SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Below Wing (Ramp) Agent

Department	Airline Services

POSITION SUMMARY

Performs duties related to loading and unloading baggage, directing arriving and departing aircraft, operating ground equipment and vehicles, servicing aircraft.

ESSENTIAL DUTIES

- Safely load and unload passenger baggage, cargo, and mail to and from aircraft.
- Operate ground support equipment and vehicles.
- Service aircraft, including lavatory and potable water systems, as needed.
- Assist with ramp inspections and ensure ground equipment is in safe operating condition.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent driving, standing, bending, and walking, with occasional lifting of up to 70lbs, climbing, and crouching.
Mental	Situational awareness, time management, troubleshooting, attention to detail, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Below Wing (Ramp) Lead

Department	Airline Services

POSITION SUMMARY

Leads and coordinates the loading and unloading of baggage, direction of arriving and departing aircraft, operation of ground equipment and vehicles, aircraft servicing and communication.

ESSENTIAL DUTIES

- Lead and direct daily activities of ramp agents and ground crews.
- Coordinate aircraft loading, unloading, baggage handling, and turnaround operations.
- Monitor and enforce safety, security, and operational compliance procedures.
- Serve as the primary liaison between ramp personnel, airlines, and airport departments.

MINIMUM QUALIFICATIONS

Experience	2 years of ramp experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent driving, standing, bending, and walking, with occasional lifting of up to 70lbs, climbing, and crouching.
Mental	Situational awareness, time management, troubleshooting, attention to detail, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Below Wing (Ramp) Manager

Department	Airline Services

POSITION SUMMARY

Provides leadership and direction to ramp supervisors, leads, and agents while maintaining operational performance, regulatory compliance, staffing effectiveness, and customer service standards.

ESSENTIAL DUTIES

- Provide work direction, guidance, and leadership for ramp operations staff.
- Monitor on-time performance and oversee activities related to aircraft turnaround.
- Schedule staffing to ensure proper ramp coverage.
- Report on daily ramp operations metrics to upper management.

MINIMUM QUALIFICATIONS

Experience	5 years of ramp experience; 3 years of management experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; working outdoors/ indoors in varying weather conditions, prolonged sitting, standing, with occasional lifting, climbing, and crouching.
Mental	Strategic thinking, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Below Wing (Ramp) Supervisor

Department	Airline Services

POSITION SUMMARY

Oversees the ramp team, ensuring safe, efficient ground handling, on-time aircraft turnaround time, communicate work plans while demonstrating proper techniques and resolving issues.

ESSENTIAL DUTIES

- Maintain safety and security compliance on the ramp.
- Assist with new hire training and retraining on equipment/process.
- Monitor on-time performance of aircraft handling.
- Conduct briefings reinforcing policies and expectations.

MINIMUM QUALIFICATIONS

Experience	2 years of ramp experience; 1 year of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent driving, standing, bending, and walking, with occasional lifting of up to 70lbs, climbing, and crouching.
Mental	Situational awareness, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Director of Airline Services

Department	Airline Services

POSITION SUMMARY

Provides strategic leadership for airline services, overseeing partnerships, operational performance, and stakeholder engagement to advance the airport's strategic objectives.

ESSENTIAL DUTIES

- Coordinate and oversee the daily operations of airline services.
- Develop and manage the airline services budget.
- Monitor contractual obligations and performance.
- Facilitate regular meetings and communication with airline representatives.

MINIMUM QUALIFICATIONS

Experience	7 years of experience; 5 years of management experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Dispatch Lead

Department	Airline Services

POSITION SUMMARY

Leads and coordinates dispatch operations, communication, ground support resources, aircraft servicing activities, and ensure accurate flight information.

ESSENTIAL DUTIES

- Lead and coordinate daily terminal and ground dispatch activities.
- Assist with directing and mentoring dispatch staff.
- Monitor ground handling activities and address operational challenges.
- Conduct routine safety inspections and assist with audits.

MINIMUM QUALIFICATIONS

Experience	2 years of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, customer service, analysis, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Dispatch Supervisor

Department	Airline Services

POSITION SUMMARY

Oversees dispatch operations, personnel, ground support resources, aircraft servicing activities, and flight information to support safe, and efficient aircraft turnaround operations.

ESSENTIAL DUTIES

- Oversee the dispatch of ground support equipment and personnel to aircraft.
- Supervise and lead a team of dispatch agents, providing guidance, training, and support.
- Maintain accurate records of dispatch activities.
- Act as the central point of communication between the terminal, ramp, and other airport departments.

MINIMUM QUALIFICATIONS

Experience	5 years of experience; 2 years of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, customer service, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Dispatcher

Department	Airline Services

POSITION SUMMARY

Performs duties coordinating communication, ground support, aircraft servicing, and flight information for airline, operations, and ground handling staff.

ESSENTIAL DUTIES

- Distribute flight arrival/departure details to ramp crews and pilots.
- Communicate gate assignments, load info to ground handlers.
- Support planning of aircraft parking configurations.
- Respond to flight crew and ground staff inquiries.

MINIMUM QUALIFICATIONS

Experience	1 year of experience in related field.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, customer service, analysis, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Fueling Agent

Department	Airline Services

POSITION SUMMARY

Performs safe and efficient aircraft fueling operations, operates fueling equipment, ensures accurate fuel delivery and recordkeeping in compliance with FAA and EPA.

ESSENTIAL DUTIES

- Perform aircraft fueling operations following established safety procedures and operational standards.
- Conduct pre-fueling inspections, monitor fuel quality, and maintain accurate fueling records.
- Operate and perform routine checks of fuel trucks, fueling systems, and related equipment.
- Communicate with flight crews and ground personnel to ensure safe and coordinated operations.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent driving, standing, bending and walking, with occasional lifting, climbing, and crouching.
Mental	Situational awareness, time management, troubleshooting, attention to detail, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Fueling Lead

Department	Airline Services

POSITION SUMMARY

Leads and performs daily aircraft fueling operations by coordinating fueling agents, supporting the supervisor, and ensuring safe, efficient, and compliant, fueling operations.

ESSENTIAL DUTIES

- Perform and oversee aircraft fueling operations in accordance with established procedures.
- Lead daily fueling activities, monitor fuel quality, and ensure accurate fuel documentation.
- Address inquiries and concerns related to fueling operations.
- Perform routine maintenance checks on fueling equipment.

MINIMUM QUALIFICATIONS

Experience	1 year of experience in aviation fueling.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent driving, standing, bending and walking, with occasional lifting, climbing, and crouching.
Mental	Situational awareness, time management, troubleshooting, attention to detail, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Fueling Manager

Department	Airline Services

POSITION SUMMARY

Oversees aviation fueling operations, personnel, processes, and resources to ensure the safe, efficient, and compliant handling of aviation fuel in accordance with FAA and EPA.

ESSENTIAL DUTIES

- Oversee daily aircraft fueling operations to ensure safe, timely, and accurate fuel delivery.
- Manage fuel inventory, quality control programs, equipment maintenance, inspections, and audits.
- Lead, train, and supervise fueling personnel, promoting a culture of safety.
- Coordinate with airlines, fuel suppliers, maintenance teams, and other stakeholders while overseeing emergency preparedness.

MINIMUM QUALIFICATIONS

Experience	5 years of fueling experience; 3 years of management experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; working outdoors and indoors in varying weather conditions, prolonged sitting, frequent standing, bending and walking.
Mental	Strategic thinking, analysis, problem-solving, decision-making, personnel management, time management, troubleshooting, attention to detail, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Fueling Supervisor

Department	Airline Services

POSITION SUMMARY

Oversees daily aviation fueling operations and personnel to ensure safe, efficient, and compliant fuel delivery while maintaining equipment readiness and operational standards.

ESSENTIAL DUTIES

- Manage daily aircraft fueling operations to support airline schedules.
- Lead, train, and supervise fueling personnel.
- Oversee fueling equipment maintenance, inspections, quality control programs, and operational readiness.
- Implement and monitor quality control measures to ensure the delivery of high-quality aviation fuel.

MINIMUM QUALIFICATIONS

Experience	1 year of experience in aviation fueling; 2 years of supervisory experience
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent standing, bending and walking, with occasional lifting, climbing, and crouching.
Mental	Situational awareness, time management, troubleshooting, personnel management, attention to detail, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	G.S.E. Supervisor

Department	Airline Services

POSITION SUMMARY

Oversees the maintenance, repair, inspection, and operational readiness of ground support equipment to ensure safe, reliable, and efficient airport operations.

ESSENTIAL DUTIES

- Supervise, train, schedule, and evaluate GSE maintenance personnel.
- Plan, assign, and oversee preventive maintenance, inspections, diagnostics, and repairs.
- Monitor equipment reliability, maintenance records, work orders, inventory levels, and equipment.
- Ensure compliance with FAA, airport policies, safety standards, environmental requirements, and maintenance best practices.

MINIMUM QUALIFICATIONS

Experience	5 years of experience; 2 years of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoor/ outdoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying up to 50lbs, operating machinery with occasionally working in confined spaces and at heights.
Mental	Troubleshooting, analysis, problem-solving, attention to detail, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	GSE Assistant

Department	Airline Services

POSITION SUMMARY

Entry - level position focused on developing technical skills and knowledge, and assisting the GSE Mechanics in performing maintenance, repairs, and inspections on a wide range of ground support equipment used in airport operations.

ESSENTIAL DUTIES

- Shadow and assist GSE Mechanics to learn repair procedures.
- Document maintenance activities.
- Complete structured training program to develop technical expertise.
- Operate and become proficient with various motorized and non-motorized GSE equipment and maintenance tools.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoor/ outdoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying up to 50lbs, operating machinery with occasionally working in confined spaces and at heights.
Mental	Troubleshooting, attention to detail, problem-solving, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	G.S.E. Mechanic

Department	Airline Services

POSITION SUMMARY

Performs functions maintaining, repairing, inspecting, and ensuring the operational readiness of ground support equipment through preventive, diagnostic, and corrective maintenance.

ESSENTIAL DUTIES

- Inspect, diagnose, repair, and perform preventive maintenance on ground support equipment.
- Troubleshoot mechanical, electrical, and hydraulic systems using diagnostic equipment.
- Maintain maintenance records, parts inventories, fleet maintenance data, and equipment.
- Respond to equipment failures, emergency repair calls, and operational needs.

MINIMUM QUALIFICATIONS

Experience	1 year experience in related field.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoor/ outdoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying up to 50lbs, operating machinery with occasionally working in confined spaces and at heights.
Mental	Troubleshooting, analysis, problem-solving, attention to detail, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Passenger Service Agent

Department	Airline Services

POSITION SUMMARY

Performs duties related to passenger check-in, baggage services, passenger assistance, greeting arriving passengers, and jetway operations while providing quality customer service.

ESSENTIAL DUTIES

- Provide customer service to airline passengers.
- Verify passenger documents for boarding passes.
- Check in passengers and baggage up to 50 lbs.
- Operate jet bridge for arriving/departing flights.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; prolonged standing and walking; frequent sitting, bending, reaching, pushing, pulling, lifting, and carrying baggage up to 50lbs.
Mental	Customer service, conflict resolution, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Passenger Service Lead

Department	Airline Services

POSITION SUMMARY

Leads and coordinates ticket counter, gate, and passenger service staff to support excellent customer service, on-time performance, and effective daily operations.

ESSENTIAL DUTIES

- Manage ticket counter queues and passenger check-in.
- Oversee gate operations including boarding and jet bridge.
- Assign staff to positions balancing workloads and skills.
- Maintain flight schedules through coordinating turnaround activities.

MINIMUM QUALIFICATIONS

Experience	1 year of airline operations experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; prolonged standing and walking; frequent sitting, bending, reaching, pushing, pulling, lifting, and carrying baggage up to 50lbs.
Mental	Customer service, conflict resolution, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Passenger Service Supervisor

Department	Airline Services

POSITION SUMMARY

Oversees passenger service staff and operational activities, including training and coordination of ticket counter and gate personnel, to ensure quality traveler experience, security, and on-time performance.

ESSENTIAL DUTIES

- Direct staff and resolve issues in fast-paced setting.
- Move between areas coordinating operations.
- Communicate updates, changes, procedures clearly.
- Comprehend regulations, specifications, reports.

MINIMUM QUALIFICATIONS

Experience	2 years of airline operations experience; 1 year of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; prolonged standing and walking; frequent sitting, bending, reaching, pushing, pulling, lifting, and carrying baggage up to 50lbs.
Mental	Customer service, conflict resolution, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Director of Finance / Deputy CFO

Department	Finance

POSITION SUMMARY

Performs strategic leadership over airport financial operations by providing financial guidance, directing financial planning and analysis, and implementing sound fiscal policies.

ESSENTIAL DUTIES

- Lead financial reporting, forecasting, budgeting, and variance analysis.
- Oversee audits, internal controls, regulatory reporting, and financial compliance.
- Manage accounting operations.
- Support revenue optimization, cost management, process improvements, and stakeholder collaboration.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in financial management.
Education	Bachelor's degree in finance, accounting, business administration.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Director of Procurement

Department	Finance

POSITION SUMMARY

Performs strategic leadership in purchasing materials, supplies, equipment, and services to meet Authority needs while ensuring quality, competitive pricing, and sound purchasing practices.

ESSENTIAL DUTIES

- Lead and manage the procurement department.
- Oversee all procurement and contracting activities from planning and solicitation.
- Serve as the Authority's primary procurement advisor, ensuring compliance with procurement laws, regulations, policies, funding requirements, and best practices.
- Provide strategic procurement guidance to executive management.

MINIMUM QUALIFICATIONS

Experience	7 years of experience public sector or contracting; 5 years of management experience.
Education	Bachelor's degree in business, public, or contract administration.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Expense Management Accountant

Department	Finance

POSITION SUMMARY

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

ESSENTIAL DUTIES

- Administer accounts payable processing, including invoice review.
- Manage the purchasing card and expense management program.
- Perform account reconciliations, journal entries, expense accruals, and financial data review.
- Support audits, financial statement preparation, process improvements, and system implementations.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	Bachelor's degree in finance, accounting, or business management.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, analysis, attention to detail, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Financial Operations Manager

Department	Finance

POSITION SUMMARY

Oversee the airport's financial operations by managing accounting functions, ensuring financial compliance, and directing accurate and timely financial reporting.

ESSENTIAL DUTIES

- Support the director of finance / deputy CFO in budgeting processes.
- Manage and facilitate the general accounting and closing procedures.
- Oversee the management of the Airport’s bank accounts.
- Manage the account payables, workflow approval and vendor payment processes.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in financial management; 3 years of management experience.
Education	Bachelor’s degree in accounting or finance.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Financial Planning Analyst

Department	Finance

POSITION SUMMARY

Perform duties to collect, summarize, and interpret financial data for executive management, support revenue, operating expense analysis for reporting, budgets, and forecasts.

ESSENTIAL DUTIES

- Serves as the Finance's contact related to the financial data housed in A.O.D.B.
- Perform analysis of financial information of different revenue and cost centers.
- Develops and actively updates the preparation of recurring and periodic financial projections.
- Performs monthly balance sheet reconciliations.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in finance.
Education	Bachelor's degree in finance, accounting or business.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, analysis, attention to detail, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Financial Reporting Accountant

Department	Finance

POSITION SUMMARY

Perform duties to collect, summarize, and interpret financial data for executive management, support revenue, operating expense analysis for reporting, budgets, and forecasts.

ESSENTIAL DUTIES

- Calculate and document fuel consumption related to aircraft, vehicles, and equipment operations.
- Reconcile and review revenue through Parking Access Revenue Control System.
- Reconcile assigned general ledger accounts.
- Serves as the primary contact in developing and maintaining updates to monthly and annual operating expense accruals.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in finance.
Education	Bachelor's degree in finance, accounting, or business.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, analysis, attention to detail, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	General Ledger Accountant

Department	Finance

POSITION SUMMARY

Perform duties to coordinate, process, and reconcile various general ledger accounts, prepare corresponding journal entries, and facilitate the accounts payable process.

ESSENTIAL DUTIES

- Prepare, review, and record reoccurring and non-recurring journal entries.
- Maintain and administer fixed asset records within the ERP system.
- Assist the Financial Operations Manager and Director of Finance with the preparation of financial statements, annual budget, audit support and other special projects.
- Support payroll accounting activities and assist with month-end and year-end closing processes.

MINIMUM QUALIFICATIONS

Experience	1 year of experience in airport or governmental administration.
Education	Bachelor's degree in finance, accounting, or business.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, analysis, problem-solving, attention to detail, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Payroll Specialist

Department	Finance

POSITION SUMMARY

Perform duties to manage and process employee payroll, ensure accurate and timely compensation and compliance with applicable laws and regulations.

ESSENTIAL DUTIES

- Prepare and process bi-weekly or monthly payroll for all employees.
- Calculate and verify employee wages, deductions, bonuses, and other compensation.
- Maintain accurate and up-to-date employee payroll records, including time and attendance data.
- Assist with onboarding and offboarding processes, including setting up new hires in the payroll system and processing final paychecks.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in payroll processing.
Education	Associate's degree in accounting, finance or business administration.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, analysis, problem-solving, attention to detail, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Procurement Analyst

Department	Finance

POSITION SUMMARY

Performs procurement activities by facilitating competitive solicitations, purchasing processes, supplier coordination, contract documentation, and procurement analysis.

ESSENTIAL DUTIES

- Develop and administer competitive procurements, including ITBs, RFPs, and RFQs.
- Prepare, manage, and maintain contracts, amendments, purchase orders, and procurement records.
- Provide procurement guidance and support to departments and vendors.
- Coordinates solicitations from development through advertising, evaluation, award recommendation, contract preparation, and execution.

MINIMUM QUALIFICATIONS

Experience	4 years of experience in procurement or contracting.
Education	Bachelor's degree in business, public, or contract administration.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, analysis, problem-solving, attention to detail, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Revenue Manager

Department	Finance

POSITION SUMMARY

Performs duties of oversight of airport revenue and accounts receivable, including the collection and deposit of all payments received by the airport.

ESSENTIAL DUTIES

- Manages the preparation and disbursement of all monthly Aeronautical and non-Aeronautical invoices/statements.
- Assists in Budget Development with providing revenue forecasts.
- Oversees Excel spreadsheets to track monthly and annual performance measures.
- Manages the processing and receipt of inbound payments.

MINIMUM QUALIFICATIONS

Experience	1 year of experience in airport or governmental administration.
Education	Bachelor's degree in finance, accounting, or business.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, analysis, attention to detail, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Airfield & Facilities Manager

Department	Maintenance

POSITION SUMMARY

Perform duties to plan, manage, and supervise airfield and facilities maintenance, repair, inspection, and improvement programs to ensure the airport meets regulatory standards.

ESSENTIAL DUTIES

- Direct and supervise airfield, facilities, electrical, and grounds maintenance personnel.
- Oversee inspections, preventive maintenance, repairs, asset management, and emergency response activities.
- Ensure compliance with FAA, TSA, OSHA, EPA, NFPA, and airport policies.
- Develop and implement preventive and predictive maintenance programs.

MINIMUM QUALIFICATIONS

Experience	5 years of related experience in maintenance; 3 years of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional working outdoors/ indoors in varying weather conditions, standing, walking, driving, climbing, bending and operating equipment.
Mental	Troubleshooting, analysis, problem-solving, personnel management, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Airport Mechanic

Department	Maintenance

POSITION SUMMARY

Perform duties to inspect, maintain, and repair airport vehicles, wheeled equipment, and small mechanical equipment used in airport operations to ensure safety.

ESSENTIAL DUTIES

- Diagnose, repair, and maintain airport vehicles, heavy equipment, and related mechanical systems.
- Perform preventive maintenance, inspections, troubleshooting, and replacement of defective parts.
- Research technical issues, order parts and materials, and document maintenance and repair activities.
- Maintain a safe, clean work environment and support operational needs.

MINIMUM QUALIFICATIONS

Experience	2 years of experience in fleet management or commercial maintenance.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working indoors/ outdoors in varying weather conditions; frequent standing, walking, bending, stooping, kneeling, reaching, climbing, lifting, carrying, pushing, and pulling with occasional lifting and handling of heavy parts.
Mental	Troubleshooting, analysis, problem-solving, attention to detail, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Director of Maintenance

Department	Maintenance

POSITION SUMMARY

Provides strategic leadership, and oversight of airport maintenance operations, infrastructure, facilities, grounds, and equipment to ensure compliant airport operations.

ESSENTIAL DUTIES

- Direct and supervise maintenance department personnel, contractors, and daily operations.
- Plan, prioritize, and oversee maintenance, repair, and construction activities, ensuring compliance with FAA, TSA, building codes, and airport requirements.
- Manage departmental budgets, procurement activities, expenditures, work order systems, maintenance records, and asset lifecycle management programs.
- Create and maintain all pertinent building records of completed and anticipated maintenance and items.

MINIMUM QUALIFICATIONS

Experience	10 years of experience in maintenance management.
Education	Bachelor's degree in facilities, construction, or engineering management.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Electrician

Department	Maintenance

POSITION SUMMARY

Performs electrical maintenance, inspection, repair, installation, and upgrades throughout the airfield, terminal, and airport properties to ensure compliant electrical systems.

ESSENTIAL DUTIES

- Perform electrical maintenance and repairs using work orders.
- Inspect, troubleshoot, repair, and maintain airfield electrical systems.
- Assist maintenance staff with related facility and infrastructure maintenance projects.
- Respond to service requests and electrical issues throughout airport facilities and properties.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in relevant field.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; frequent standing, walking, driving, climbing, bending, kneeling, and reaching with occasional lifting, operation of equipment, confined spaces and heights.
Mental	Troubleshooting, situational awareness, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Equipment Operator – Boom Mower

Department	Maintenance

POSITION SUMMARY

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

ESSENTIAL DUTIES

- Operate boom mowers and tractors to mow and maintain airfield grounds.
- Perform daily inspections and preventive maintenance on tractors and grounds equipment.
- Maintain airfield access certification and communicate with ATC.
- Apply herbicides for vegetation control, assist with equipment servicing and repairs.

MINIMUM QUALIFICATIONS

Experience	1 year experience in ground maintenance.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; prolonged sitting and equipment operation; frequent driving, standing, walking, bending, and reaching; with occasional lifting, climbing, kneeling, crouching, and traversing uneven terrain.
Mental	Troubleshooting, situational awareness, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	General Maintenance Worker

Department	Maintenance

POSITION SUMMARY

Perform duties to maintain, repair, renovate, and improve airport buildings, facilities, and airfield infrastructure to ensure safe, functional, and well-maintained facilities.

ESSENTIAL DUTIES

- Perform building and facility maintenance using work orders.
- Repair or replace plumbing fixtures, unclog drains, and perform under-slab plumbing repairs.
- Maintain airfield, roadway, parking lot, and walkway markings using ride-on and push-marking equipment.
- Report on equipment issues, material needs, and unusual operating conditions to supervision.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying, operating machinery with occasionally working in confined spaces and at heights.
Mental	Troubleshooting, situational awareness, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Grounds Maintenance Supervisor

Department	Maintenance

POSITION SUMMARY

Oversee grounds maintenance, landscaping, and vegetation control to ensure airport grounds and facilities remain compliant with FAA Part 139 and environmental standards.

ESSENTIAL DUTIES

- Supervise, schedule, assign, train, coach, and evaluate grounds maintenance personnel.
- Oversee vegetation control along fence lines, ditches, perimeter areas, and airport property boundaries.
- Apply or supervise the application of herbicides, pesticides, fungicides, fertilizers, and related vegetation-control products.
- Coordinate maintenance schedules and field activities to minimize impacts to airport operations.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in grounds maintenance; 2 years of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying, operating machinery with occasionally working in confined spaces and at heights.
Mental	Strategic thinking, analysis, problem-solving, personnel management, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Grounds Maintenance Worker

Department	Maintenance

POSITION SUMMARY

Perform groundskeeping, landscaping, and vegetation management to airport grounds, airfield, and facilities in compliance with FAA Part 139 and environmental standards.

ESSENTIAL DUTIES

- Perform grounds maintenance and landscaping activities.
- Maintain airfield access certification through required training, testing, and compliance with airfield operating requirements.
- Perform mowing, edging, weed eating, planting, irrigation repairs, and trimming of trees and shrubs.
- Conduct daily preventative maintenance inspections on assigned equipment.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; prolonged sitting and equipment operation; frequent driving, standing, walking, bending, and reaching; with occasional lifting, climbing, kneeling, crouching, and traversing uneven terrain.
Mental	Troubleshooting, situational awareness, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Janitor

Department	Maintenance

POSITION SUMMARY

Perform routine custodial and janitorial duties to maintain cleanliness, sanitation, and order throughout airport facilities, including offices, tenant areas, and common spaces.

ESSENTIAL DUTIES

- Clean and maintain offices, restrooms, break rooms, reception areas, common spaces, and designated tenant areas.
- Inspect janitorial equipment and report repair or replacement needs.
- Maintain janitorial storage areas, equipment, and supplies.
- Perform periodic deep-cleaning projects.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Constant walking, standing, bending, lifting, carrying, pushing, and pulling; frequent driving, climbing, kneeling, squatting, reaching, lifting and moving up to 50 lbs.
Mental	Troubleshooting, attention to detail, time management, customer service, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Lead General Maintenance Worker

Department	Maintenance

POSITION SUMMARY

Perform duties to lead and support maintenance activities for airport buildings and facilities to ensure work assignments, safety, quality, and workflow standards are maintained.

ESSENTIAL DUTIES

- Lead, assign, and monitor daily maintenance activities.
- Serve as the primary liaison between maintenance staff and management.
- Coordinate tenant space refurbishment projects.
- Train, mentor, and provide performance-related feedback for maintenance personnel.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in facility maintenance.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying, operating machinery with occasionally working in confined spaces and at heights.
Mental	Troubleshooting, situational awareness, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Lead Grounds Keeper - Airside

Department	Maintenance

POSITION SUMMARY

Perform duties to coordinate grounds maintenance activities, including equipment operation and work assignments in compliance with FAA Part 139 and environmental standards.

ESSENTIAL DUTIES

- Review work orders, maps, diagrams, and daily assignments; coordinate and assign work.
- Operate and maintain tractors and related grounds maintenance equipment.
- Perform landscaping and grounds maintenance activities.
- Provide day-to-day leadership, instruction, training, and guidance to grounds maintenance.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in ground maintenance.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying, operating machinery with occasionally working in confined spaces and at heights.
Mental	Troubleshooting, situational awareness, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Project – Contract Administrator

Department	Maintenance

POSITION SUMMARY

Performs contract administration and project support for CIP and CAPEX projects, ensuring compliance with procurement, budget, funding, and contract requirements.

ESSENTIAL DUTIES

- Assist with the development, monitoring, and administration of capital budgets for construction and consulting services.
- Prepare requisitions and manage purchase orders for consultant and contractor services.
- Monitor contract compliance and notify management of contractual deficiencies or issues.
- Coordinate the review, approval, and processing of consultant and contractor invoices.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in contract administration, project management, or related field.
Education	Bachelor's degree in business administration, construction management, or a related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Project Manager

Department	Maintenance

POSITION SUMMARY

Performs functions to oversee and manage the full lifecycle of airport construction, capital improvement, and infrastructure projects while maintaining operational continuity.

ESSENTIAL DUTIES

- Develops and manages project plans, schedules, and budgets.
- Creates detailed scope of work documents and work breakdown structures.
- Establishes project milestones and deliverables aligned with airport operations.
- Manage construction phasing to maintain airport security and safety protocols.

MINIMUM QUALIFICATIONS

Experience	7 years of experience in project management.
Education	Bachelor's degree in construction, project, engineering, or architecture management.

WORKING CONDITIONS & DEMANDS

Physical	Office work; frequent walking, driving, and standing; occasional climbing, and bending.
Mental	Strategic thinking, project planning, analysis, risk assessment, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Terminal Maintenance

Department	Maintenance

POSITION SUMMARY

Performs maintenance and repairs of terminal facility systems, including HVAC, plumbing, and electrical, to ensure safe, functional, and well-maintained facilities.

ESSENTIAL DUTIES

- Inspect, maintain, and repair terminal HVAC, plumbing, electrical, lighting, and general building systems.
- Perform preventive maintenance, facility inspections, and corrective repairs.
- Respond to maintenance requests, emergency service calls, and urgent repair needs.
- Maintain maintenance records, work orders, inventory, and documentation.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying, operating machinery with occasionally working in confined spaces and at heights.
Mental	Troubleshooting, situational awareness, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Terminal Maintenance Lead

Department	Maintenance

POSITION SUMMARY

Performs duties to lead and support daily terminal maintenance and repair activities, providing technical direction to maintenance staff and coordinating work orders.

ESSENTIAL DUTIES

- Lead and coordinate daily terminal maintenance activities.
- Conduct inspections of terminal facilities, systems, and equipment.
- Assist with planning, scheduling, and prioritizing maintenance activities.
- Diagnose system failures, determine corrective actions, and ensure timely resolution of maintenance issues.

MINIMUM QUALIFICATIONS

Experience	2 years of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying, operating machinery with occasionally working in confined spaces and at heights.
Mental	Troubleshooting, situational awareness, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Terminal Maintenance Supervisor

Department	Maintenance

POSITION SUMMARY

Oversees terminal maintenance and repair operations, manages technicians, and coordinates activities to ensure safe, functional, clean, and compliant terminal facilities.

ESSENTIAL DUTIES

- Oversee maintenance, repair, and inspection of terminal building systems.
- Manage preventive maintenance programs.
- Develop and implement maintenance schedules and work plans.
- Manage and prioritize maintenance work orders.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in maintenance; 2 years of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, strategic thinking, analysis, problem-solving, personnel management, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Tractor Operator

Department	Maintenance

POSITION SUMMARY

Performs duties operating tractors and heavy equipment for mowing, grading, and debris removal in compliance with FAA Part 139 and environmental standards.

ESSENTIAL DUTIES

- Operate tractors and mowing equipment.
- Conduct pre-operational inspections, preventive maintenance, and basic servicing of tractors.
- Apply herbicides in designated areas and support vegetation control.
- Assist mechanics with equipment servicing.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoor/ indoors in varying weather conditions; frequent standing, walking, bending, driving, kneeling, climbing, reaching, lifting, carrying, operating machinery with occasionally working in confined spaces and at heights.
Mental	Troubleshooting, situational awareness, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Airfield Operations General Manager

Department	Operations

POSITION SUMMARY

Manage daily airfield operations, maintenance coordination, emergency preparedness, regulatory compliance, and staff to ensure safe, and compliant airport.

ESSENTIAL DUTIES

- Direct daily airfield operations involving runways, taxiways, aprons, and lighting systems.
- Lead, develop, and supervise airfield operations personnel.
- Ensure compliance with FAA Part 139, TSA requirements, and airport policies.
- Maintain accurate records of airfield operations, maintenance, inspections, and regulatory compliance.

MINIMUM QUALIFICATIONS

Experience	7 years of experience; 3 years of management experience.
Education	Bachelor's degree in aviation management, business administration, engineering, or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent standing, bending and walking.
Mental	Strategic thinking, analysis, problem-solving, personnel management, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Airfield Operations Specialist

Department	Operations

POSITION SUMMARY

Perform duties to monitor and coordinate airfield operations, inspections, security, emergency response, and regulatory compliance to maintain safe and efficient airport.

ESSENTIAL DUTIES

- Monitor runways, taxiways, aprons, aircraft operating areas, lighting, and signage.
- Conduct required airfield and facility daily inspections.
- Respond to accidents, incidents, emergencies, and hazardous conditions.
- Coordinate aircraft movements, gate assignments, NOTAMs, and operational activities with ATC.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in airport operations.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent driving, standing, bending and walking, with occasional lifting, climbing, and crouching.
Mental	Situational awareness, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Airport Security Coordinator

Department	Operations

POSITION SUMMARY

Perform duties to enforce airport safety and security regulations, patrol facilities, and respond to incidents in compliance with TSA and FAA requirements.

ESSENTIAL DUTIES

- Administer and enforce airport security programs and regulatory compliance requirements.
- Conduct security inspections, audits, investigations, and corrective action.
- Serve as the primary liaison with TSA.
- Initiates corrective action for failure to comply with 49 Code of Federal Regulations (CFR) Part 1542.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in airport operations; 3 years of supervisory experience.
Education	Airport security coordinator certification.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional driving, walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, personnel management, decision-making, and management of SSI and multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Assistant Director of Operations

Department	Operations

POSITION SUMMARY

Oversees operations management to support the director of operations in overseeing safe, secure, and efficient airport operations by managing operational activities and personnel.

ESSENTIAL DUTIES

- Manage airside and landside operations, regulatory compliance, FAA and TSA.
- Coordinate emergency response activities, operational incidents, security events, wildlife management, fueling compliance, and airport certification programs.
- Collaborate with airlines, tenants, contractors, government agencies, and airport stakeholders.
- Assists the Director of Operations with recommendations and coordination.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in airport operations; 3 years of management experience.
Education	Bachelor's degree in aviation or business management.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Communications Manager

Department	Operations

POSITION SUMMARY

Manages daily functions, assigns, instructs, and directs airport control center staff by coordinating operations and maintaining workflow within established policies.

ESSENTIAL DUTIES

- Develop, implement, and maintain standard operating procedures and communication protocols.
- Monitor communications response and dispatching of Airport staff including Police, Fire, Operations, Maintenance, IT and Administration, as well as inter-agency teams engaged in response at the Airport.
- Ensure that all departmental operations are performed in keeping with licensing, state, federal and local statutes.
- Provide leadership, mentoring, performance management, training, and employee development.

MINIMUM QUALIFICATIONS

Experience	5 years of experience; 3 years of management experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, situational awareness, personnel management, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Control Center Dispatcher

Department	Operations

POSITION SUMMARY

Perform duties to monitor communications channels including multiple radios, cameras, and local public safety channels simultaneously as required.

ESSENTIAL DUTIES

- Monitor multiple radio channels, communication systems, cameras, and public safety networks
- Receive, evaluate, prioritize, and dispatch emergency and non-emergency calls.
- Respond to phone notifications, door alarms, wildlife activity reports, lightning alerts, medical emergencies, and suspicious activity.
- Accurately document airport activities, and incidents.

MINIMUM QUALIFICATIONS

Experience	2 years of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, situational awareness, attention to detail, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Curbside Operation Ambassador

Department	Operations

POSITION SUMMARY

Performs duties to maintain a safe, secure, and efficient airport by monitoring facilities, restricted areas, assisting passengers and deterring unauthorized activity.

ESSENTIAL DUTIES

- Patrol curbside, parking, terminal, roadway, and ground transportation areas to monitor security.
- Identify and report suspicious activity, unattended property, unauthorized vehicles or persons.
- Assist passengers, drivers, tenants, and airport users with directions, information, and customer service while professionally resolving concerns.
- Conduct vehicle and access-related security inspections.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working primarily outdoors in varying weather conditions with prolonged standing, walking, and bending; frequent pushing and pulling of up to 50 pounds.
Mental	Situational awareness, customer service, de-escalation, troubleshooting, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Director of Operations

Department	Operations

POSITION SUMMARY

Provides strategic leadership for airport operations, access control, security badging programs, departmental procedures, and staff performance.

ESSENTIAL DUTIES

- Direct and oversee airport operational, safety, and security programs to maintain compliance with TSA and FAA.
- Manage airfield inspections, safety programs, badging and access control systems, and regulatory reporting requirements.
- Develop and administer departmental operating budgets.
- Provide information and instruction to Airport tenants and users regarding FAA and TSA regulations.

MINIMUM QUALIFICATIONS

Experience	7 years of experience in airport operations; 5 years of management experience.
Education	Bachelor's degree in aviation or business management.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Grounds Transportation & Parking Manager

Department	Operations

POSITION SUMMARY

Manages airport parking and ground transportation by optimizing resources, leading staff, and developing operational strategies to support landside operations.

ESSENTIAL DUTIES

- Manage parking operations, revenue systems, parking technology, and customer service programs.
- Oversee ground transportation services, including taxis, rideshares, shuttles, rental cars, limousines, and public transportation connections.
- Hire, supervise, schedule, train, mentor, evaluate, and develop assigned parking personnel.
- Serve as primary liaison with transportation providers, regulatory agencies, and local government.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in ground transportation; 3 years of management experience.
Education	Associate's degree in facilities management, hospitality management, business administration, or a related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent standing, bending, driving and walking.
Mental	Strategic thinking, customer service, problem-solving, personnel management, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Info Booth/ Lost & Found Supervisor

Department	Operations

POSITION SUMMARY

Oversees the information booth and lost and found services, ensuring consistent customer service, regulatory compliance, and a positive passenger experience.

ESSENTIAL DUTIES

- Manage all lost and found operations.
- Oversee passenger assistance services, resolve customer concerns, and provide accurate airport, airline, and transportation information.
- Supervise, train, schedule, and evaluate Information Booth and Lost and Found staff.
- Maintain accurate records of lost property, customer interactions, and staff performance.

MINIMUM QUALIFICATIONS

Experience	3 years of customer service experience; 1 year of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work with frequent standing and walking; occasional lifting and carrying up to 50 lbs.
Mental	Customer service, conflict resolution, analysis, personnel management, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Info Booth/ Lost and Found Attendant

Department	Operations

POSITION SUMMARY

Perform duties to provide professional customer service, assist passengers with airport information and services, and coordinate lost and found operations.

ESSENTIAL DUTIES

- Staff the information booth and provide courteous, professional assistance to passengers, visitors, employees, and airport users.
- Maintain accurate lost and found records, including item descriptions, locations found, ownership information, status, and disposition.
- Process unclaimed property in accordance with established airport procedures.
- Distribute maps, brochures, and other passenger information materials.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work with frequent standing and walking; occasional lifting and carrying up to 50 lbs.
Mental	Customer service, conflict resolution, troubleshooting, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Janitorial Agent

Department	Operations

POSITION SUMMARY

Perform duties to clean and maintain airport facilities, ensuring sanitary, safe, and welcoming conditions for passengers, visitors, tenants, and employees.

ESSENTIAL DUTIES

- Clean and maintain public, terminal, office, restroom, and back-of-house areas.
- Respond to spills, special events, high-traffic areas, and other operational cleaning needs.
- Handle cleaning chemicals and disinfectants according to manufacturer instructions.
- Empty trash and recycling receptacles, replace liners, and maintain assigned areas.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Constant walking, standing, bending, lifting, carrying, pushing, and pulling; frequent climbing, kneeling, squatting, reaching, lifting and moving up to 50 lbs.
Mental	Attention to detail, time management, troubleshooting, customer service, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Janitorial Manager

Department	Operations

POSITION SUMMARY

Manages daily janitorial operations, staff performance, coordinating schedules, assignments, managing supplies, equipment, ensuring efficiency, and safe cleaning services.

ESSENTIAL DUTIES

- Organize staffing, work assignments, cleaning schedules, procedures, and resources.
- Coordinate procurement and manage inventories of cleaning supplies.
- Address customer, tenant, and employee concerns regarding janitorial services.
- Maintain accurate records of cleaning activities, inspections, staff performance, and inventory.

MINIMUM QUALIFICATIONS

Experience	3 years of experience; 2 years of management experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; frequent walking, and standing with occasional bending, lifting, and pulling.
Mental	Strategic thinking, analysis, problem-solving, personnel management, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Janitorial Shift Lead

Department	Operations

POSITION SUMMARY

Leads and coordinates janitorial staff and daily cleaning operations during assigned shifts to maintain clean, sanitary, safe, and welcoming airport facilities.

ESSENTIAL DUTIES

- Lead, assign, monitor, and support janitorial staff.
- Oversee and participate in cleaning operations ensuring operational requirements are met.
- Inspect work quality, address deficiencies, and resolve operational issues.
- Monitor supplies, chemicals, and equipment.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Constant walking, standing, bending, lifting, carrying, pushing, and pulling; frequent climbing, kneeling, squatting, reaching, lifting and moving up to 50 lbs.
Mental	Attention to detail, decision making, time management, problem-solving, adaptability, customer service, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Janitorial Supervisor

Department	Operations

POSITION SUMMARY

Oversees the daily operations and performance of janitorial staff, ensuring airport facilities are maintained in a clean, orderly, safe, sanitary, and welcoming condition.

ESSENTIAL DUTIES

- Supervise, schedule, train, coach, and evaluate janitorial staff while ensuring adequate coverage.
- Inspect facilities and cleaning operations, address deficiencies, enforce safety requirements, and ensure compliance.
- Manage cleaning supplies, equipment, inventories, and operational resources.
- Respond promptly and effectively to emergency cleaning requests and janitorial emergencies.

MINIMUM QUALIFICATIONS

Experience	3 years of experience; 1 year of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; frequent walking, and standing with occasional climbing, bending, lifting, carrying, and pushing of up to 50lbs.
Mental	Customer service, analysis, problem-solving, personnel management, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Landside Operations General Manager

Department	Operations

POSITION SUMMARY

Provides strategic and operational leadership for all landside operations, including passenger flow, terminal services, parking, ground transportation, and janitorial services.

ESSENTIAL DUTIES

- Direct and oversee landside operations, including terminal services, parking, ground transportation, and janitorial operations.
- Develop, implement, and enforce operational policies, safety procedures, and security protocols.
- Collaborate with airlines, tenants, contractors, regulatory agencies, and airport departments.
- Ensure compliance with FAA, TSA, airport, safety, security, and regulatory requirements.

MINIMUM QUALIFICATIONS

Experience	7 years of experience in related field; 3 years of management experience.
Education	Bachelor's degree in airport management, business administration, or related field

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, personnel management, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Lead Security Officer

Department	Operations

POSITION SUMMARY

Leads and coordinates daily security activities and assigned personnel, conducting security inspections, perimeter patrols, access control checks, escorts, and curbside security operations.

ESSENTIAL DUTIES

- Conduct security inspections, perimeter checks, penetration testing, badge compliance checks, and escorts.
- Monitor and support daily curbside security operations.
- Identify, document, investigate, and report security incidents.
- Enforce the Airport Security Plan, 49 CFR Part 1542, applicable TSA security directives.

MINIMUM QUALIFICATIONS

Experience	1 year of experience in related field.; knowledge of 49 CFR part 1542.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions; frequent walking, standing, driving, and visual observation; occasional pushing and pulling of up to 50 pounds.
Mental	Situational awareness, analysis, problem-solving, conflict resolution, customer service, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Loading Dock Coordinator

Department	Operations

POSITION SUMMARY

Perform duties to coordinate and monitor loading dock operations, including the movement, inspection, documentation, and release of materials to maintain TSA regulations.

ESSENTIAL DUTIES

- Coordinate and oversee loading dock activities.
- Perform security inspections of shipments and deliveries to ensure compliance with airport, TSA, safety, and security requirements.
- Maintain accurate records, shipping documents, inventories, reports, and operational documentation.
- Operate material-handling equipment, maintain loading dock facilities, and identify security concerns.

MINIMUM QUALIFICATIONS

Experience	1 year of warehouse experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Warehouse work; with prolonged sitting, standing, walking, bending, reaching, lifting, carrying, pushing and pulling up to 50lbs.
Mental	Attention to detail, situational awareness, customer service, problem-solving, decision-making, security awareness, organization, recordkeeping, and the ability to manage multiple tasks.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Operations Supervisor – Wildlife

Department	Operations

POSITION SUMMARY

Oversees the management of the airport's wildlife hazard management and control program, monitoring and mitigating wildlife hazards, maintaining regulatory compliance and records.

ESSENTIAL DUTIES

- Implement and manage the airport wildlife hazard management plan.
- Conduct wildlife inspections, analyze wildlife strike data and operational trends, maintain permits and compliance records.
- Train and assist airport operations personnel in wildlife recognition, hazard identification, dispersal techniques, reporting procedures, and regulatory compliance.
- Respond to wildlife emergencies, conduct airport safety and security inspections.

MINIMUM QUALIFICATIONS

Experience	2 years of wildlife management experience.
Education	High school diploma or equivalent; ability to obtain wildlife management permits.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors/ indoors in varying weather conditions, prolonged sitting, frequent driving, standing, bending and walking, with occasional lifting, climbing, and crouching.
Mental	Situational awareness, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Parking Coordinator

Department	Operations

POSITION SUMMARY

Performs duties to support airport transportation, parking, and shuttle operations to ensure safe, efficient, reliable passenger movement and positive customer service.

ESSENTIAL DUTIES

- Coordinate and operate daily shuttle transportation service.
- Support parking operations by monitoring occupancy, vehicle flow, and customer service needs.
- Conduct vehicle inspections, monitor equipment condition, report maintenance concerns.
- Provide customer assistance, prepare operational reports, address transportation and parking concerns.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working in varying weather conditions with prolonged driving, and sitting; occasional walking, standing, bending, reaching, lifting, carrying, pushing, and pulling up to 50lbs
Mental	Customer service, communication, situational awareness, multitasking, decision-making, troubleshooting, and cash handling.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Security Administration Assistant

Department	Operations

POSITION SUMMARY

Preforms essential administrative support to the airport security administrator and security office to ensure efficient airport security operations.

ESSENTIAL DUTIES

- Process airport security badge applications, fingerprints, background check documentation, training appointments, badge issuance, and related records.
- Perform administrative and clerical duties.
- Maintain airport security databases, badging records, vehicle permit records, spreadsheets, and reports.
- Provide support to the airport security administrator and airport operations department.

MINIMUM QUALIFICATIONS

Experience	2 years of administrative experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Confidentially, customer service, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Security Administrator

Department	Operations

POSITION SUMMARY

Manages and coordinates airport security administration functions, with primary responsibility for compliance with the airport security program, security directives, and access control.

ESSENTIAL DUTIES

- Administer the airport security program, security directives, and security procedures.
- Manage security records, regulatory documentation, audits, training records, incident reporting, system administration, and confidential security information.
- Coordinate security training, badge issuance, access privileges, contractor compliance, and vetting processes.
- Review badge applications for completeness and potential disqualifying information.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in airport security.
Education	Bachelor's degree in criminal justice, or business management.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, confidentially, customer service, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Security Office Clerk

Department	Operations

POSITION SUMMARY

Performs duties to manage office communications, maintaining records, handling routine office duties, and providing general administrative support to various departments.

ESSENTIAL DUTIES

- Answer telephone calls, respond to routine inquiries, and direct requests to appropriate personnel.
- Schedule and coordinate meetings, appointments, and events as needed.
- Maintain accurate records, files, databases, spreadsheets, and confidential documentation.
- Perform general clerical duties for the badging office.

MINIMUM QUALIFICATIONS

Experience	1 year of administrative experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Confidentially, customer service, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Security Officer (Airside)

Department	Operations

POSITION SUMMARY

Performs duties to maintain a safe, secure, efficient airport by monitoring restricted areas, controlling access, verifying credentials, inspecting vehicles, and deterring unauthorized activity.

ESSENTIAL DUTIES

- Control access to secure areas through badge, vehicle, and delivery inspections.
- Monitor and report security incidents, suspicious activity, and access-control violations.
- Maintain security records, documentation, and confidential information.
- Support airport security operations, and emergency-response activities.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Working outdoors and indoors in varying weather conditions, prolonged standing and sitting; occasional bending, lifting, and crouching.
Mental	Situational awareness, analysis, conflict de-escalation, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Terminal Operations Coordinator

Department	Operations

POSITION SUMMARY

Performs duties to coordinate and monitor daily terminal service, passenger, parking, ramp operations by monitoring facilities, systems, equipment, and services.

ESSENTIAL DUTIES

- Monitor terminal operations, passenger flow, baggage claim, parking facilities, and security.
- Monitor facilities, systems, equipment, and services.
- Respond to and coordinate operational, safety, security, and emergency incidents.
- Enforce airport rules, operating procedures, safety and security protocols.

MINIMUM QUALIFICATIONS

Experience	1 year of airport operations experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; with prolonged sitting, frequent walking, standing, and driving; occasional lifting, carrying, bending, stooping, kneeling, crouching, and climbing.
Mental	Situational awareness, customer service, troubleshooting, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Terminal Operations Duty Manager

Department	Operations

POSITION SUMMARY

Manages terminal operations by providing leadership and direction to staff, coordinating with airlines, vendors, and airport departments, and implementing strategies to improve efficiency.

ESSENTIAL DUTIES

- Manage daily terminal operations, passenger flow, facilities, equipment, and operational systems.
- Supervise, train, and support terminal operations staff while ensuring adequate staffing and service delivery.
- Coordinate with airlines, vendors, airport departments, and emergency responders.
- Monitor operational performance metrics and implement processes, procedures, and improvements.

MINIMUM QUALIFICATIONS

Experience	5 years of airport operations experience; 3 years of management experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; with prolonged sitting, frequent walking, standing, and driving; occasional lifting, carrying, bending, stooping, kneeling, crouching, and climbing.
Mental	Strategic thinking; situational awareness, customer service, problem-solving, personnel management decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Terminal Operations Supervisor

Department	Operations

POSITION SUMMARY

Oversees safe, secure, efficient airport operations during assigned shifts by directing terminal operations staff and responding to operational issues.

ESSENTIAL DUTIES

- Supervise terminal operations staff and oversee daily operational activities.
- Conduct inspections following accidents, incidents, severe weather, closures, and other operational events.
- Conduct post-incident reviews and prepare documentation.
- Support revenue optimization, cost management, process improvements, and stakeholder collaboration.

MINIMUM QUALIFICATIONS

Experience	3 years of airport operations experience; 1 year of supervisory experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; with prolonged sitting, frequent walking, standing, and driving; occasional lifting, carrying, bending, stooping, kneeling, crouching, and climbing.
Mental	Situational awareness, customer service, problem-solving, personnel management decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Human Resources Coordinator

Department	Human Resources

POSITION SUMMARY

Supports and coordinates the daily administrative operations of the HR department, including employee records management, recruitment, onboarding, airport badging and CBP.

ESSENTIAL DUTIES

- Provide administrative support to the human resources department.
- Serve as an airport security badge signatory by administering employee badging processes.
- Support recruitment and onboarding activities.
- Maintain complete, accurate, and confidential personnel files.

MINIMUM QUALIFICATIONS

Experience	1 year of experience in human resources or administration.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Attention to detail, troubleshooting, confidentiality, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Human Resources Director

Department	Human Resources

POSITION SUMMARY

Leads and oversees the HR day-to-day functions including audits, records retention, benefits administration, employee relations and compliance with federal and state labor laws and regulations.

ESSENTIAL DUTIES

- Develop and implement HR strategies aligned with SAA mission, goals, culture, and workforce needs.
- Develop, maintain, and administer HR policies, procedures, handbooks, and employee communications.
- Advise leadership on workforce planning, development, and employee relations.
- Supervise HR staff and manage departmental operations.

MINIMUM QUALIFICATIONS

Experience	12 years of experience in human resources; 5 years of management experience.
Education	Bachelor's degree in HR, business, public administration or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, attention to detail, confidentiality, personnel management, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Human Resources Generalist

Department	Human Resources

POSITION SUMMARY

Perform duties to maintain personnel records, assist with onboarding, terminations, benefits administration while working within accepted best practices.

ESSENTIAL DUTIES

- Coordinate recruitment activities.
- Maintain personnel records and ensure compliance with public records retention requirements.
- Support benefits administration, open enrollment, auditing, and workers' compensation claims processing.
- Provide HR support related to employment verification, compliance, and employee services.

MINIMUM QUALIFICATIONS

Experience	2 years of experience in human resources management.
Education	Bachelor's degree in human resources, business administration or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Attention to detail, troubleshooting, confidentiality, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Human Resources Manager

Department	Human Resources

POSITION SUMMARY

Leads and oversees the HR day-to-day functions including audits, records retention, benefits administration, employee relations and compliance with federal and state labor laws and regulations.

ESSENTIAL DUTIES

- Partner with employees and managers to establish, maintain and communicate various HR policies.
- Post open position listings on the airport website, and other websites.
- Serve as the liaison with the workers compensation carrier.
- Administer the open enrollment process.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in human resources; 3 years of management experience.
Education	Bachelor's degree in HR, business, public administration or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, attention to detail, troubleshooting, confidentiality, personnel management, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Human Resources Specialist

Department	Human Resources

POSITION SUMMARY

Supports and coordinates HR functions, including orientation, benefits, employee relations, leave administration, and training compliance.

ESSENTIAL DUTIES

- Assist in administering human resources programs and daily departmental operations
- Serve as the primary point of contact for employee benefits.
- Administer the airport's learning management system.
- Assist in the administration of human resources policies, procedures, and employee communications.

MINIMUM QUALIFICATIONS

Experience	1 year of experience in human resources.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Attention to detail, troubleshooting, confidentiality, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Director of Communications

Department	Marketing

POSITION SUMMARY

Perform duties to lead strategic communications, marketing, public relations, branding, and community engagement initiatives that enhance the airport's reputation.

ESSENTIAL DUTIES

- Develop and implement a comprehensive marketing and communications strategy.
- Cultivate and maintain positive relationships with local/national media outlets.
- Implement crisis communications plans and serve as the airport's spokesperson.
- Manage all external communications.

MINIMUM QUALIFICATIONS

Experience	7 years of experience in marketing; 5 years of management experience.
Education	Bachelor's degree in marketing, public relations or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, public engagement, crisis management, problem-solving, decision-making, personnel management, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Marketing Manager

Department	Marketing

POSITION SUMMARY

Oversees day-to-day marketing activities including social media, digital marketing, website content, promotional campaigns, community engagement initiatives, and marketing analytics.

ESSENTIAL DUTIES

- Develop, implement, and evaluate comprehensive marketing strategies.
- Manage media relations; develop relationships with media representatives.
- Collaborate with the director of communications, and executive leadership.
- Plan and coordinate promotional activities, community outreach, and public events.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in marketing.
Education	Bachelor's degree in marketing, public relations or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking, standing, bending, lifting, and carrying.
Mental	Troubleshooting, analysis, public engagement, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Project Manager: Strategic Initiatives

Department	Executive

POSITION SUMMARY

Performs professional analytical and project management work supporting airport operations, finance, safety, emergency management, marketing, and strategic initiatives.

ESSENTIAL DUTIES

- Lead and manage special projects involving organizational data.
- Develop and maintain statistical reports, dashboards, performance indicators, and analytical tools.
- Collect, validate, reconcile, and analyze data from multiple sources.
- Support the SMS through accident and incident investigations.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in data analysis, business, or related field.
Education	Bachelor's degree in finance, business, or aviation management.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Troubleshooting, analysis, problem-solving, attention to detail, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Assistant Director of I.T.

Department	Info Technology

POSITION SUMMARY

Oversees IT management and systems administration to ensure stability, security, efficiency, and regulatory compliance of IT systems, including FAA and TSA requirements.

ESSENTIAL DUTIES

- Assist the IT Director with departmental leadership.
- Provide Tier 2 and Tier 3 technical support, lead technology projects, and implement infrastructure upgrades.
- Ensure compliance with FAA, TSA, cybersecurity, and applicable regulatory requirements.
- Conduct preventive maintenance and system health checks.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in I.T.; 3 years of management experience.
Education	Bachelor's degree in information technology, computer Science, or a related field

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking, climbing, reaching, bending, carrying, and lifting.
Mental	Strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Cybersecurity Analyst

Department	Info Technology

POSITION SUMMARY

Perform duties to protect information systems, digital assets, data, and critical infrastructure by monitoring and responding to cybersecurity threats following FAA, and TSA requirements.

ESSENTIAL DUTIES

- Monitor security systems, networks.
- Conduct vulnerability assessments, security audits, threat analysis, and remediation activities.
- Configure, maintain, and monitor cybersecurity technologies.
- Develop security policies, maintain compliance documentation, provide cybersecurity awareness training.

MINIMUM QUALIFICATIONS

Experience	2 years of experience in cybersecurity.
Education	Bachelor's degree in computer science, information systems, or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; frequent walking, climbing, reaching, bending, carrying, and lifting.
Mental	Troubleshooting, attention to detail, problem-solving, risk assessment, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Director of I.T.

Department	Info Technology

POSITION SUMMARY

Provides executive level leadership to plan, implement, manage, and oversee I.T. operations, systems, infrastructure, applications, security, communications, and ensure TSA compliance.

ESSENTIAL DUTIES

- Lead, plan, organize, and direct all airport I.T. functions.
- Evaluate business needs and recommend, approve, and implement technology solutions.
- Ensure technology systems are reliable, secure, maintainable, and compliant with SAA, FAA, TSA.
- Direct the installation, maintenance, security, repair, and support of Airport technology systems.

MINIMUM QUALIFICATIONS

Experience	6 years of experience.; 5 years management experience.
Education	Bachelor's degree in computer science, information systems, or related field.

WORKING CONDITIONS & DEMANDS

Physical	Secretary/office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Full Stack Developer/ GIS Specialist

Department	Info Technology

POSITION SUMMARY

Perform duties to manage and support organizational websites, web applications, and GIS systems including development, content management, server operations.

ESSENTIAL DUTIES

- Serves as the primary contact for the organization's websites.
- Develops, maintains, and enhances websites, web applications, internet and intranet portals.
- Maintains internet domains.
- Troubleshoots, debugs, and resolves front-end, back-end, website, GIS, and technical issues.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in website management.
Education	Bachelor's degree in computer science.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking, climbing, reaching, bending, carrying, and lifting.
Mental	Troubleshooting, analysis, attention to detail, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	I.T. Technician

Department	Info Technology

POSITION SUMMARY

Perform duties to install, configure, maintain, troubleshoot, repair, and support computerized equipment and technology systems throughout airport property.

ESSENTIAL DUTIES

- Install, configure, maintain, troubleshoot, repair, test, and replace telecommunications systems.
- Diagnoses and resolves telephone and internet service issues.
- Assist with IT security measures.
- Maintain IT asset inventories, service records.

MINIMUM QUALIFICATIONS

Experience	2 years of experience in I.T.
Education	Associate degree in computer science, telecommunications, or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; frequent walking, climbing, reaching, bending, and carrying; occasional lifting of up to 50lbs, working at heights, and in confined spaces.
Mental	Troubleshooting, attention to detail, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Network Administrator

Department	Info Technology

POSITION SUMMARY

Perform duties to plan, design, implement, administer, maintain, monitor, secure, and support the airport's IT infrastructure including VPNs, business applications, and security system.

ESSENTIAL DUTIES

- Install, configure, maintain, monitor, patch, upgrade, and troubleshoot servers.
- Administer user accounts, permissions, and access controls.
- Design, configure, administer, monitor, maintain, and troubleshoot network infrastructure.
- Conduct security assessments and vulnerability scans.

MINIMUM QUALIFICATIONS

Experience	3 years of experience in I.T.
Education	Bachelor's degree in computer science, I.T., network administration, or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; frequent walking, climbing, reaching, bending, and carrying; occasional lifting of up to 50lbs.
Mental	Troubleshooting, analysis, attention to detail, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Commercial Development Manager

Department	Administration

POSITION SUMMARY

Manages commercial growth and revenue generation by developing and implementing strategies for leasing, retail, concession development, and partnership opportunities.

ESSENTIAL DUTIES

- Develop and execute strategic plans to expand and enhance commercial operations.
- Identify and evaluate new business opportunities, partnerships, and revenue streams.
- Manage the leasing process for airport commercial spaces.
- Monitor tenant performance and compliance with lease agreements.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in commercial development; 3 years of management experience.
Education	Bachelor's degree in real estate, marketing, or business administration.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, customer service, problem-solving, negotiation, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Contract Compliance Manager

Department	Administration

POSITION SUMMARY

Perform functions to administer and monitor compliance with federal / state grants, contracts for services and construction projects, and maintain current records of contract details.

ESSENTIAL DUTIES

- Participate in design reviews, review plans, specifications, and changes.
- Prepare and administer FAA and FDOT grants.
- Coordinate RFPs, solicitations, service contracts, and contract compliance activities.
- Write grant proposals for funding from FAA, FDOT for construction projects.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in contract management; 3 years of management experience.
Education	Bachelor's degree in contract management, business administration, or law.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Director of Emergency Services & SMS

Department	Executive

POSITION SUMMARY

Provides strategic leadership for the planning, implementation, and operation of the organization's Safety Management System (SMS).

ESSENTIAL DUTIES

- Administer, maintain, and continuously improve the Safety Management System.
- Serve as the primary advisor to executive leadership on safety matters.
- Facilitate hazard identification.
- Analyze safety data, incidents, occurrences, and operational trends.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in aviation or safety.
Education	Bachelor's degree in aviation, or business management.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, hazard identification, risk assessment, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Director of Properties & Strategic Initiatives

Department	Real Estate

POSITION SUMMARY

Provides strategic leadership for airport land acquisitions and real estate leasing by negotiating with tenants, concessionaires, and prospective users.

ESSENTIAL DUTIES

- Manage and support airport property acquisitions, leases, tenant agreements, concessions.
- Develop, recommend, and administer lease rates, terms, conditions, and development specifications.
- Monitor tenant compliance, resolve lease and property management issues.
- Support revenue optimization, cost management, process improvements, and stakeholder collaboration.

MINIMUM QUALIFICATIONS

Experience	10 years of experience in public sector administration.
Education	Bachelor's degree in real estate, marketing, or business administration.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Strategic thinking, analysis, negotiation, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Executive Assistant to the COO/ Special Projects Coordinator

Department	Executive

POSITION SUMMARY

Perform duties to provide administrative and clerical support to the EVP and deputy CEO and other members of the authority's leadership team.

ESSENTIAL DUTIES

- Answer incoming telephone calls to the office of the VP operations.
- Maintain the VP of operations & public safety calendar.
- Develop correspondence and documents as directed by management.
- Help plan and prepare for special events.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Customer service, problem-solving, troubleshooting, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Executive Assistant to CEO

Department	Executive

POSITION SUMMARY

Perform duties to provide administrative and clerical support to the president and CEO and serve as liaison to the board of directors.

ESSENTIAL DUTIES

- Answer incoming telephone calls to the office of the president & chief executive officer.
- Maintain the president & chief executive officer's calendar.
- Develop correspondence and documents as directed by management.
- Serve as the liaison and recording secretary to the Sanford Airport Authority board of directors.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Customer service, problem-solving, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Lease Manager/ Archivist

Department	Real Estate

POSITION SUMMARY

Perform duties to prepare real estate property leases, receive, process maintenance requests, issue and track maintenance work orders for properties.

ESSENTIAL DUTIES

- Prepare lease documents and transmit them to property manager for lessee's signature.
- Maintain executed lease documents.
- Respond to complaints and/or emergencies from or about tenants.
- Inspect properties to ensure contract compliance.

MINIMUM QUALIFICATIONS

Experience	3 years of experience; 3 years of management experience.
Education	Associates degree in related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	Attention to detail, analysis, customer service, problem-solving, negotiation, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Airport Fire Chief

Department	ARFF

POSITION SUMMARY

Oversees ARFF operations by managing and developing staff and maintaining and implementing the airport emergency plan to meet FAA part 139 and NFPA readiness requirements.

ESSENTIAL DUTIES

- Develop and implement work schedules, conduct training, check work, and review ongoing assignments.
- Establish equipment maintenance programs, schedules and routines, and monitor compliance.
- Develop and update the airport emergency plan in collaboration with leadership team.
- Develop, submit for approval, and manage the ARFF operating budget.

MINIMUM QUALIFICATIONS

Experience	10 years of experience; 5 years of management experience.
Education	Bachelor's degree in fire science or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; working indoors and outdoors in varying weather conditions; frequent standing, walking, driving, climbing, crawling, reaching, pushing, and pulling, with the ability to lift and carry more than 50lbs.
Mental	Strategic thinking, analysis, situational awareness, problem-solving, personnel management, incident command, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Airport Rescue Firefighter/ EMT/ Driver Operator

Department	ARFF

POSITION SUMMARY

Perform duties to respond to airport emergencies, maintain ARFF apparatus, and meet FAA Part 139 and NFPA readiness requirements.

ESSENTIAL DUTIES

- Respond to aircraft emergencies, medical incidents.
- Receive and execute assignments from battalion chiefs.
- Inspect, maintain, test, clean, and service firefighting vehicles, and equipment.
- Complete annual FAR part 139 training requirements, and EMT license renewal training.

MINIMUM QUALIFICATIONS

Experience	2 years of experience in firefighting.
Education	Certification as an ARFF firefighter.

WORKING CONDITIONS & DEMANDS

Physical	Working indoors and outdoors in varying weather conditions; frequent standing, walking, driving, climbing, crawling, reaching, pushing, and pulling, with the ability to lift and carry more than 50lbs.
Mental	Emergency response, incident assessment, analysis, situational awareness, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Battalion Commander

Department	ARFF

POSITION SUMMARY

Leads and perform duties for ARFF operations, oversee personnel training, and ensure compliance with FAA part 139 emergency response standards.

ESSENTIAL DUTIES

- Lead ARFF certified firefighter EMTs in response to emergencies.
- Drive and operate any of the response trucks, flatbed trucks or command vehicles.
- Provide briefing for firefighter EMTs to communicate orders for daily activities.
- Instruct, direct and train assigned staff.

MINIMUM QUALIFICATIONS

Experience	2 years of experience in firefighting; 1 year of supervisory experience.
Education	Certification as an ARFF firefighter.

WORKING CONDITIONS & DEMANDS

Physical	Working indoors and outdoors in varying weather conditions; frequent standing, walking, driving, climbing, crawling, reaching, pushing, and pulling, with the ability to lift and carry more than 50lbs.
Mental	Emergency response, incident assessment, analysis, situational awareness, personnel management, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Operations & Training Battalion Chief

Department	ARFF

POSITION SUMMARY

Oversees the management and implementation of ARFF and airport safety training programs, coordinates quarterly safety training, and supports the fire chief and battalion chiefs.

ESSENTIAL DUTIES

- Schedule and conduct training programs.
- Assess, develop, adapt, recommend and utilize training materials, equipment and systems.
- Ensure that all individual and departmental operational, equipment and training records are compliant.
- Ensure that fire chief is continuously aware of current events relating to ARFF activity.

MINIMUM QUALIFICATIONS

Experience	5 years of experience; 2 years of supervisory experience.
Education	Certification as an ARFF firefighter.

WORKING CONDITIONS & DEMANDS

Physical	Office work; working indoors and outdoors in varying weather conditions; frequent standing, walking, driving, climbing, crawling, reaching, pushing, and pulling, with the ability to lift and carry more than 50lbs.
Mental	Strategic thinking, analysis, situational awareness, problem-solving, personnel management, incident command, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Police Captain

Department	Police

POSITION SUMMARY

Provides strategic leadership for airport law enforcement activities by managing and coordinating efforts to ensure the safety and security of terminal, traffic, residential, and commercial areas.

ESSENTIAL DUTIES

- Supervise, direct, and support police officers.
- Ensure compliance with applicable airport security regulation.
- Monitor radio communications and direct responses to emergencies.
- Keep the chief of police informed of significant law enforcement, operational, and security matters.

MINIMUM QUALIFICATIONS

Experience	5 years of experience; 3 years of management experience.
Education	Florida law enforcement officer certification.

WORKING CONDITIONS & DEMANDS

Physical	Working indoors and outdoors in varying weather conditions; prolonged sitting, standing, walking, and driving; occasional lifting, carrying, crouching, and restraining individuals.
Mental	Strategic thinking, situational awareness, customer service, personnel management, conflict resolution, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Police Chief

Department	Police

POSITION SUMMARY

Provides strategic leadership to airport police and control center by overseeing law enforcement, mutual aid responses, ensuring compliance with applicable laws, regulations, and statutes.

ESSENTIAL DUTIES

- Develop, implement, and maintain departmental policies.
- Plan, organize, direct, and oversee police department and control center operations.
- Direct law enforcement activities and coordinate emergency response efforts.
- Evaluate changes in laws, regulations, court rulings, technology, and industry practices.

MINIMUM QUALIFICATIONS

Experience	10 years of experience in law enforcement; 5 years of management experience.
Education	Florida law enforcement officer certification.

WORKING CONDITIONS & DEMANDS

Physical	Working indoors and outdoors in varying weather conditions; prolonged sitting, standing, walking, and driving; occasional lifting, carrying, crouching, and restraining individuals.
Mental	Strategic thinking, situational awareness, customer service, personnel management, conflict resolution, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Police Corporal

Department	Police

POSITION SUMMARY

Provides first-line supervision of airport patrol operations, ensuring operational effectiveness, personnel guidance and mentorship, compliance with department policies and procedures.

ESSENTIAL DUTIES

- Make operational decisions consistent with department policy.
- Train, mentor, and develop personnel.
- Ensure pertinent incidents, personnel matters, and operational concerns are appropriately documented.
- Communicate departmental goals, objectives, and administrative directives to assigned personnel.

MINIMUM QUALIFICATIONS

Experience	2 years of experience in law enforcement; 1 year of experience with SAPD.
Education	Florida law enforcement officer certification.

WORKING CONDITIONS & DEMANDS

Physical	Working indoors and outdoors in varying weather conditions; prolonged sitting, standing, walking, and driving; occasional lifting, carrying, crouching, and restraining individuals.
Mental	Strategic thinking, situational awareness, customer service, conflict resolution, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Police K-9 Officer

Department	Police

POSITION SUMMARY

Performs duties to conduct law enforcement patrol, response, investigative activities with a canine responder to incidents in compliance with applicable laws, regulations, and statutes.

ESSENTIAL DUTIES

- Conduct canine-assisted searches of airport facilities, vehicles, luggage, and designated areas.
- Respond to unattended baggage, suspicious vehicles, explosive threats, and other security incidents.
- Maintain daily canine handling, training, and deployment readiness.
- Make arrests, transport and process arrestees, and complete required legal documentation.

MINIMUM QUALIFICATIONS

Experience	2 years of experience in law enforcement.
Education	Florida law enforcement officer certification.

WORKING CONDITIONS & DEMANDS

Physical	Working indoors and outdoors in varying weather conditions; prolonged sitting, standing, walking, and driving; occasional lifting, carrying, crouching, and restraining individuals.
Mental	Strategic thinking, situational awareness, customer service, conflict resolution, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Police Officer

Department	Police

POSITION SUMMARY

Perform duties to enforce airport safety and security regulations, patrol facilities, and respond to incidents in compliance with applicable laws, regulations, and statutes.

ESSENTIAL DUTIES

- Patrol airport facilities, roadways, terminals, parking areas, and authority-owned property.
- Respond to emergencies, crimes, suspicious activity, and disturbances.
- Provide first aid and emergency assistance until relieved by fire department or EMS personnel.
- Make arrests, transport and process arrestees, and complete required legal documentation.

MINIMUM QUALIFICATIONS

Experience	2 years of experience in law enforcement.
Education	Florida law enforcement officer certification.

WORKING CONDITIONS & DEMANDS

Physical	Working indoors and outdoors in varying weather conditions; prolonged sitting, standing, walking, and driving; occasional lifting, carrying, crouching, and restraining individuals.
Mental	Strategic thinking, situational awareness, customer service, conflict resolution, analysis, problem-solving, decision-making, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Police Sargent

Department	Police

POSITION SUMMARY

Performs duties to oversee daily police operations by assigning caseloads, coordinating special operations, and participating in ongoing law enforcement activities.

ESSENTIAL DUTIES

- Responsible for the day-to-day supervision of airport police officers.
- Conducts line-ups, briefs officers on special tasks, schedules and approves employee work assign.
- Supervises preliminary investigations at major crime scenes.
- Provides information and directions to the public, airport tenants, contractors and airport employees.

MINIMUM QUALIFICATIONS

Experience	5 years of experience in law enforcement; 2 years of management experience.
Education	Florida law enforcement officer certification.

WORKING CONDITIONS & DEMANDS

Physical	Working indoors and outdoors in varying weather conditions; prolonged sitting, standing, walking, and driving; occasional lifting, carrying, crouching, and restraining individuals.
Mental	Strategic thinking, situational awareness, customer service, personnel management, conflict resolution, analysis, problem-solving, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Police Support Services Coordinator

Department	Police

POSITION SUMMARY

Performs duties to support the daily operations of the airport police department by maintaining police records and analyzing crime information to support airport police.

ESSENTIAL DUTIES

- Compile and analyze criminal activity to identify crime patterns, series and/or trends occurring.
- Prepare criminal backgrounds and assimilate information.
- Monitoring active calls for service, providing active intelligence to responding officers.
- Acts as the custodian of the property and evidence section.

MINIMUM QUALIFICATIONS

Experience	1 year of relevant experience.
Education	High school diploma or equivalent.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking, climbing, bending, and lifting up to 40lbs.
Mental	Attention to detail, confidentiality, customer service, problem solving, analysis, decision-making, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Executive Vice President/ Deputy CEO

Department	Executive

POSITION SUMMARY

Provides executive leadership as second-in-command to the President & CEO, overseeing daily airport operations, safety, security, emergency preparedness, readiness, and regulatory compliance.

ESSENTIAL DUTIES

- Oversee the day-to-day operations of the airport, ensuring efficiency, safety, and compliance with all regulations.
- Act as a key advisor to the president / CEO on strategic and operational matters.
- Monitor operational and financial performance.
- Provide executive leadership and strategic guidance for airport operations, capital initiatives, organizational performance, and long-term planning.

MINIMUM QUALIFICATIONS

Experience	10 years of experience; 5 years of management experience.
Education	Bachelor's degree in aviation, public, business management.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	High-level strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Vice President & CFO of Finance

Department	Executive

POSITION SUMMARY

Provides executive leadership over the financial activities, and financial compliance with applicable local, state, federal, and partnership requirements.

ESSENTIAL DUTIES

- Develop and implement the policies and procedures for the accounting team to process.
- Participate as a key member of the executive leadership team.
- Prepare, review and present financial results and reports.
- Direct and coordinate financial reporting activities for the authority.

MINIMUM QUALIFICATIONS

Experience	10 years of experience in accounting; 5 years of experience as CFO.
Education	Bachelor's degree in accounting.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	High-level strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

Statutory Posting Purpose: This Job Description Summary is prepared and maintained as part of the Airport Authority's position and rate information for public posting pursuant to Section 332.0075, Florida Statutes. It provides the position title, position description, and annual or hourly salary, together with concise supporting position information.

SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Vice President of Engineering & Maintenance

Department	Executive

POSITION SUMMARY

Provides executive leadership over engineering, maintenance, and capital improvement projects to ensure compliance with local, state, and FAA regulations.

ESSENTIAL DUTIES

- Provide executive leadership and strategic direction for airport maintenance department and capital improvements program.
- Oversee audits, internal controls, regulatory reporting, and financial compliance.
- Manage accounting operations.
- Support revenue optimization, cost management, process improvements, and stakeholder collaboration.

MINIMUM QUALIFICATIONS

Experience	10 years of experience; 5 years of management experience.
Education	Bachelor's degree in engineering, construction management, or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	High-level strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Vice President of Grants & Commercial Affairs/CCO, DBE, LO

Department	Executive

POSITION SUMMARY

Provides executive leadership for the development and implementation of airport grant strategies and commercial initiatives while overseeing compliance with the DBE/ACDBE program.

ESSENTIAL DUTIES

- Oversee the grant application, administration, reporting, and compliance processes.
- Lead commercial development initiatives.
- Develop and implement grant funding strategies.
- Direct and administer ACDBE/DBE programs, ensuring compliance.

MINIMUM QUALIFICATIONS

Experience	10 years of experience; 5 years of management experience.
Education	Bachelor's degree in finance, accounting, or business administration.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	High-level strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Vice President of Operation & Public Safety

Department	Executive

POSITION SUMMARY

Provides executive leadership for daily airport operations, including police, security, and ARFF, while ensuring regulatory compliance with TSA and FAA regulations.

ESSENTIAL DUTIES

- Provide strategic vision and leadership for all operational functions of the airport.
- Collaborate with executive leadership to align operational goals with the overall mission of the airport.
- Direct and oversee airside and landside operations, facilities management, and security functions.
- Develop and manage budgets for operational departments.

MINIMUM QUALIFICATIONS

Experience	10 years of experience; 5 years of management experience.
Education	Bachelor's degree in aviation management, business administration.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	High-level strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

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SANFORD AIRPORT AUTHORITY
Job Description Summary

Job Title	Vice President of Strategic Initiatives

Department	Executive

POSITION SUMMARY

Provides executive leadership to align people, technology, and organizational culture with strategic goals while leading initiatives that improve performance long-term organizational effectiveness.

ESSENTIAL DUTIES

- Manage formal programs, projects, and business process efforts.
- Facilitate the development, implementation, and management of a performance management
- Develop and manage a strategic planning process.
- Provide consulting support and recommendations across all levels of the organization.

MINIMUM QUALIFICATIONS

Experience	10 years of experience; 5 years of management experience.
Education	Bachelor's degree in public, business administration or related field.

WORKING CONDITIONS & DEMANDS

Physical	Office work; occasional walking through airport facilities.
Mental	High-level strategic thinking, analysis, problem-solving, decision-making, personnel management, and management of multiple priorities.

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