including residential and business tenant facilities and properties, airfield terminal, parking lots, grounds, public roads, vehicle gates, fence line and other areas as appropriate.
- Log Airport activity in computer systems in prescribed systems and method with required information for maintenance data and public record. Maintain Control Center directive manual.
- Coordinate and disseminate information to specified management staff, departments, stations, public safety officials and other agencies as appropriate.
- Provide responses to requests for general information regarding flights, terminal service, rental properties, noise abatement and other similar inquiries outside of normal business office hours.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.



POSITION DESCRIPTION

JOB CODE: NPD-102 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: CONTROL CENTER DISPATCHER
DEPARTMENT: AIRPORT CONTROL CENTER
REPORTS TO: COMMUNICATIONS SUPERVISOR

OTHER DUTIES: (Continued)

- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use XCAD, Motorola Dispatch Radio Console, LPR, NCIC/FCIC, CJIS and Mutalink Systems, DAVID System, CCTV screens, computer and common office equipment including Microsoft Office and specialty public safety, emergency management and communications software applications.



POSITION DESCRIPTION

JOB CODE: EPD-103 **STATUS:** UNIT III - EXEMPT
JOB TITLE: CONTROL CENTER SUPERVISOR
DEPARTMENT: AIRPORT CONTROL CENTER
REPORTS TO: CHIEF OF POLICE

SCOPE:

Perform functions to supervise, assign, instruct, and direct Airport Control Center staff and perform any range of Airport Control Center operations to maintain work flow, defining methods and processes, guided by precedent and working within the limits of established policies.

ESSENTIAL DUTIES:

- Develop and oversee the implementation of standard operating policies to other Communication Dispatchers.
- Interview, determine applicant qualifications, recommend hire, train and assign Airport Control Center team members. Provide direction and mentoring, develop and communicate performance metrics to assess the effectiveness of staff, both as a department and individually. Evaluate job performance and provide counseling, cross training and coaching to employees. Maintain harmonious employee/employer relations. Participate to develop and implement staffing plans.
- Review time cards, make required adjustments and prepare for submission for payroll. Update and maintain training records for Airport Control Center, Information Technology and Law Enforcement staff.
- Provide information for the preparation of the Airport Control Center annual budget. Review departmental financial reports and report on variances as required.
- Monitor communications response and dispatching of Airport staff including Police, Fire, Operations, Maintenance, IT and Administration, as well as interagency teams engaged in response at the Airport.
- Monitor and operate closed circuit television cameras across all areas of the Airport, report the need for maintenance or re-alignment, assist police officers and airport operations through the observation and communication of safety and security issues and for crowd control.
- Maintain and operate computer aided dispatch system, receive, review and prioritize emergency and non-emergency calls and requests for assistance from airport passengers, tenants, employees, outside agencies, government agencies, and public and private utilities. Ensure that systems are continuously operational and available, request system support and arrange for repair and replacement of modules or components to meet requirements.
- Inventory, maintain control and issue radios and communication systems assigned to Sanford Airport Authority.



POSITION DESCRIPTION

JOB CODE: EPD-103 **STATUS:** UNIT III - EXEMPT
JOB TITLE: CONTROL CENTER SUPERVISOR
DEPARTMENT: AIRPORT CONTROL CENTER
REPORTS TO: CHIEF OF POLICE

- Review CJIS (Criminal Justice Information Services) reports, and ensure accurate preparation and filing of related documentation, acting as Terminal Agency Coordinator. Ensure that records are continuously audit ready.
- Ensure that all departmental operations are performed in keeping with licensing, state, federal and local statutes, contracts and Sanford Airport Administration policies and standards.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use XCAD, Motorola Dispatch Radio Console, LPR, NCIC/FCIC, CJIS and Mutalink Systems, DAVID System, CCTV screens, computer and common office equipment including Microsoft Office and specialty public safety, emergency management and communications software applications.

POSITION DESCRIPTION

JOB CODE: EEX-103 **STATUS:** UNIT III - EXEMPT
JOB TITLE: CONSTRUCTION PROJECT MANAGER
DEPARTMENT: PROJECT MANAGEMENT
REPORTS TO: PRESIDENT / CEO

SCOPE:

Perform duties to serve as the primary point of contact on all construction projects on the Airport, monitor compliance with construction project contracts and requirements, enforce safety at construction sites, and ensure compliance with security restrictions, guided by federal rules and regulations and working within the limits of established policies.

ESSENTIAL DUTIES:

- Oversee construction projects contracted for by Sanford Airport Authority. Meet periodically with construction engineers and contractors, and internal staff to review plans, blueprints or sketches.
- Ensure that projects are constructed and completed in compliance with approved plans.
- Schedule and coordinate periodic inspections during construction as required. Advise the President & Chief Executive Officer of concerns regarding construction projects or failed inspections.
- Visit and monitor construction sites. Enforce safety and compliance with security restrictions. Report worksite injuries. Supervise movement of tools and equipment to and from worksites. Ensure compliance with contract terms and conditions.
- Maintain current and detailed records of construction progress and activities. Note time, materials, equipment used, and weather conditions for each project. Document details of directive changes and change orders.
- Schedule periodic runway tests and document results. Notify management of need for repairs.
- Walk through completed project worksites with Engineer and Contract Administrator and develop punch lists. Ensure all items on list are completed and corrected prior to authorizing issuance of Substantial Completion to allow for payment.
- Check on tenant improvement projects and ensure contractors are operating and performing work in compliance with the airport rules, regulations and requirements.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.



POSITION DESCRIPTION

JOB CODE: EEX-103 **STATUS:** UNIT III - EXEMPT
JOB TITLE: CONSTRUCTION PROJECT MANAGER
DEPARTMENT: PROJECT MANAGEMENT
REPORTS TO: PRESIDENT / CEO

OTHER DUTIES: (Continued)

- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use vehicle, computer and common office equipment including Microsoft Office and other applications.



POSITION DESCRIPTION

JOB CODE: EEX-104 **STATUS:** UNIT III - EXEMPT
JOB TITLE: CONTRACT ADMINISTRATOR
DEPARTMENT: PROJECT MANAGEMENT
REPORTS TO: PRESIDENT/CEO

SCOPE:

Perform functions to administer and monitor compliance with the Airport Terminal Management Contract, contracts for services and construction projects, and maintain current records of contract details and status, making decisions based on conclusions for which there is little precedent.

ESSENTIAL DUTIES:

- Oversee the Airport Terminal Management Contract, ensure that deliverables are provided and filed as specified in the contract and that Contractor is continually in compliance with the terms of the contract. Communicate with Contractor to resolve lapses in compliance.
- Serve as project manager for construction projects. Participate in design reviews, review plans, specifications, and changes. Ensure that insurance, permits, and other required documents and actions comply with contract terms and conditions. Maintain project budgets and timelines and communicate with Contractors and resolve related issues.
- Write grant proposals for funding from FAA (Federal Aviation Administration) and FDOT (Florida Department of Transportation) for construction projects. Serve as the primary liaison with the FAA and FDOT representatives. Manage the grant administration process, and review applications for interim payments against contracts.
- Manage the organization's participation in JACIP (Joint Automated Capital Improvement Program), an on-line internet application for providing interactive coordination of aviation funding by FAA and FDOT. Update records and ensure that Airport Terminal Contractor's JACIP records on projects for which they are responsible are current.
- Support the RFP/Solicitation process for service contracts. Coordinate the process by setting pre-bid conferences, developing timelines and budgets, and interface with applicants as required. Administer and manage service contracts post-award.
- Manage and oversee the activities of the Grant Administrator.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: EEX-104 **STATUS:** UNIT III - EXEMPT
JOB TITLE: CONTRACT ADMINISTRATOR
DEPARTMENT: PROJECT MANAGEMENT
REPORTS TO: PRESIDENT/CEO

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other databases and applications.



POSITION DESCRIPTION

JOB CODE: EIT-101 **STATUS:** UNIT III - EXEMPT
JOB TITLE: DIRECTOR, INFORMATION TECHNOLOGY
DEPARTMENT: INFORMATION TECHNOLOGY
REPORTS TO: PRESIDENT / CEO

SCOPE:

Perform functions to plan, recommend and implement IT policies and procedures to meet the needs of the Airport, its tenants, and stakeholders and comply with the requirements of the Sanford Aviation Authority, Federal Aviation Administration, and Transportation Security Administration, as well as 14 CFR Part 139 Airport Certification requirements, making decisions based on conclusions for which there is little precedent

ESSENTIAL DUTIES:

- Provide support for the consistency and maintenance of existing applications. Create, implement, and enforce standards and procedures for implementing technical solutions.
- Direct the installation, maintenance and repair of computerized equipment on any Airport property including internet, telephones, video and access control security systems, and Airport website.
- Direct activities to plan, maintain, update and provide security and support for the Airport's computer assets including the network, servers, and virtual private network (VPN), in keeping with requirements of governing authorities including SAA policy, FAA regulations, Transportation Security Administration TSA requirements and 14 CFR Part 139 Airport Certification requirements.
- Direct the geo-mapping processes to provide maps of utilities including telecommunications backbone.
- Manage the rollout of new applications and updates. Review designs, code and unit test plans where applicable. Produce detailed timelines, monitor progress of software releases and report on project status.
- Analyze complex business needs presented by the user community and/or clients and recommend technical solutions. Direct operations and monitor execution of production activities to maintain documented schedules that meet or exceeds customer expectations. Approve business requirements prior to technical solution implementation.
- Liaise with users, operations, and programming team members to review and provide counsel on areas of system design, modifications, or trouble shooting. Represent IT at customer review meetings as appropriate.
- Manage the capital and operating budgets for the department. Review expenses and compare against budgets. Investigate and report on variances.
- Participate to evaluate hardware and software of interest to the organization or its clients/customers. Maintain vendor contracts related to hardware and software in use by the organization.



POSITION DESCRIPTION

JOB CODE: EIT-101 **STATUS:** UNIT III - EXEMPT
JOB TITLE: DIRECTOR, INFORMATION TECHNOLOGY
DEPARTMENT: INFORMATION TECHNOLOGY
REPORTS TO: PRESIDENT / CEO

ESSENTIAL DUTIES: (Continued)

- Interview, qualify candidates, select, recommend hire, train and assign department team members. Provide oversight, direction and mentoring, and develop and communicate performance metrics to assess the effectiveness of team, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use vehicle, radio, computer and common office equipment including Microsoft Office and other software and applications.



POSITION DESCRIPTION

JOB CODE: EOP-111 **STATUS:** UNIT III - EXEMPT
JOB TITLE: DIRECTOR OF OPERATIONS
DEPARTMENT: OPERATIONS
REPORTS TO: EXECUTIVE VICE PRESIDENT & CHIEF OPERATIONS OFFICER

ESSENTIAL DUTIES: (CONTINUED)

- Respond to emergencies, provide assistance and coordination with outside agencies, acting as on-scene incident commander as required during emergencies, establishing unified command with ARFF, law enforcement and medical responders. Coordinate activities of security and maintenance during incidents and manage safety and cleanup activities to facilitate resumption of operations.
- Report the need for Airport grounds and facilities maintenance, develop and implement new programs as needed to maintain the airport property.
- Develop departmental operating budgets for the Operations Department. Administer budgets, monitor expenditures against plan and review, investigate and report on variances. Contribute to the development of capital improvement project budgets and justifications related to Operations Department equipment acquisitions.
- Interview, determine candidate qualifications, select, recommend hire, train and assign team members. Provide direction and mentoring, develop and communicate performance metrics to assess the effectiveness of staff, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious employee/employer relations.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use vehicle, radio, hand tools and common office equipment including Microsoft Office software, and other software and applications related to video and access control to computer-based airport security system.



POSITION DESCRIPTION

JOB CODE: HMA-111 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: ELECTRICIAN - JOURNEYMAN
DEPARTMENT: MAINTENANCE
REPORTS TO: DIRECTOR, MAINTENANCE

SCOPE:

Perform duties to maintain the electrical systems in the Air Operations Area (AOA) and SAA properties, where only general methods are available in the making of broad decisions requiring considerable initiative and ingenuity.

ESSENTIAL DUTIES:

- Work from work orders, manuals, diagrams, sketches, blueprints, and schematics to maintain the electrical systems throughout the airport properties.
- Maintain and inspect all electrical on airfield for proper functionality. Repair runway lights, taxiway lights, signage regulators and airfield computer. Access systems through electric vault.
- Create and file reports regarding airfield repair, replacement, and maintenance activities.
- Maintain roadway street lighting and industrial lighting.
- Respond to needs for repairs electrical issues on SAA properties. Replace electrical panels, breakers, outlets, light switches, lights, and disconnects. Replace and repair bad wiring. Check and replace exit signage as needed.
- Provide assistance to the HVAC Technician as needed.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, designated safety equipment, radio, forklift, truck, meters, meggers, conduit benders, and wire tuggers.

POSITION DESCRIPTION

JOB CODE: EEX-102 **STATUS: UNIT IV EXECUTIVE**
JOB TITLE: EXECUTIVE VICE PRESIDENT / CHIEF OPERATING OFFICER
DEPARTMENT: ADMINISTRATION
REPORTS TO: PRESIDENT / CHIEF EXECUTIVE OFFICER

SCOPE:

Perform functions to manage the daily operations of the Orlando Sanford International Airport (OISA) including Maintenance, Police, Aircraft Rescue and Fire Fighting (ARFF), Security and Operations, ensure that airport facilities comply with Federal, State and local rules and regulations and, formulating and carrying out organization policies, objectives and programs for several major functions of the organization. Assume full responsibility and authority for the Airport during any absence of the President & Chief Executive Officer.

ESSENTIAL DUTIES:

- Participate as member of the Executive Leadership Team, under the direction of the President & Chief Executive Officer, to establish overall Airport vision policy, practices and standards, recommend and adopt business operating strategy and goals, capital planning and operating budgets and related policies and procedures, and determine action to be taken on areas of major current and future areas of significance.
- Maintain the Airport Security Program, acting as designated Airport Security Coordinator. Manage Airport activities related to badging, access control, security and TSA (Transportation Security Administration) compliance. Determine and authorize security clearances for users needing access to secured areas. Manage investigations and determine resolutions to security violations and issues. Review and evaluate pertinent information, reports, and security related documents for dissemination to staff regarding current threats to the aviation community and develop appropriate corrective measures.
- Coordinate with the Director of Operations to ensure compliance with 14 CFR Part 139 and the Airport Certification Manual so that the Airport operates safely and efficiently. Direct the inspection of aircraft operating area to identify any problems or nonconformance and ensure proper corrective action.
- Participate in the development and administration of the Airport’s annual budget to include the forecast of funds needed for capital projects, staffing, equipment, materials, and supplies. Identify significant discrepancies between the budgeted and actual expenses, investigate, and report on variances.
- Assist the President & Chief Executive Officer in the management and control of the capital improvement program, including construction of all new facilities, runways, taxiways, and infrastructure.
- Coordinate with the Director of Maintenance to maintain the airfield and Airport property and grounds with regular mowing, weeding, trimming, mulching, and ensuring signage and lighting are in proper condition and operational.
- Direct and coordinate the work of the Director of Operations, Director of Maintenance, Police Chief, and Fire Chief to lead their teams in work activities. Provide guidance and counsel in problem resolution, policy and procedure changes, goal setting, and the oversight and achievement of operational goals and objectives.
- **ESSENTIAL DUTIES: (Continued)**



POSITION DESCRIPTION

JOB CODE: EEX-102 **STATUS:** UNIT IV EXECUTIVE
JOB TITLE: EXECUTIVE VICE PRESIDENT / CHIEF OPERATING OFFICER
DEPARTMENT: ADMINISTRATION
REPORTS TO: PRESIDENT / CHIEF EXECUTIVE OFFICER

ESSENTIAL DUTIES: (Continued)

- Ensure compliance with environment requirement, laws, rules and regulations. Address issues on Airport property related to underground tanks, tenant property and fuel contamination.
- Select and oversee Airport Noise Officer to serve as a voting member of the Sanford Airport Noise Abatement Committee (SANAC), provide analyses related to aircraft noise impacts, participate in public SANAC meetings, and manage the noise complaint phone line and database maintenance. Receive and review reports and provide abatement and response strategy to Airport Noise Officer.
- Collaborate with state and federal agencies, local law enforcement, local fire departments and SAA tenants to coordinate Airport safety and security policies, procedures, protocols, and programs, and to coordinate disaster planning for such events as weather emergencies, chemical or biological accidents, aircraft incidents, fires and explosions, civil disturbances, and acts of terrorism.
- Develop and oversee implementation of the Ground Transportation policies and practices for taxi cabs, prearranged transportation, and Transportation Network Companies.
- Develop and oversee the implementation of the Airport Wildlife Hazard Management Plan in compliance with all federal, state and FAA regulations.
- Interview, qualify candidates, select, recommend hire, train and assign department team members. Provide technological oversight, direction and mentoring, develop and communicate performance metrics to assess the effectiveness of teams, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations. Develop and implement staffing plans and related budgets as required.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: EEX-102 **STATUS:** UNIT IV EXECUTIVE
JOB TITLE: EXECUTIVE VICE PRESIDENT / CHIEF OPERATING OFFICER
DEPARTMENT: ADMINISTRATION
REPORTS TO: PRESIDENT / CHIEF EXECUTIVE OFFICER

TOOLS AND EQUIPMENT USED:

Use vehicle, radio, computer and common office equipment including Airport video and access control computer-based security systems, Microsoft Office and other software and applications.



POSITION DESCRIPTION

JOB CODE: NAD-103 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: EXECUTIVE ASSISTANT TO THE PRESIDENT/CEO
DEPARTMENT: ADMINISTRATION
REPORTS TO: PRESIDENT/CEO

SCOPE:

Perform duties to provide administrative and clerical support to the President & Chief Executive Officer, and serve as liaison to the Board of Directors, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Answer incoming telephone calls to the office of the President & Chief Executive Officer. Take messages, respond to routine matters, or transfer calls as appropriate. Cover telephones for others in the Executive Suite and Receptionist as needed.
- Maintain the President & Chief Executive Officer's calendar. Schedule meetings and prepare agenda as required. Schedule conferences as directed. Calendar and assist with the development and implementation of special events. Support Board and Executives with travel and lodging arrangements for attendance at SAA business related events as required.
- Develop correspondence and documents as directed by management, based on knowledge of circumstances and pending matters. Format and finalize for signature.
- Plan and prepare for special events as directed. Order food, shop for and, pick up required items. Maintain and replenish break room supplies.
- Serve as the liaison and recording secretary to the Sanford Airport Authority Board of Directors. Prepare agenda and board packages and distribute in advance of meetings. Transcribe minutes of meetings and distribute copies as indicated.
- Serve as the recording secretary for the Economic Development Advisory Committee. Prepare and distribute agenda, materials and minutes.
- Serve as Design Review Committee recording secretary. Set up agenda, prepare and distribute packages for members, and transcribe and distribute minutes.
- Post notice of public meetings in keeping with all requirements of Florida's Government-in-the-Sunshine Law.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.



POSITION DESCRIPTION

JOB CODE: NAD-103 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: EXECUTIVE ASSISTANT TO THE PRESIDENT/CEO
DEPARTMENT: ADMINISTRATION
REPORTS TO: PRESIDENT/CEO

OTHER DUTIES: (Continued)

- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other software and applications.



POSITION DESCRIPTION

JOB CODE: EFI-104 **STATUS:** UNIT III - EXEMPT
JOB TITLE: FINANCE MANAGER
DEPARTMENT: FINANCE
REPORTS TO: CHIEF FINANCIAL OFFICER

SCOPE:

Perform functions to manage accounting, grant administration, and financial reporting for the Orlando Sanford International Airport, personally and through subordinate staff, guided by precedent and working within the limits of established policies.

ESSENTIAL DUTIES:

- Manage the Airport bank accounts and ensure they are used according to their designated purposes. Oversee cash flow and ensure appropriate funds are available as needed. Ensure rental funds are maintained in separate accounts.
- Manage revenue and accounts receivable processes. Ensure that revenue and collections are accurately posted. Manage the maintenance of security deposits records, sales tax collection, and compliance. Create and analyze reports.
- Collaborate with internal property managers to ensure accuracy of billing and other financial activities related to tenant leases. Develop property management reports for submission to Board of Directors
- Manage the accounts payable process. Review coding and checks, and analyze expenses, including purchase card. Record fixed assets purchases.
- Direct payroll processing. Review payroll and deduction reports for accuracy and coding. Collaborate with Human Resources to manage benefits, time off, and other employee related issues affecting payroll.
- Monitor grant related financial activities to ensure compliance with established procedures for processing receipts, disbursements, account reconciliations and document filings.
- Support the CFO in budgeting processes. Work with department heads to respond to budgeting process inquiries, provide counsel, investigate anomalies, and resolve variances. Model budget requirements for various capital or operational major expenditures to inform business decision making.
- Manage and facilitate the general accounting and closing processes. Reconcile accounts, make journal and closing entries, and prepare financial statements. Support the CFO during the annual audit process.
- Prepare any range of ad hoc financial analyses or reports in response to executive requests.
- Direct activities in support of outside auditors.



POSITION DESCRIPTION

JOB CODE: EFI-104 **STATUS:** UNIT III - EXEMPT
JOB TITLE: FINANCE MANAGER
DEPARTMENT: FINANCE
REPORTS TO: CHIEF FINANCIAL OFFICER

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other software and applications.



POSITION DESCRIPTION

JOB CODE: EAR-102 **STATUS:** UNIT III - EXEMPT
JOB TITLE: FIRE CHIEF
DEPARTMENT: ARFF
REPORTS TO: EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER

SCOPE:

Perform functions to direct the activities and operations of the Aircraft Rescue and Fire Fighting (ARFF) unit at Orlando Sanford International Airport in compliance with 14 CFR Part 139. Manage and develop staff, develop, maintain and implement the Airport Emergency Plan, and facilitate fire-related training for airport employees, making decisions based on conclusions for which there is little precedent.

ESSENTIAL DUTIES:

- Direct, personally and through Battalion Chiefs, the activities, training, and operations of the ARFF Team. Develop and implement work schedules, define and conduct training, check work, and review ongoing assignments. Develop and implement Standard Operating Procedures for ARFF Team.
- Develop and update the Airport Emergency Plan in collaboration with Senior Management Team. Hold meetings to discuss need for possible changes to Plan to comply with FAA requirements. Ensure that ARFF team has the proper equipment, gear and training, regular equipment maintenance is performed, and periodic reports are developed, transmitted and archived. Serve as the primary point of contact for the Emergency Operations Center.
- Facilitate ongoing training of ARFF Team Members with individual, group, digital and classroom study programs to ensure that the Team and equipment are in a continuous state of readiness for response to any emergency conditions and in compliance with all FAA governing requirements. Support team members to maintain certifications and qualify for promotion through compliance with training requirements. Conduct training as instructor, as appropriate.
- Establish equipment maintenance programs, schedules and routines, and monitor compliance to ensure that ARFF vehicles, equipment, gear and devices are in continuous state of readiness. Determine when equipment repairs must be performed by outside vendors, select and qualify vendors and arrange for repairs.
- Facilitate safety training for all OSIA employees. Maintain and update records of training attendees.
- Facilitate fire extinguisher training for airport employees and other who desire the training or are required to participate. Coordinate inspections for fire extinguishers owned or operated by OSIA.
- Develop, submit for approval, and manage the ARFF operating budget. Monitor expenses against budget and investigate and report on variances. Develop budgets non-grant and grant-funded capital expenditures and submit to management.



POSITION DESCRIPTION

JOB CODE: EAR-102 **STATUS:** UNIT III - EXEMPT
JOB TITLE: FIRE CHIEF
DEPARTMENT: ARFF
REPORTS TO: EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER

ESSENTIAL DUTIES: (Continued)

- Develop departmental operating budgets for the ARFF Department. Administer budgets, monitor expenditures against plan and review, investigate and report on variances. Contribute to the development of capital improvement project budgets and justifications related to ARFF Department and equipment acquisitions.
- Interview, determine candidate qualifications, select, recommend hire, train and assign department team members. Provide technological oversight, direction and mentoring, develop and communicate performance metrics to assess the effectiveness of team, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations. Develop and implement staffing plans and related budgets as required.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and Firehouse software applications. Use hand and hand power tools, designated firefighting safety equipment, fire and rescue trucks, flat bed with medical trailer, test meters, cameras, foam, absorbing chemicals, fire extinguisher dry chemical, ladders, fork lift, high lift, snozzles, fire hoses, and sprayer.



POSITION DESCRIPTION

JOB CODE: HAR-101 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: FIREFIGHTER/EMT/DRIVER OPERATOR
DEPARTMENT: ARFF
REPORTS TO: BATTALION CHIEF

ESSENTIAL DUTIES CONTINUED:

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, designated firefighting safety equipment, fire and rescue trucks, flatbed with medical trailer, test meters, cameras, foam, absorbing chemicals, fire extinguisher dry chemical, ladders, fork lift, high lift, nozzles, fire hoses, and sprayer.



POSITION DESCRIPTION

JOB CODE: HMA-101 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: GENERAL BUILDING MAINTENANCE WORKER
DEPARTMENT: MAINTENANCE
REPORTS TO: ASSISTANT DIRECTOR, BUILDING MAINTENANCE

SCOPE:

Perform duties to provide any range of services to maintain Airport buildings and facilities including welding, painting, equipment and fixture repairs or replacement, to maintain the buildings and related areas of the airport properties, within the limitations of standard methods and procedures.

ESSENTIAL DUTIES:

- Work from work orders, drawings, schematics, blue prints, and manuals to identify need to building or property repairs or upkeep.
- Patch roofs by replacing metal or asphalt materials. Provide plumbing repairs in kitchens and bathrooms, including under slab. Replace toilets, sinks or other plumbed fixtures, or unclog drains. Replace tile and paint as ordered.
- Utilize ride-on or push markers to maintain the airfield runway/taxiway marking. Patch runways and roadway, and walkways. Remove and replace concrete as needed. Mark roads, parking lot, and other areas as designated. Assist with HVAC repairs, duct replacement, and water heater replacement.
- Provide interior and exterior building painting. Replace windows and doors. Remove and reinsulate walls, and construct and finish interior walls and doors.
- Assist Grounds Maintenance team where necessary.
- Refurbish rental properties post-tenant and prepare for next tenant involving changes to meet required specifications including space restructuring, replacing flooring, fixtures and appliances as required.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: HMA-101 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: GENERAL BUILDING MAINTENANCE WORKER
DEPARTMENT: MAINTENANCE
REPORTS TO: ASSISTANT DIRECTOR, BUILDING MAINTENANCE

TOOLS AND EQUIPMENT USED:

Use truck (panel van or utility bed) stocked with hand and hand power tools and construction supplies and materials, front end loader, dump and bucket truck, trenchers, metal benders, radio and welding equipment.



POSITION DESCRIPTION

JOB CODE: NFI-104 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: GRANT ADMINISTRATOR
DEPARTMENT: FINANCE
REPORTS TO: FINANCE MANAGER

SCOPE:

Perform duties to administer grants from Florida Department of Transportation (FDOT) and Federal Aviation Administration (FAA), and associated projects, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Serve as the Grant Custodian. Create and maintain spreadsheets for special projects funded by grants from FDOT and/or FAA. Enter invoices, and related information associated with the grant and project. Ensure the projects are administered in compliance with grant requirements and interview contractors to ensure compliance with Davis-Bacon Act requirements.
- Review and ensure all required documentation is received prior to issuing payment to project engineers or contractors. Review certified payroll and lien releases.
- Attend periodic grant meetings to ensure that all documents are properly filed and maintained. Review change orders, Requests for Information (RFIs), delivery tickets, pay applications, and related documents.
- Prepare contracts, notices of award, notices to proceed, and notices of commencement for administered projects.
- Request grant funds in amounts required as satisfaction is achieved, to fund projects. Account for receipts and expenditures of grant related funds and ensure correct coding. Reconcile individual project spreadsheets with general ledger grant accounts.
- Submit periodic reports to granting agencies. Ensure that all payments are properly split between grant money and Sanford Airport Authority funding in defined ratios on split grant projects.
- Support outside auditors providing documents and worksheets as requested.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: NFI-104 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: GRANT ADMINISTRATOR
DEPARTMENT: FINANCE
REPORTS TO: FINANCE MANAGER

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other software and applications.



POSITION DESCRIPTION

JOB CODE: HMA-102 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: GROUNDS MAINTENANCE WORKER
DEPARTMENT: MAINTENANCE
REPORTS TO: LEAD GROUNDS KEEPER - LANDSIDE

SCOPE:

Perform duties to perform a variety of landscaping and groundskeeping activities, and provide preventative maintenance on the heavy equipment used, complying with instructions and prescribed routines, methods or procedures and involving the making of minor decisions.

ESSENTIAL DUTIES:

- Work from written and verbal work orders and diagrams.
- Maintain certification for airfield access having completed the computer based training, and passing airfield familiarization of markings test. Learn how to communicate with the Tower while working on the airfield. Ride on mowers or work on airfield with a co-worker who is fully trained on the job.
- Participate in activities to perform daily preventative maintenance on tractors. Grease, blow out filter, check radiator and tires, check fluid levels, check gear box, and sharpen blades.
- Maintain assigned tractor. Conduct pre-check, and blow out tractor at end of shift.
- Perform landscaping activities as assigned including installing plants, mowing with tractor or boom mower, edging, weed eating, trimming bushes and trees, or irrigation repairs. Maintain constant contact with tower when in safety areas.
- Spray herbicides as directed in defined areas.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, radio, designated safety equipment, tractor, yard truck, pallet jack, forklift and hoist.



POSITION DESCRIPTION

JOB CODE: NAD-105 **STATUS:** UNIT III - EXEMPT
JOB TITLE: HUMAN RESOURCES DIRECTOR
DEPARTMENT: EXECUTIVE
REPORTS TO: PRESIDENT/CEO

SCOPE:

Perform duties to maintain the employee records, administer open enrollment, advertise open positions, pre-screen applicants, and liaise with Workers Compensation carrier, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Post open position listings on the airport website, online, and in newspapers. Receive applications and maintain applicant log. Schedule pre-employment drug screenings and physicals. E-Verify applicants in compliance with Department of Human Services regulations. Facilitate security and driver license screening. Support the job offer process.
- Define and facilitate the new hire onboarding process and orientation. Create and maintain personnel files. Maintain an employee database for management. Order business cards as needed.
- Partner with employees and managers to establish, maintain and communicate various Human Resources policies, procedures, employment laws, standards and government regulations. Order and post labor law compliance posters and maintain currency in knowledge of employment law changes. Read articles, journals and related material from Human Resource entities and attend seminars and conferences to maintain current awareness of regulations and practices pertaining to Human Resources.
- Administer the open enrollment process. Set up meetings to explain options as primary interface with enrolling agent. Enroll and terminate employee benefits online. Audit benefit invoices for accuracy, make corrections and confirm for payment.
- Set up workshops for employees interested in the Florida Retirement System and schedule attendees. Set up Florida Retirement System (FRS) documentation and enrollments for employees. Review and ensure documents are filed properly and meet deadlines. Assist employees to make changes in FRS participation.
- Serve as the liaison with the Workers Compensation carrier. File First Report of Injury forms and maintain files of activities until claim file is closed.
- Coordinate and facilitate meetings for employee training in safety, harassment, diversity, benefits and related matters as appropriate.
- Participate in compensation surveys as directed.
- Verify employment in writing or verbally as requested.
- Assist to coordinate the process to maintain the Employee Handbook. Transmit updates to Directors and HR attorney for approval.



POSITION DESCRIPTION

JOB CODE: NAD-105 **STATUS:** UNIT III - EXEMPT
JOB TITLE: HUMAN RESOURCES DIRECTOR
DEPARTMENT: EXECUTIVE
REPORTS TO: PRESIDENT/CEO

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other software and applications.



POSITION DESCRIPTION

JOB CODE: HMA-113 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: HVAC TECHNICIAN
DEPARTMENT: MAINTENANCE
REPORTS TO: ASSISTANT DIRECTOR, BUILDING MAINTENANCE

SCOPE:

Perform duties to repair, replace and perform preventative maintenance on the Airports air conditioning units of any size and variety, where only general methods are available in the making of broad decisions requiring considerable initiative and ingenuity.

ESSENTIAL DUTIES:

- Work from verbal and written work orders, sketches, drawings, manuals, blue prints, and schematics.
- Perform preventative maintenance on the air conditioning units on the airport property. Check aerosol refrigerant levels, amperage, and contacts. Change filters, clean, add refrigerant, and perform other prescribed actions to maintain the system.
- Respond to issues with the air conditioning and perform any range of repair activities. Diagnose and then tear down and replace parts, find leaks, solder tubing, evacuate the system, and/or replace coil, replace refrigerants and test operation. Replace thermostats, and air conditioning ducts when indicated. Install new air conditioning units and remove old units as required.
- Requisition and store HVAC parts and materials.
- Obtain authorization and coordinate outside expertise for repairs beyond capability and expertise.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, multimeters, refrigerant gas gauges, soldering iron, truck, forklift, ladders and torch.



POSITION DESCRIPTION

JOB CODE: HIT-100 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: IT TECHNICIAN
DEPARTMENT: INFORMATION TECHNOLOGY
REPORTS TO: IT DIRECTOR

SCOPE:

Perform duties to install, maintain and repair computerized equipment on any Airport property including internet, telephones, cameras, and security systems, and provide geo-mapping processes to provide maps of utilities including telecommunications backbone, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Work from work orders, diagrams, sketches, prints, schematics, manuals and verbal instructions.
- Initiate or diagnose and repair telephone and internet service for tenants and staff at the Airport. Diagnose, repair and test reported issues where problems including those that may involve main phone switch hardware or software issues. Set main switch for initiation or upgrade of phones or internet service, run cable, install upgrades or replace hardware and software components to the telecommunications systems as required.
- Provide modifications to telecommunications services, move, change and add telephones and voicemail and reset passwords as required.
- Install, maintain, repair and replace security cameras. Ensure that cameras are connected, aimed and set up to suit defined requirements. Monitor and maintain computerized access to cameras
- Install, maintain, repair and replace access control systems including card readers at gates, mag locks on doors or other similar devices. Ensure accurate recording of related documentation. Monitor and maintain computerized access control system
- Locate and document the mapping of utilities on Airport property in geo-mapping system including fiber, sewage, water, and other utilities and provide access to overlays or print maps for contractors, Airport staff, City, County, and FAA utilization to identify location of utilities. Physically locate and mark or flag utilities as requested.
- Perform defined preventive maintenance operations for the Airport's telephone communications and internet access systems.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.



POSITION DESCRIPTION

JOB CODE: HIT-100 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: IT TECHNICIAN
DEPARTMENT: INFORMATION TECHNOLOGY
REPORTS TO: IT DIRECTOR

OTHER DUTIES: (Continued)

- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, designated safety equipment including safety glasses, gloves, and harness, computer, specialty software, soldering iron, fiber splicing and terminating equipment, van, bucket truck, hoist, volt meter, electronic scanner, step ladder, and extension ladder.



POSITION DESCRIPTION

JOB CODE: HAD-100 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: JANITOR
DEPARTMENT: ADMINISTRATION
REPORTS TO: CHIEF FINANCIAL OFFICER

SCOPE:

Perform duties to maintain the cleanliness of restrooms, offices, break room and some tenant areas, complying with instructions and prescribed routines, methods or procedures and involving the making of minor decisions.

ESSENTIAL DUTIES:

- Work from written and verbal instructions, work orders, diagrams, sketches, and verbal instructions.
- Utilize basic computer skills to access schedules and work orders. Set up and implement schedule to routinely dust offices, clean restrooms, break room and common office areas, vacuum and mop floors, empty and dispose of trash, and maintain order in guest reception area.
- Set up and implement schedule of special cleaning projects to scrub floors and shampoo carpets, rugs, and upholstery, clean and polish furniture, clean walls and vents in restrooms, offices, and break room.
- Stock vending machines on a defined schedule. Order of pick up supplies for vending.
- Clean for tenants on a prescribed schedule.
- Maintain janitorial space. Requisition, stock and maintain janitorial supplies. Maintain janitorial equipment and call attention to the need for repair.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

- Use computer, rags, mops, dust mops, backpack vacuum, floor scrubber, rug shampooer, cleaning chemicals, and janitorial supplies.

POSITION DESCRIPTION

JOB CODE: HMA-104 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: LEAD GROUNDSKEEPER - LANDSIDE
DEPARTMENT: MAINTENANCE
REPORTS TO: ASSISTANT DIRECTOR, GROUNDSKEEPING

SCOPE:

Perform duties to conduct and monitor any variety of landscaping and groundskeeping activities, and assign related duties to Grounds Maintenance Workers, within the limits of standard or accepted methods and procedures.

ESSENTIAL DUTIES:

- Work from written and verbal work orders, maps and diagrams. Receive and review grounds keeping assignment lists, review with Supervisor and assign team members to perform required activities to complete scheduled assignments in keeping with defined standards.
- Maintain certification for airfield access through successful completion of computer-based training and airfield markings test. Communicate as required with Air Traffic Control Tower in keeping with specified protocols and standards.
- Participate in daily preventative maintenance routines on assigned tractors and other grounds keeping equipment to ensure proper operation. Check and act to ensure readiness of equipment. Grease prescribed areas, blow out filter, check radiator, tires and fluid levels and replenish as required. Check gear box, sharpen blades, and report the need for mechanical repair. Blow out tractors at end of shift.
- Perform any range of landscaping activities. Install plants, edge, cut back weeds, trim bushes and trees, and make irrigation repairs. Maintain constant contact with tower when in specified areas.
- Spray herbicides, as directed in defined areas.
- Monitor the work of grounds keeping crew and provide instruction and guidance as required to ensure that results meet expectations and team members improve skills.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:



POSITION DESCRIPTION

JOB CODE: HMA-104 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: LEAD GROUNDSKEEPER - LANDSIDE
DEPARTMENT: MAINTENANCE
REPORTS TO: ASSISTANT DIRECTOR, GROUNDSKEEPING

Use hand and hand power tools, air hose, radio, vehicle, designated safety equipment, yard truck, pallet jack, forklift and hoist.



POSITION DESCRIPTION

JOB CODE: HMA-103 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: LEAD GROUNDSKEEPER - AIRFIELD
DEPARTMENT: MAINTENANCE
REPORTS TO: ASSISTANT DIRECTOR, GROUNDSKEEPING

SCOPE:

Perform duties to maintain tractor, mow assigned areas, and lead and assign the tractor operators, within the limitations of standard methods and procedures.

ESSENTIAL DUTIES:

- Work from written and verbal work orders, lists, maps and diagrams.
- Assign Tractor and Boom Mower Operators to specified areas to maintain areas to expected standards through use of defined mowing procedures. Monitor the work of crew and provide instruction and guidance as required to ensure that results meet expectations and team members improve skills.
- Participate in daily preventative maintenance routines on assigned tractors and other grounds keeping equipment to ensure proper operation. Check and act to ensure readiness of equipment. Grease prescribed areas, blow out filter, check radiator, tires and fluid levels and replenish as required. Check gear box, sharpen blades, and report the need for mechanical repair. Blow out tractors at end of shift.
- Mow grass in airfield areas maintaining constant contact with tower when in safety areas.
- Spray Round Up and herbicides as directed in defined areas.
- Provide support to mechanic and assist with equipment service.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, air hose, radio, designated safety equipment, tractor, boom tractor, yard truck, pallet jack, forklift and hoist.



POSITION DESCRIPTION

JOB CODE: NAD-106 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: LEASE MANAGER
DEPARTMENT: ADMINISTRATION
REPORTS TO: CHIEF FINANCIAL OFFICER

SCOPE:

Perform duties to prepare real property leases, receive and process maintenance requests, and issue and track work orders, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Prepare lease documents and transmit to property manager for lessee's signature. Provide specific property information to property managers for their use in the preparation of leases.
- Maintain executed lease documents and ensure that language in Sanford Airport Authority lease contracts is nondiscriminatory and is compliant with Title VI. Maintain documentation of Title VI civil rights compliance and provide for audits as required.
- Receive maintenance requests from tenants. Prepare work orders and issue to Maintenance Department. Follow up to ensure work orders are complete.
- Respond to complaints and/or emergencies from or about tenants. Investigate and resolve related issues in keeping with existing policies and practices.
- Inspect properties to ensure contract compliance. Meet with prospective or current tenants as required to respond to inquiries or resolve issues. Maintain tenant accounts, track lease payments and follow procedures for collection of past due accounts.
- Manage the leasing of the picnic pavilion in accordance with established process and policies and create and execute required documentation.
- Implement procedures to market vacant properties.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: NAD-106 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: LEASE MANAGER
DEPARTMENT: ADMINISTRATION
REPORTS TO: CHIEF FINANCIAL OFFICER

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other software and applications.



POSITION DESCRIPTION

JOB CODE: NMA-106 **STATUS:** UNIT II NONEXEMPT
JOB TITLE: MAINTENANCE SECRETARY
DEPARTMENT: MAINTENANCE
REPORTS TO: DIRECTOR, MAINTENANCE

SCOPE:

Perform duties to provide administrative and data entry support to the Maintenance department and control key inventory, issuance, and related records, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Monitor the work order system and update the Director of pending or delayed maintenance orders.
- Answer and respond to telephone calls and emails from tenant with maintenance or repair concerns, administrative or key issues. Review incoming Notices to Airmen and advise Director of those involving high priority matters.
- Order and track supplies and materials. Issue radios, safety equipment and uniforms to employees.
- Administer key control and distribution system. Work with security systems to determine specific key configurations based on access authorizations. Make prescribed keys and cores, install cores, assign and track with badge credentials, and record and maintain key assignments records. Conduct key distribution audits and note and report discrepancies and destroy keys no longer in use or valid.
- Check and review time cards for maintenance employees. Enter time and codes for reporting paid time off and callback hours. Process paid time off requests, check availability, accrue hours and issue for approval by Director.
- Record purchasing transactions, time and materials by project or work order for accumulation and tracking of maintenance expenses by property, vehicle or Air Operation Area. Assist with related compilation and reporting on expenditures. Prepare reports and maintain related data and files. Provide reports on budget line items as requested. Assist to recommend budget levels for new projects based on records relating to past requirements.
- Schedule appointments with contractors, vendors or tenants related to maintenance issues. Communicate with contractors, engineers, and vendors regarding project requirements, and track deliverables against defined requirements.
- Draft, format, compile and prepare new or updated documents as directed, for review and authorization to update and maintain departmental processes and procedures operating manual.



POSITION DESCRIPTION

JOB CODE: NMA-106 **STATUS:** UNIT II NONEXEMPT
JOB TITLE: MAINTENANCE SECRETARY
DEPARTMENT: MAINTENANCE
REPORTS TO: DIRECTOR, MAINTENANCE

- Utilize specified software program to create signs for various locations around the Airport, including for doors, inside buildings, and parking and directional indicators.
- Schedule outage response with Florida Power & Light as required and escort maintenance vendors conducting system checks as scheduled.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other specialty key and sign making equipment and applications, vehicle and radio.

POSITION DESCRIPTION

JOB CODE: EAR-104 **STATUS:** UNIT III - EXEMPT
JOB TITLE: OPERATIONS & TRAINING BATTALION CHIEF
DEPARTMENT: ARFF
REPORTS TO: FIRE CHIEF

SCOPE:

Perform functions to manage and implement technical training programs ensure that ARFF team members are fully qualified and to perform all requirements of Airport Rescue and Fire Fighting in compliance with FAR 139 and Florida State EMT requirements, conduct Airport Quarterly Safety Training for Airport employees, maintain materials and prepare and submit related records, support the Fire Chief in any range of operational and administrative matters and provide insight as to operational, training and equipment matters, act as resource to Battalion Chiefs to assist in the resolution of conflict or training issues, represent the department in Fire Department sub-group meeting, and respond to regular operational issues as required, working within the limits of established policy.

ESSENTIAL FUNCTIONS:

- Assess, develop, adapt, recommend and utilize training materials, equipment and systems, ensure compliance with most current versions and standards of Title 14, Code of Federal Regulations Part 139 as it pertains to firefighting and rescue, Florida State EMT requirements and Airport Rescue and Fire Fighting standards.
- Determine training methods and techniques best suited to subject matter being taught and the learning style, behavior and ability of those being trained. Develop exercises, tests and other techniques to assist trainees in understanding, retaining and applying theory to practical circumstances under emergency conditions.
- Schedule and conduct training programs to ensure that ARFF team members are fully trained and meet the standards required to perform all ARFF requirements and continually maintain a state of readiness.
- Develop and deliver oral, written and performance tests, score tests, document results and provide individual feedback to training participants.
- Ensure that all individual and departmental operational, equipment and training records are current and available for inspection or audit. Document record of activities, inspections, training, and other related activities.
- Ensure that Fire Chief is continuously aware of current events relating to ARFF activity. Assist to review ARFF equipment for potential acquisition and make recommendations. Assist to draft Fire Department policy as requested.
- Act as a resource to the Battalion Chiefs to investigate and resolve employment or operational matters, provide guidance and insight into means of resolving conflict or maintaining harmonious working relationships.
- Represent the Department in Fire Department sub-group meetings to report on departmental activities, issues and resolutions.
- Respond to operational issues as they occur and as required. Maintain continuous state of readiness to respond to emergent firefighting or rescue operations as required to ensure a full complement of ARFF resources are available to respond.

POSITION DESCRIPTION

JOB CODE: EAR-104 **STATUS:** UNIT III - EXEMPT
JOB TITLE: OPERATIONS & TRAINING BATTALION CHIEF
DEPARTMENT: ARFF
REPORTS TO: FIRE CHIEF

ESSENTIAL FUNCTIONS: (Continued)

- Ensure that all equipment, PPE and supplies are maintained in a manner that extends the life and worthiness of items. Research and maintain current awareness of new offerings in the market for equipment, PPE, supplies and materials utilized by the Department and provide insight to the Chief regarding upgrades, pricing, appropriateness to operations and cost versus benefit analyses.
- Participate in any range of daily operational activities associated with the operation and maintenance of the ARFF Department.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use any range of computer and usual peripherals, projector, training equipment, firefighting equipment, hand and hand power tools, designated firefighting safety equipment, fire and rescue trucks, flatbed with medical trailer, test meters, cameras, foam, absorbing chemicals, fire extinguisher dry chemical, ladders, fork lift, high lift, nozzles, fire hoses, and sprayer.



POSITION DESCRIPTION

JOB CODE: HOP-104 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: OPERATIONS OFFICER
DEPARTMENT: OPERATIONS
REPORTS TO: OPERATIONS SUPERVISOR

SCOPE:

Perform duties to check Airport perimeter, enforce airport security plan, and escort unbadged persons on Airport grounds, complying with instructions and prescribed routines, methods or procedures and involving the making of minor decisions.

ESSENTIAL DUTIES:

- Enforce the airport security plan in compliance with 49 CFR Part 1542.
- Inspect perimeter fence at random times daily to find damage or other conditions that compromise security. Check vehicles, gates and doors for security. Report findings that constitute potential threat compromising Airport security.
- Perform media checks at random times daily around airport property to ensure proper access levels are maintained, public-secure, or secure to sterile. Perform penetration tests.
- Escort unbadged persons and contractors around the airport as needed.
- Interact with tenants to enforce airport agreements and federal regulations.
- Follow up on maintenance work orders. Assist with minor fence repairs.
- Monitor for unattended baggage or vehicles and suspicious individuals. Report anomalies immediately to SAA Control or corresponding agency.
- Back up Supervisor as needed. Assist with curbside operations or security audits as requested.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: HOP-104 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: OPERATIONS OFFICER
DEPARTMENT: OPERATIONS
REPORTS TO: OPERATIONS SUPERVISOR

TOOLS AND EQUIPMENT USED:

Use vehicle, radio, and hand tools.



POSITION DESCRIPTION

JOB CODE: HOP-105 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: OPERATIONS SPECIALIST – CHECKPOINT BRAVO
DEPARTMENT: OPERATIONS
REPORTS TO: OPERATIONS SUPERVISOR

SCOPE:

Perform duties to check vehicles and persons entering the Security Identification Display Area (SIDA) to ensure proper authorization, complying with instructions and prescribed routines, methods or procedures and involving the making of minor decisions.

ESSENTIAL DUTIES:

- Work from regulations, written and verbal instructions.
- Stand at the designated checkpoint and alert vehicles entering the Security Identification SIDA to stop for inspection.
- Inspect stopped vehicles in keeping with procedures. Ensure that persons have badges that are prominently displayed, and vehicles have appropriate decals. Ensure the vehicles have required documentation. Complete random vehicle inspections for illicit property or items. Communicate with Operations Supervisor as questions arise and assistance is required.
- Record license numbers and company name in log book designated for SIDA entry.
- May also be assigned to function in Curb Monitor role to walk the designated area at the terminal curbside. Direct the traffic to keep moving and not park or block ingress and egress of the drop off/pickup area. Report to Supervisor regarding drivers who refuse to move their vehicles.
- May be assigned to monitor ground transportation area and ensure vehicles are attended by drivers or transportation employee. Patrol the area for unattended bags. Assist customers to cross the street or get a wheelchair when needed. Give directions to drivers on how the exit airport or other such information.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: HOP-105 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: OPERATIONS SPECIALIST – CHECKPOINT BRAVO
DEPARTMENT: OPERATIONS
REPORTS TO: OPERATIONS SUPERVISOR

TOOLS AND EQUIPMENT USED:

Use ladder, radio, golf cart and safety vest.



POSITION DESCRIPTION

JOB CODE: HOP-106 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: OPERATIONS SPECIALIST – CURBSIDE MONITOR
DEPARTMENT: OPERATIONS
REPORTS TO: OPERATIONS SUPERVISOR

SCOPE:

Perform duties to monitor traffic at Airport terminal curbside areas, and assist customers, complying with instructions and prescribed routines, methods or procedures and involving the making of minor decisions.

ESSENTIAL DUTIES:

- Work from regulations, written and verbal instructions.
- Walk the designated area at the terminal curbside. Direct the traffic to keep moving and not park or block ingress and egress of the drop off/pickup area. Report to Supervisor regarding drivers who refuse to move their vehicles.
- Request a Control Center to make announcement regarding the color, make and model in to identify the driver and get the vehicle moved.
- Monitor ground transportation area and ensure vehicles are attended by drivers or transportation employee.
- Patrol the area for unattended bags.
- Assist customers to cross the street or get a wheelchair when needed. Give directions to drivers on how the exit airport or other such information.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use radio, golf cart and safety vest.



POSITION DESCRIPTION

JOB CODE: HOP-108 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: OPERATIONS SUPERVISOR - WILDLIFE
DEPARTMENT: OPERATIONS
REPORTS TO: DIRECTOR, OPERATIONS

SCOPE:

Perform duties to monitor airfield, airport facilities and personnel to ensure compliance with Federal Aviation Administration (FAA), Transportation Security Administration (TSA) a Sanford Airport Authority (SAA) regulations, and remove and dispose of wildlife on the airport property including runways and grounds, within the limits of standard methods and procedures.

ESSENTIAL DUTIES:

- Ensure compliance with 14 CFR Part 139 and 49 CFR Part 1542.
- Receive clearance from the Air Traffic Control to monitor the runways and taxiways. Observe wildlife on the runways and grounds which could cause damage while runways in use. Walk the area for additional observation. Provide deterrents on the runways and grounds.
- Utilize a variety of methods to rid the runways of wildlife including harassment, deprivation, and termination. Harass the wildlife to move away from the airport property when effective. Physically remove wildlife and relocate. Terminate and bury wildlife which is particularly dangerous to aircraft. Use approved equipment and means to discouraging wildlife from wandering onto runways.
- Create, file, and transmit periodic reports to State and Federal agencies. Update the wildlife database relating to type, time and location wildlife was located and method of disbursement or disposal. Comply with Federal and State reports and permit requirements.
- Respond to need for wildlife abatement in areas beyond the airfield including tenant property, terminals, fuel farms, and industrial park. Trap, scare, relocate or terminate wildlife.
- Maintain the propane cannon system. Clean, rebuild and perform preventative maintenance.
- Maintain firearms and vehicle as needed.
- Train Operations Supervisors on the use of pyrotechnics as wildlife deterrents.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: HOP-108 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: OPERATIONS SUPERVISOR - WILDLIFE
DEPARTMENT: OPERATIONS
REPORTS TO: DIRECTOR, OPERATIONS

TOOLS AND EQUIPMENT USED:

Use hand tools, Epi-pens, truck, shotgun, propane cannon, radio, cell phone, pyrotechnics, bug spray, computer, voltmeter, and designated safety equipment.



POSITION DESCRIPTION

JOB CODE: HOP-107 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: OPERATIONS SUPERVISOR
DEPARTMENT: OPERATIONS
REPORTS TO: DIRECTOR, OPERATIONS

SCOPE:

Perform duties to monitor airfield, airport facilities and personnel to ensure compliance with Federal Aviation Administration (FAA), Transportation Security Administration (TSA) a Sanford Airport Authority (SAA) regulations, in compliance with instructions and within the limitations of standard methods and procedures.

ESSENTIAL DUTIES:

- Ensure compliance with 14 FAR Part 139 and 49 CFR Part 1542.
- Monitor the airfield and airport properties and perform inspections three times daily and after accident/incident, severe weather or closure. Check runway pavement before plane departures for foreign objects, debris, and wildlife. Inspect lighting and signage, and report on issues. Check vehicles, gates and doors for security. Report findings which compromise security.
- Check aircraft and gates on Airport Operation Area (AOA) for security. Check terminal building and perform perimeter inspections to identify potential breaches in fences and ensure gates are locked and secured. Utilize work order system for Maintenance to address issues. Follow up on work orders.
- Respond to accidents/incidents inside AOA and assist emergency personnel as needed. Implement the Airport Emergency Plan. Coordinate with the Incident Command Center in conjunction with Police and Fire supervisors.
- Enforce the airport security plan. Check badges of persons entering secure areas and escort unbadged persons as appropriate.
- Patrol grounds for suspicious bags, items or vehicles, cleanliness, and faulty lighting. Patrol terminal and check for cleanliness, that doors and gates are working, and hazardous areas needing repair.
- Check ground transportation for proper permitting.
- Inspect fueling facilities and vehicles.
- Issue Notice to Airmen as prescribed based on conditions.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.



POSITION DESCRIPTION

JOB CODE: HOP-107 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: OPERATIONS SUPERVISOR
DEPARTMENT: OPERATIONS
REPORTS TO: DIRECTOR, OPERATIONS

OTHER DUTIES: (Continued)

- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand tools, vehicle, radio, propane cannon, pyrotechnics, shot gun, bug spray, designated safety equipment and computer.



POSITION DESCRIPTION

JOB CODE: EPD-104 **STATUS:** UNIT III - EXEMPT
JOB TITLE: POLICE CAPTAIN
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: CHIEF OF POLICE

SCOPE:

Perform functions to manage, direct, and coordinate law enforcement activities at Sanford Orlando International Airport as specified by 14 CFR Part 139 and 49 CFR Part 1542 regulations, and on properties owned by the Sanford Airport Authority, ensuring the safety and security of Airport terminal, traffic, residential, and commercial areas, working within the limits of law enforcement regulations, statutes and established policy.

ESSENTIAL FUNCTIONS:

- Supervise and monitor patrol functions and provide support and direction to Police Officers. Participate in selection process, train and assign Police Officers. Provide direction and mentoring, develop and communicate performance metrics to assess the effectiveness of staff, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious employee/employer relations.

- Ensure compliance with airline and airport security requirements as defined under 49 CFR Part 1542, 14 CFR Part 139 and other minimum airport operating standards related to Police Officer patrol assignments. Coordinate response and implement action required to respond to noncompliant circumstances and restore compliant conditions.

- Participate in, lead, or coordinate training pertaining to policies and procedures of the Airport Authority and Airport Police. Ensure personal compliance and that of Police Officers with Florida Department of Law Enforcement (FDLE) annual training requirements to maintain certification.

- Assist Airport Terminal Management with issues concerning unattended bags, undeclared firearms, and other similar issues and provide general information to passengers.

- Monitor radio transmissions and supervise response to emergency or crisis situations, assist in instructing officers in the resolution of initial and subsequent situations. Provide emergency medical response as required prior to arrival of medical response.

- Supervise and conduct investigations of criminal activity and follow up on unsolved cases as required. Communicate with State Attorney and outside agencies as appropriate to resolve cases. Manage, log, maintain and dispose of property and evidence in accordance with requirements. Review investigate reports prepared by Patrol Officers and provide counsel as required.

- Ensure that Chief of Police is continuously aware of current events relating to Police activity and Airport security matters. Assist to review police equipment for potential acquisition and make recommendations. Assist to draft Police Department policy as requested. Assist with the supervision of the Control Center and mentor the Supervisor as appropriate.



POSITION DESCRIPTION

JOB CODE: EPD-104 **STATUS:** UNIT III - EXEMPT
JOB TITLE: POLICE CAPTAIN
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: CHIEF OF POLICE

ESSENTIAL FUNCTIONS: (Continued)

- Act as liaison with government entities as requested and coordinate Airport Police Officer activities to provide escort and security services for high profile persons while on Airport property, as assigned. Collaborate with other law enforcement agencies in providing security for prisoner transport or other law enforcement related matters. Coordinate investigations and information exchange with federal, state and local agencies.
- Participate in training pertaining to policies and procedures of the Airport Authority and Airport Police. Ensure personal compliance with Florida Department of Law Enforcement (FDLE) annual training requirements to maintain certification.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use maps, diagrams, sketches and drawings, manuals, reports, policies and procedures, taser, personal protective devices including eye protection, body armor, ballistic helmets and shields, patrol vehicle (EVOC), fire arms, restraint devices, laser radar speed measuring devices, intoxication meter, speed trailer, communications radio, computer and common office equipment including Microsoft Office and specialty law enforcement software and database applications.



POSITION DESCRIPTION

JOB CODE: EPD-105 **STATUS:** UNIT III - EXEMPT
JOB TITLE: CHIEF OF POLICE
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: EXECUTIVE VICE PRESIDENT & CHIEF EXECUTIVE OFFICER

SCOPE:

Perform functions to plan, direct and control Police Department and Control Center operations at Orlando Sanford International Airport and on properties owned by the Sanford Airport Authority, and manage the activities of the departments and responders from other agencies in certain mutual aid circumstances, ensuring adequate and appropriate response to all law enforcement matters, in adherence with law enforcement regulations and statutes, and making decisions based on conclusions for which there is little precedent.

ESSENTIAL FUNCTIONS:

- Establish, update and implement standard operating procedures covering activities of the departments as prescribed by Florida State Statutes, the Florida Department of Law Enforcement, Airport Security Program and Airport Certification Manual, to provide efficient and effective security and law enforcement for the Airport and to ensure Airport security.
- Develop, communicate and ensure the implementation of goals, policies, procedures and work standards for the department. Analyze complex technical and administrative police service matters, evaluate alternative solutions and adopt effective courses of action.
- Plan, organize and manage departmental activity through supervisory staff. Direct Police activity and operations as required in response to emergent threats or crises. Provide information and directions to the public, Airport tenants, contractors and airport employees as situations dictate.
- Coordinate with any federal agencies including Department of Homeland Security (DHS), Federal Bureau of Investigation (FBI), Transportation Security Administration (TSA), Customs and Border Protection (CBP) to identify violations of federal laws and regulations concerning the traveling public. Ensure coordination of police matters with appropriate federal, state, county and local law enforcement officials to provide the public with efficient emergency Public Safety services, including mutual aid.
- Ensure compliance with airline and airport security requirements as defined under 49 CFR Part 1542, 14 CFR Part 139 and other minimum airport operating standards related to Policing activity. Maintain continual awareness of current events relating to Police activity and Airport security matters.
- Monitor changes in laws, court decisions, regulations and technology that may affect departmental operations. Implement policy, procedural and operational changes as required.
- Develop departmental operating budgets for the Police Department and the Control Center. Administer budgets, monitor expenditures against plan and review, investigate and report on variances. Contribute to the development of capital improvement project budgets and justifications related to Police Department and Control Center equipment acquisitions.



POSITION DESCRIPTION

JOB CODE: EPD-105 **STATUS:** UNIT III - EXEMPT
JOB TITLE: CHIEF OF POLICE
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: EXECUTIVE VICE PRESIDENT & CHIEF EXECUTIVE OFFICER

ESSENTIAL FUNCTIONS: (Continued)

- Plan and direct training in compliance with the FDLE administrative rules and state statutes. Maintain training and performance records for all departmental employees in accordance with existing state and federal guidelines.
- Interview, determine candidate qualifications, select, recommend hire, train and assign Police Department and Control Center staff. Provide direction, policy interpretation and mentoring, develop and communicate performance metrics to assess the effectiveness and performance of staff through subordinate level supervisors, both as a department and individually. Provide counseling, coaching to employees. Maintain harmonious employee/employer relations. Develop and recommend staffing plans.
- Prepare and submit any range of reports and records in response to operational or regulatory requirements to document departmental activity. Ensure that all departmental records are properly maintained and secured. Ensure that evidence and property are properly recorded, maintained, stored, secured and disposed in accordance with regulations and departmental policy.
- Identify, purchase, issue, inventory, maintain and secure departmental equipment and personal protective devices.
- Foster strong community relations and partnerships through community policing activities and programs and establish and maintain cooperative working relationships with any range of citizen's groups, public and private organizations, boards of commissioners and airport staff.
- Participate in training pertaining to policies and procedures of the Airport Authority and Airport Police. Ensure personal compliance with Florida Department of Law Enforcement (FDLE) annual training requirements to maintain certification.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: EPD-105 **STATUS:** UNIT III - EXEMPT
JOB TITLE: CHIEF OF POLICE
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: EXECUTIVE VICE PRESIDENT & CHIEF EXECUTIVE OFFICER

TOOLS AND EQUIPMENT USED:

Use maps, diagrams, sketches and drawings, manuals, reports, policies and procedures, taser, personal protective devices including eye protection, body armor, ballistic helmets and shields, patrol vehicle (EVOC), fire arms, restraint devices, laser radar speed measuring devices, intoxication meter, speed trailer, communications radio, computer and common office equipment including Microsoft Office and specialty law enforcement software and database applications.



POSITION DESCRIPTION

JOB CODE: HPD-100 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: POLICE K-9 OFFICER
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: POLICE CAPTAIN

SCOPE:

Perform duties to conduct law enforcement patrol, response, and investigative activities and respond to calls requiring the direction and utilization of a canine responder at Orlando Sanford International Airport and on properties owned by the Sanford Airport Authority, ensuring the safety and security of Airport terminal, traffic, residential, and commercial areas, and respond to any law enforcement matter in assigned area to investigate and resolve circumstances or emergent issues in compliance with 49 CFR Part 1542, 14 CFR Part 139 and other related law enforcement regulations, working within the limits of established policy.

ESSENTIAL DUTIES:

- Patrol airport property and facilities to identify operational issues, hazards, and security concerns and resolve issues in compliance with federal, state, and local laws, and Federal Aviation and Transportation Safety Administration regulations.
- Ensure compliance with airline and airport security requirements as defined under 49 CFR Part 1542, as required by shift assignment. Initiate and implement action required to respond to noncompliant circumstances and restore compliant conditions, working with and directing canine responder as appropriate. Respond to calls related to unattended luggage and vehicles that raise concern for the safety of the public and employees. Respond to threats of explosive devices on Airport property and surrounding mass transit environments. Assist outside agencies with similar calls for service as schedules allow.
- Respond to and aid in the resolution of emergency or crisis situations. Provide first response in health crises as appropriate to stabilize the condition of those in a physical emergency until Fire Department Paramedic/EMT staff arrive to take control of the situation.
- Respond to reports of stolen vehicles, theft, and lost and found personal property, vehicle and aircraft crashes.
- Ensure the safe flow of traffic on Airport property. Provide crowd control and roadway and parking enforcement. Monitor and ensure compliance with traffic management and safety on roads, issue citations as required and deploy traffic trailer as required to assist in traffic flow and enforcement.
- Ensure that the law is enforced on Airport property. Conduct preliminary and follow up investigations, gather information and evidence, identify witnesses, secure areas as necessary to preserve evidence and, make arrests or take other appropriate action required to restore safe and secure operation of the Airport and resolve unsafe or illegal emergent situations.



POSITION DESCRIPTION

JOB CODE: HPD-100 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: POLICE K-9 OFFICER
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: POLICE CAPTAIN

- Follow through to transport and process arrestees into custody as required. Prepare required reports with accurate details of circumstances and activities, file within defined time requirements with prescribed agencies, communicate with prosecutors when contacted, and testify in legal matters as required.
- Provide escort and security services for high profile persons while on Airport property, as assigned. Collaborate with other law enforcement agencies in providing security for prisoner transport or other law enforcement related matters.
- Assist Airport Terminal Management with issues concerning unattended bags, undeclared firearms, and other similar issues and provide general information to passengers.
- Maintain daily canine training, handling activities, and care. Maintain the care and custody of active, toxic high and low order explosives for canine training. Ensure safe handling and prevent damage, and loss of explosive training aids. Ensure the care and maintenance of a Transportation Security Administration Explosive Detection canine and annual TSA Explosive Detection Canine Team certification
- Participate in training pertaining to policies and procedures of the Airport Authority and Airport Police. Ensure personal compliance with Florida Department of Law Enforcement (FDLE) annual training requirements to maintain certification.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: HPD-100 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: POLICE K-9 OFFICER
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: POLICE CAPTAIN

TOOLS AND EQUIPMENT USED:

Use maps, diagrams, sketches and drawings, manuals, reports, policies and procedures, taser, personal protective devices including eye protection, body armor, ballistic helmets and shields, patrol vehicle (EVOC), fire arms, restraint devices, laser radar speed measuring devices, intoxication meter, speed trailer, communications radio, K9 equipment and advanced K9 first aid medical supplies, toxic high and low explosive training tools, computer and common office equipment including Microsoft Office and specialty law enforcement software and database applications.



POSITION DESCRIPTION

JOB CODE: HPD-101 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: POLICE OFFICER
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: POLICE CAPTAIN

ESSENTIAL DUTIES: (Continued)

- Participate in training pertaining to policies and procedures of the Airport Authority and Airport Police. Ensure personal compliance with Florida Department of Law Enforcement (FDLE) annual training requirements to maintain certification.
- Assist Airport Terminal Management with issues concerning unattended bags, undeclared firearms, and other similar issues and provide general information to passengers.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use maps, diagrams, sketches and drawings, manuals, reports, policies and procedures, taser, personal protective devices including eye protection, body armor, ballistic helmets and shields, patrol vehicle (EVOC), fire arms, restraint devices, laser radar speed measuring devices, intoxication meter, speed trailer, communications radio, computer and common office equipment including Microsoft Office and specialty law enforcement software and database applications.



POSITION DESCRIPTION

JOB CODE: HPD-101 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: POLICE SUPPORT SERVICES COORDINATOR
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: POLICE CAPTAIN

SCOPE:

Under the general direction & supervision of the Airport Police Captain or higher authority, the Police Support Services Coordinator will work independently in the performance of their regularly assigned duties of ensuring the convenient and efficient day-to-day operations of all divisions within the Sanford Airport Police Department.

The Police Support Services Coordinator will help to identify, organize and maintain police records for legal purposes, perform analytical work reviewing, organizing and assessing crime information to identify patterns and common characteristics of crimes to improve and assist criminal apprehension and crime prevention. The position will include proper evidence custodian duties that include securing, storing, and documenting obtained property and evidence; does related work as required.

ESSENTIAL DUTIES:

- Compile and analyze criminal activity to identify crime patterns, series and/or trends occurring at the airport. Use predictive analysis to report and provide recommendations for surveillance or directed patrol to reduce criminal activity.
- Prepare criminal backgrounds and assimilate information from multiple sources into a comprehensive package for all types of investigations.
- Monitoring active calls for service, providing active intelligence to responding officers, providing offender or vehicle information, and connecting the event to current crime patterns or trends.
- Acts as the custodian of the Property and Evidence Section by providing for the management and control of found, recovered, and evidentiary property in the custody of the Police Department that is critically important in investigations. Duties include, but are not limited to:
 - Receives, stores, releases, and maintains the security of a wide variety of property and evidence items submitted by officers and Crime Scene Technicians for accuracy and integrity.
 - Logs and establishes and/or assigns storage location for property and evidence to ensure integrity and chain-of-custody.
 - Enters and updates information in manual and computerized records and files; operates a computer and other inventory devices.
 - Researches court records for disposition of evidence.
 - Performs searches through various criminal justice databases; general comprehension of state statutes, federal laws and statute of limitations; and verifies case dispositions.
 - Prepares evidence for proper disposal.
 - Lists found property in accordance with Florida Statutes.
 - Assist in conducting evidence inventories, audits, and reports.
 - Transports evidence to lab for testing.



POSITION DESCRIPTION

JOB CODE: HPD-101 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: POLICE SUPPORT SERVICES COORDINATOR
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: POLICE CAPTAIN

ESSENTIAL DUTIES: (Continued)

- Contacts owners of property to be returned.
- Maintains property reports for evidentiary chain of custody.
- Testifies in court on chain of custody of evidence.

- Establishes and maintains department case report files, utilizing records management systems to fullest maintaining, reports, stats, etc.
- Obtains and records statistical data of criminal, traffic and officer activities.
- Monitors lobby during working hours and assists citizens that have walk-in requests.
- Answers phones and acts as a receptionist for the Police Department.

OTHER DUTIES:

- Prepare statistical reports to analyze the presence of crime series and/or trends and provide Law Enforcement information to make administrative and tactical decisions.
- Photocopies and distributes reports to the proper Courts, Juvenile Offices, Prosecuting Attorney's Offices, Clerk of the Courts and other law enforcement agencies or outside entities.
- Enters other records data into the computer system as directed.
- Video review and capture for court purposes and in furtherance of investigations or copy requests from outside entities / public records request.
- Additional position duties may be required and implemented by Police Administration as agency needs dictate.

TOOLS AND EQUIPMENT USED:

- Computer usage and related databases for records management, evidence management and databases related to crime analytics.
- Evidence processing tools with training and at the request of a supervisor.
- Agency radio for communications (portable, mobile and/or base station)



POSITION DESCRIPTION

JOB CODE: HPD-101 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: POLICE SUPPORT SERVICES COORDINATOR
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: POLICE CAPTAIN

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of police principles, practices, and procedures dealing with police property control preferred.
- Knowledge of rules and laws of evidence and evidence handling procedures, preferred.
- Knowledge of basic computer operations.
- Ability to make oral presentation.
- Ability to prepare written reports.
- Skills in communication with co-workers and the community.
- Skills in maintaining cross index filing systems and in the classifying documentary material for filing purposes.
- Skills in computer data entry.
- Verbal and written correspondence with other agencies and individuals for informational exchange.
- Ability to speak English language clearly and concisely.
- Ability to identify colors and read symbols.

MINIMUM QUALIFICATIONS:

- Possession of high school diploma or GED.
- Must be a U.S. Citizen.
- Must be at least 21 years of age.
- Must possess a valid Florida driver's license.
- Ability to pass a 10-panel drug screen and had no recent illegal drug use.
- Have good moral character as determined by a background investigation under procedures established by the Criminal Justice Standards and Training Commission. (FDLE requirement)
- Have never received a dishonorable discharge from any of the Armed Forces of the United States. (FDLE requirement)
- Have not been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. (FDLE requirement)



POSITION DESCRIPTION

JOB CODE: HPD-101 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: POLICE SUPPORT SERVICES COORDINATOR
DEPARTMENT: AIRPORT POLICE DEPARTMENT
REPORTS TO: POLICE CAPTAIN

- Ability to communicate effectively, both orally and in writing, with individuals of diverse backgrounds. Working knowledge of personal computers to write reports, perform analysis, complete performance reviews, track data, etc.
- Ability to work well with others, and to assist the public cooperatively and courteously. Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain successful working relationships with individuals of diverse backgrounds often under adverse circumstances.

A fingerprint-based criminal and employment background check is required by the Airport Authority and Transportation Security Administration regulations for this position in addition to the FDLE requirements. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

WORKING CONDITIONS:

While performing the duties of this job, the employee will be required to perform both inside and outside work with exposure to weather conditions. There is the possibility of exposure to fire, chemical, electrical, mechanical and firearm hazards. Most of the time spent in this position will be spent in an office environment. There will be some exposure to stressful situations and conditions which may include but are not limited to emergency and crisis response for events both man-made and acts of nature. Travel is primarily local and during the business day. Although some out of the area travel may be required.

Physical and Mental Requirements:

- Ability to physically move property items – large and small.
- Ability to lift heavy, odd shaped items over 40 lbs. above head while on a ladder.
- Ability to climb a ladder.
- Ability to exercise manual dexterity for data entry.
- Ability to hear conversations spoken in various tones of voice.
- Ability to grasp objects.
- Ability to operate a motor vehicle.
- Ability to bend over, walk, kneel, crawl, stretch, and sit while lifting light and heavy objects.
- Ability to visually inspect items for safety reasons.
- Ability to recognize and utilize proper PPE when necessary. (gloves, masks, gowns, etc.)



POSITION DESCRIPTION

JOB CODE: EEX-100 **STATUS:** UNIT IV - EXEMPT
JOB TITLE: PRESIDENT/CEO
DEPARTMENT: EXECUTIVE
REPORTS TO: SANFORD AIRPORT AUTHORITY BOARD OF DIRECTORS

SCOPE:

Under the Sanford Airport Authority's broad general policies, the President & CEO has primary responsibility for the efficient operation and administration of the Orlando Sanford International Airport. Considerable independence of action and judgment is granted in applying these policies as determined by the Authority. Through personal consultation, written reports, or observation of overall results, work, through performance of duties personally or by supervising and directing subordinates, is reviewed by all Authority members.

ESSENTIAL DUTIES:

- Plan, organize, direct and administer all functions and activities of the Airport and its premises, including Operations, Airfield Maintenance, Building Maintenance, Grounds Maintenance, Law Enforcement, Aircraft Rescue and Firefighting (ARFF), Aviation Marketing, Administration, and Airfield, Commerce Park and industrial and other airport compatible construction and development.
- Work with the SAA Board Chairman to set agenda items for all Board meetings.
- Prepare current and long-range plans for the development and expansion of the Airport to meet the present and future needs of the Sanford and Central Florida area.
- Oversee all land acquisitions and real estate leases. Negotiate with tenants, concessionaires, and prospective users of Airport facilities; formulate rental rates and terms and conditions for lease of facilities.
- Advise the Board on establishing airport rates and charges (landing fees, fuel flowage fees, public safety fees, PFC's, CFC's, etc.).
- Submit plans for the expansion of revenue-producing facilities.
- Prepare budget estimates (operating and capital) and control all Authority expenditures to ensure compliance with Federal, State, and City of Sanford and Seminole County regulations.
- Act as principal liaison officer for the Sanford Airport Authority in all matters with Federal, State, local governments, other aviation industry segments, and various military and civic groups.



POSITION DESCRIPTION

JOB CODE: EEX-100 **STATUS:** UNIT IV - EXEMPT
JOB TITLE: PRESIDENT/CEO
DEPARTMENT: EXECUTIVE
REPORTS TO: SANFORD AIRPORT AUTHORITY BOARD OF DIRECTORS

- Promote, develop, and encourage air commerce, general aviation, and aviation-related industries in the Sanford area.
- Promote, develop, and market the Sanford Airport Commerce Park, industrial, and all other real property owned/operated by the Authority for airport compatible development.
- Make frequent inspections of all physical facilities, and maintain close supervision of all operational, custodial, and maintenance programs to ensure compliance with prescribed policies, rules, and regulations governing the operation of the Airport.
- Oversee and enforce the duties and responsibilities of the lease contract for the International Terminal with Airports Worldwide (TBI and OSI) and the management contract with Airports Worldwide (TBI and OSD) for the Domestic Terminal and Parking Garage.

OTHER DUTIES:

Administration

- Assign responsibility and delegate authority as necessary to ensure an efficient and effective airport operation on a 24-hour, 365 day-a-year basis.
- Supervise all airport activities, including promoting and developing air commerce, public safety, general aviation, and industrial development.
- Review applications from prospective lessees and process appropriate leases for buildings, ground space, and concessions.
- Direct the preparation of reports and maintenance of records covering all physical plant, airfield, and financial operations at the Airport.
- Responsible for the selection, promotion, and separation of all employees and the approval of work schedules and leaves of absence.
- Represent the Sanford Airport Authority at meetings and conferences and acts as liaison officer between the Authority and other governmental agencies on airport and civilian matters.
- Responsible for the preparation of all correspondence relating to the Authority.



POSITION DESCRIPTION

JOB CODE: EEX-100 **STATUS:** UNIT IV - EXEMPT
JOB TITLE: PRESIDENT/CEO
DEPARTMENT: EXECUTIVE
REPORTS TO: SANFORD AIRPORT AUTHORITY BOARD OF DIRECTORS

- Provide for distribution and coordination of contract documents to appropriate parties.
- May refer matters to the Airport Attorney for legal interpretation; the Airport Attorney assists as directed by the Authority.
- Prepare annual budget (operating and capital) and other reports on airport operations and finance.
- Responsible for closely monitoring and administering the Authority budget to ensure the accurate and efficient purchase of all materials and supplies.
- Supervise and coordinate the general fiscal operations of the Airport, including accounting systems, budget planning, and control of revenues and expenditures, utilizing accounting procedures as authorized by the Authority. Ensure that proper accounting methods are followed, and that office and bookkeeping procedures are in accordance with sound business practices.
- Ensure compliance with all FAA and FDOT Grant Assurances and deed restrictions on deeds from the U.S. Government.

Technical

- Responsible for inspection and survey of airport facilities and coordination of plans for major construction, maintenance, and repair with consulting engineers, architects, contractors, and FAA, including major work on runways, taxiways, lighting, terminal, and other building facilities.
- Make recommendations to the Authority for modifications or additions to existing installations or facilities and inspect contracted construction work for adherence to plans and specifications.
- Review and revise the Airport Master Plan to ensure that airport facilities keep pace with aviation technology advances and meet FAA requirements or standards. Keep the airport ALP updated.
- Ensure conformance with Federal, State, and local safety laws and regulations with respect to the landing area and site facilities. This includes runway and taxiway lighting, paving, marking, clear zones, master plans, navigation aids, NOTAMS, and condition of fire and police protection.



POSITION DESCRIPTION

JOB CODE: EEX-100 **STATUS:** UNIT IV - EXEMPT
JOB TITLE: PRESIDENT/CEO
DEPARTMENT: EXECUTIVE
REPORTS TO: SANFORD AIRPORT AUTHORITY BOARD OF DIRECTORS

- Coordinate requests with FAA for site location to establish electronic aids such as radar, vortac, instrument landing systems, remote transmitters, approach lighting systems, etc. Coordinate FAA instructions and regulations pertaining to air traffic control, land area clearance, etc.
- Prepare preliminary plans and estimates for project applications to FAA and FDOT in accordance with Federal and State regulations; prepare Grant Agreements for utilization of Aid Allocations and act as a liaison agent between FAA, State, and the Airport Authority regarding same.

Public Safety

- Facilitate ongoing training for all public safety personnel, including law enforcement officers and firefighters.
- Oversee placement and scheduling of law enforcement officers and firefighters to meet demand mandated by FAA and TSA.
- Ensure coordination with Federal, State, and local agencies to conduct multi-jurisdictional training events.

Property Management – Supervise & direct the

- Continuous review of present lease agreements, contracts, and permits to ensure compliance with the terms, conditions, and specifications.
- Study of the need for and explore means to expand revenue-producing facilities designed to make the Airport self-sustaining.
- Economic research, surveys, and economic forecasts as a basis for formulating landing fees, rates, and charges for airport facilities.
- Planning the physical development of the Airport and determining site locations and airport space and area requirements.
- Periodic inspections of all airport facilities to determine requirements and scheduled maintenance projects.



POSITION DESCRIPTION

JOB CODE: EEX-100 **STATUS:** UNIT IV - EXEMPT
JOB TITLE: PRESIDENT/CEO
DEPARTMENT: EXECUTIVE
REPORTS TO: SANFORD AIRPORT AUTHORITY BOARD OF DIRECTORS

Legal:

Concerning legal matters, provide assistance as needed to the Airport Authority, and coordinate with the Attorney the filing of testimony and briefs required to support any action necessary. Intervene in any matter affecting the Airport, doing research as necessary for compiling testimony used in any hearings, assist in securing witnesses, appear as an expert Authority witness and assist the Attorney in documenting all testimony which must be presented under oath and subject to cross-examination.

EFFECT OF WORK:

The position encompasses responsibility for overall aviation, public safety, commercial and industrial programs involving all real estate, including capital improvements. Sound decisions based on mature judgment and expert knowledge in a highly specialized field will:

1. Favorably influence the economics of the entire air and industrial area served by the Airport.
2. Create additional revenue and improve the Airport's financial position.
3. Influence the decisions of other interests involved with Federal, State, and local planning.
4. Provide a safe, effective, and efficient airport system to serve the Sanford aviation community's needs.

SUPERVISION AND GUIDANCE:

The incumbent works under the Sanford Airport Authority's direct oversight and receives guidance in the form of policy decisions from such Authority.



POSITION DESCRIPTION

JOB CODE: EEX-100 **STATUS:** UNIT IV - EXEMPT
JOB TITLE: PRESIDENT/CEO
DEPARTMENT: EXECUTIVE
REPORTS TO: SANFORD AIRPORT AUTHORITY BOARD OF DIRECTORS

MENTAL DEMANDS:

Position requires the application of sound principles of aviation technical knowledge and marketing; procedures in accordance with Federal, State, and local rules and regulations; and property management as applied to public utilities and private enterprises. It demands:

1. Initiative - taking action without specific instructions;
2. Originality - creativeness or inventiveness in meeting advanced technological changes and operational techniques;
3. Judgment - making sound decisions in determining the best course of action from the standpoint of safety and economics; and
4. Command – acting with clearly defined authority and dominating the groups' actions during routine or emergency incidents.

PERSONAL WORK CONTACTS:

Position requires frequent contact with representatives of large companies doing business on the Airport, with top echelon FAA personnel, the air traveling public, airport tenants and users, and regular contact with City, County, State, and Federal officials at all levels.

QUALIFICATIONS:

Four-year degree from an accredited college or university. Consideration is given for Master's Degree.

A.A.A.E CM required. Consideration is given for A.A.A.E. designation.

Five years' experience in airport executive management, including a minimum of 5 years at a comparable size commercial airport with a commerce park; or commensurate experience within the business.

Preference is given to those candidates with working knowledge in all areas of Aviation, Personnel Management, Public Relations, Law Enforcement, Aircraft Rescue and Firefighting, and Property Management, and the knowledge acquired through many years of practical experience in aviation and aviation-related industries.



POSITION DESCRIPTION

JOB CODE: PIO-100 **STATUS:** UNIT III - EXEMPT
JOB TITLE: PUBLIC INFORMATION OFFICER
DEPARTMENT: ADMINISTRATION
: REPORTS TO: CHIEF EXECUTIVE OFFICER

Job Summary:

Oversee and manage the organization's external communications and media relations, building, maintaining, and preserving a positive public image for the organization.

Duties/Responsibilities:

- Manages media relations for the organization, which may include organizing press conferences.
- Acts as the organization's spokesperson and responds to members of the media in a timely manner; composes, reviews, and/or distributes press releases.
- Oversees external, public-facing communication and branding in various online and print platforms such as LinkedIn, Twitter, Facebook, and industry magazines.
- Oversees or collaborates with other teams in the development of marketing strategies.
- Produces, reviews, and/or distributes print and video materials for public distribution.
- Collaborates with executive leadership, board of directors, and/or other stakeholders to develop a public information strategy and guidelines for the organization.
- Assists executive leadership in developing presentations, speeches, and other important public messages.
- Schedules and plans special events that are open to the public.
- Serves as the organization's representative for public events hosted by local charities or civic organizations.
- Oversees and schedules tours, open houses, or similar exhibitions of the organization's offices and facilities.
- Develops and maintains positive professional relationships with members of the media.
- Develops, implements, and adheres to the communications budget.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills with a proven ability to write in a journalistic style that is customary for external publications.
- Excellent interpersonal and collaboration skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong leadership skills.
- Ability to offer sound media relations advice to senior leadership.



POSITION DESCRIPTION

JOB CODE: PIO-100 **STATUS:** UNIT III - EXEMPT
JOB TITLE: PUBLIC INFORMATION OFFICER
DEPARTMENT: ADMINISTRATION
: REPORTS TO: CHIEF EXECUTIVE OFFICER

- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in Public Relations, Communications, Journalism, Marketing, or related field required.
- Three to five years of experience in public relations, communication, or related field required, with supervisory experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.



POSITION DESCRIPTION

JOB CODE: NAD-107 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: RECEPTIONIST
DEPARTMENT: ADMINISTRATION
REPORTS TO: CHIEF FINANCIAL OFFICER

SCOPE:

Perform duties to answer telephones and email, greet, assist and announce guests, and administer mail distribution, working within the limits of prescribed routines.

ESSENTIAL DUTIES:

- Present a professional, courteous persona in both appearance, attire and personality as befits the face of the Sanford Airport Authority.
- Answer incoming calls to the main line of the airport. Direct the calls to the appropriate team members, or answer general questions related to Sanford Airport Authority (SAA).
- Greet incoming guests, clients and Board members. Accompanying guests to appropriate location, call for escort, or provide directions as needed. Validate parking tickets. Receive payments from clients and issue receipts.
- Monitor the primary Airport email account. Read and respond to email, or forward to appropriate team member for response
- Review required documentation and issue permits to companies providing ground transportation to arriving passengers. Add name of transportation company to website.
- Review proof of insurance and vehicle registration of hangar tenants and issue vehicle decals.
- Pick up incoming mail and packages, sort, and distribute to appropriate staff. Receive and distribute faxed documents. Prepare packages for mailing and schedule delivery with appropriate carrier.
- Prepare slide shows of public meetings of Sanford Airport Authority. Update boards in Airport and website with notices of public meetings as directed.
- Receive requisitions for office supplies, compile requests, and place orders through specified vendor.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



POSITION DESCRIPTION

JOB CODE: NAD-107 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: RECEPTIONIST
DEPARTMENT: ADMINISTRATION
REPORTS TO: CHIEF FINANCIAL OFFICER

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other applications.



POSITION DESCRIPTION

JOB CODE: NAD-101 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: RECORDS ARCHIVIST
DEPARTMENT: ADMINISTRATION
REPORTS TO: CHIEF FINANCIAL OFFICER

SCOPE:

Perform duties to maintain archived hard copy and digitized records of contracts, agreements, minutes, and correspondence with government agencies, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Maintain knowledge as subject matter expert for record archival and destruction regulations and information including State and Federal regulations for identifying document life and destruction dates and changes in records management regulations at State and Federal levels.
- Maintain archives and library of required documents and process according to State of Florida requirements. Serve as the primary contact with the State Records Manager. Digitize records in accordance with regulations.
- Respond to internal inquiries to provide information regarding documentation destruction.
- Prepare a schedule for destruction of hard copy records. Note the dates for identified documents, and purge as required. Pull paper record, scan into system, identify key words for access, and shred.
- Receive Freedom of Information Act (FOIA) requests, locate and pull documents, consult with applicable executive, and issue documents as requested. Respond to FOIA inquiries where documents are not available.
- Maintain tenant Proof of Insurance document files. Track policy due dates and request updated Proof of Insurance to ensure policies are current for all tenants.
- Serve as backup for Receptionist and perform related duties as needed.



POSITION DESCRIPTION

JOB CODE: NAD-101 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: RECORDS ARCHIVIST
DEPARTMENT: ADMINISTRATION
REPORTS TO: CHIEF FINANCIAL OFFICER

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other applications.



POSITION DESCRIPTION

JOB CODE: NFI-101 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: STAFF ACCOUNTANT – AP
DEPARTMENT: FINANCE
REPORTS TO: FINANCE MANAGER

SCOPE:

Perform duties to facilitate accounts payable and payroll processing, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Receive and review invoices and apply initial general ledger codes. Issue invoices to departments for authorization and final coding. Request adjusted invoices excluding sales tax from vendors as required and notate files as to amount of reductions.
- Create periodic accounts payable listings, submit for review and create checks following authorization.
- Respond to calls from vendors regarding timing and amounts of payments and resolve related issues. Request, receive and file W-9s from vendors.
- Pull reports and make the prescribed monthly payments for Sales Tax and Florida Retirement System (FRS). Review FRS source documents to validate payments prior to issuing FRS remittance. Submit K-9 expense report to Brevard County as a shared resource.
- Calculate and document fuel use for OSIA vehicles, review records and validate fuel report. Issue keys and update key codes for fuel. Allocate average fuel costs by department to maintain the system.
- Prepare journal entry for payroll and related expenses.
- Reconcile assigned general ledger accounts. Request journal entries for correction.
- Support outside auditors providing documents and worksheets as requested.
- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other software and applications.



POSITION DESCRIPTION

JOB CODE: NFI-102 **STATUS:** UNIT II - NONEXEMPT
JOB TITLE: STAFF ACCOUNTANT - AR
DEPARTMENT: FINANCE
REPORTS TO: FINANCE MANAGER

SCOPE:

Perform duties to process incoming payments, invoice customers, and create prescribed reports, working within the limits of standard or accepted practice.

ESSENTIAL DUTIES:

- Prepare daily deposits using bank deposit software. Account for cash deposits and reconcile bank accounts.
- Prepare tenant invoices for rent and late fees. Work with property manager to verify current lease rates. Facilitate the collection of past due charges issuing past due notices and emails. Collaborate with outside collections agencies and the Sanford Airport Authority (SAA) attorney in debt collections.
- Receive cash, ACH, and credit card payments from tenants. Post receipts to system and reconcile accounts receivable to general ledger.
- Track usage of the Airport's phone system and prepare customer invoices. Perform a comparative analysis to the detailed SAA monthly telecommunications bills.
- Gather and compile information from various reports and documents. Compile and format a variety of periodic spreadsheets related to sources of revenue including passenger facility charges, bookings, traffic, and fuel reports, and prepare and issue related invoices.
- Review assigned general ledger accounts, investigate and resolve errors, and request journal entry for corrections.
- Support outside auditors providing spreadsheets and documents as requested.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer and common office equipment including Microsoft Office and other software and applications.



POSITION DESCRIPTION

JOB CODE: EIT-103 **STATUS:** UNIT: III - EXEMPT
JOB TITLE: SYSTEMS ADMINISTRATOR
DEPARTMENT: INFORMATION TECHNOLOGY
REPORTS TO: DIRECTOR, INFORMATION TECHNOLOGY

OTHER DUTIES: (Continued)

- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use computer, and common office equipment including Microsoft Office, Windows Server, Linux and other specialty equipment, software and applications.



POSITION DESCRIPTION

JOB CODE: HMA-105 **STATUS:** UNIT I - NONEXEMPT
JOB TITLE: TRACTOR OPERATOR
DEPARTMENT: MAINTENANCE
REPORTS TO: LEAD GROUNDSKEEPER - AIRFIELD

SCOPE:

Perform duties to conduct initial tractor preparedness checks, operate tractor to mow assigned areas remaining in constant contact with Air Traffic Control Tower when in safety areas, and spray herbicides, and clean equipment at end of shift and assist mechanic with equipment servicing, complying with instructions and prescribed routines, methods or procedures and involving the making of minor decisions,

ESSENTIAL DUTIES:

- Work from written and verbal work orders, sketches and diagrams.
- Participate in daily preventative maintenance routines on assigned tractors and other grounds keeping equipment to ensure proper operation. Check and act to ensure readiness of equipment. Grease prescribed areas, blow out filter, check radiator, tires and fluid levels and replenish as required. Check gear box, sharpen blades, and report the need for mechanical repair. Blow out tractors at end of shift.
- Maintain certification for airfield access through successful completion of computer-based training and airfield markings test.
- Mow grass in airfield areas as assigned by supervisor. Maintain constant communication with Air Traffic Control Tower in keeping with specified protocols and standards while in safety areas.
- Spray herbicides as directed in defined areas.
- Provide support to mechanic and assigned to assist with equipment servicing.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Use hand and hand power tools, radio, designated safety equipment, tractor, yard truck, pallet jack, forklift and hoist.