

Tenant Project Inspector

Department: Capital Programs

Date: May 13, 2024

Title of Immediate Supervisor: Manager, Tenant/Concessions Projects

Pay Level: L26

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

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

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

MINIMUM QUALIFICATIONS:

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

JOB DESCRIPTION

Job Title: Terminal Operations Agent Lead

Date: May 31, 2017

Department: Terminal Operations, Airline Division

Grade/Level: Non-Exempt; L13

Rotating Shifts: Yes

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Terminal Operations

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida drivers license

SUPERVISORY RESPONSIBILITIES:

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

LATITUDE AND/OR INDEPENDENT JUDGEMENT:

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

APPROVAL SIGNATURES:

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

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Terminal Operations Agent Lead

Date: May 31, 2017

Department: Terminal Operations, Airline Division

Section: 413

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

Assistant Manager

Date

Department Director

Date

JOB DESCRIPTION

Job Title: Terminal Operations Agent

Date: May 31, 2017

Department: Airport Operations, Airline Division

Grade/Level: Non-Exempt; L11

Rotating Shift: Yes

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Terminal Operations

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

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

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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver’s license or state identification card

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

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

APPROVAL SIGNATURES:

Assistant Manager

Date

Manager

Date

Assistant Director

Date

Department Director

Date

Senior Director, Human Resources & Risk Management

Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Terminal Operations Agent
 Department: Airport Operations

Date: May 31, 2017
 Section: 413

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

Frequency

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

Importance

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

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

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

Frequency

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

Importance

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

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

Supervisor Comments:

Assistant Manager

Date

Department Director

Date

Traffic Enforcement Specialist

Department: Airport Operations – Landside

Date: March 29, 2021

Title of Immediate Supervisor: Supervisor, Landside Operations

Pay Level: L11

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

Traffic Enforcement Specialist

Department: Landside Operations

Date: March 29, 2021

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

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

Department Assistant Manager

Date

Department Director

Date

Human Resources - Compensation

Date

Travel Administrator

Department: Finance

Date : December 4, 2025

Immediate Supervisor: Senior Manager, Finance
Administration & Strategic Projects

Pay Level: L26

POSITION SUMMARY: The Travel Administrator is responsible for the daily administration of the Authority's travel program, ensuring all travel complies with established policies and is processed efficiently. This position reviews and approves travel requests, provides training and guidance on travel systems and procedures, and serves as the primary point of contact for all travel-related questions. This position also coordinates executive travel arrangements upon request.

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

- Lead and administer the Aviation Authority's automated travel request system, Administers the day-to-day operations of the Authority's travel program, ensuring travel is processed accurately, timely, and in compliance with Aviation Authority policies and procedures.
- Reviews and approves all travel requests and authorizations for completeness and policy compliance.
- Serves as the primary resource for travel-related inquiries, offering clear and timely assistance to travelers and departments.
- Develops and maintains travel training curriculums, user guides, and reference materials to support system and policy understanding.
- Conducts trainings and offers one-on-one assistance to employees using the Authority's travel systems.
- Coordinate and books executive travel upon request and ensure arrangements meet expectations for schedule, safety, and duty of care. May be required to initiate changes in travel if issues arise or scheduling conflicts arise.
- Assist travelers when plans change or issues arise.
- Maintains accurate travel records and supports reconciliation of travel expenditures with Finance.
- Provides recommendations on travel policies based on observed trends, compliance concerns, and traveler feedback.
- Identifies process improvements to strengthen efficiency and the traveler experience.
- Prepares and distributes travel program updates and communicates changes in a clear and timely manner.
- Serves as back-up support to the Chief Financial Officer, as required.
- Performs other duties as assigned to support the overall success of the department and the Aviation Authority.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Public Administration, Hospitality, or related field, and three (3) years of Executive Support including travel; or an equivalent combination of education, training and experience. Experience providing

customer service, training, or system support in a professional environment is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proficient in Microsoft Office products to include Word, Excel, PowerPoint, Outlook, and Teams
- Experience with travel industry related software
- Strong attention to detail and accuracy, including the ability to review numerical and policy-sensitive information
- Effective interpersonal and problem-solving skills, with the ability to assist employees at all levels in a professional manner
- Ability to manage multiple tasks, meet deadlines, and adapt to changing priorities in fast-paced environment
- Ability to analyze information, determine appropriate actions, and make sound decisions within established guidelines.
- Demonstrated ability to coordinate and communicate with supervisor to ensure consistent application of policies, procedures, and operational standards
- Ability to work independently with minimal supervision while completing assignments from initiation to completion
- Strong written and verbal communication skills, including the ability to prepare clear guidance and training materials
- Ability to interpret and apply policies and procedures with consistency and accuracy
- Understanding of visa requirements, customs, and time zone management for all trips
- Excellent communications skills required.
- Certification in travel management, or related field, desirable.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Works independently with minimal supervision;
- Applies established policies and procedures to a wide range of travel-related situations and determines appropriate actions;
- Provides policy clarification and system guidance to employees when questions can be resolved within established standards;
- Maintains confidentiality and exercises sound professional judgement in all travel-related matters.

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

Job Description + Physical Requirements and Working Conditions

Travel Administrator

Department: Finance

Date: December 4, 2025

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

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

Immediate Supervisor

Date

Human Resources – Compensation

Date

Vice President, Risk Management

Department: Risk Management

Date: August 14, 2023

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: E1

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

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

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

RESPONSIBILITIES (continued)

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

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

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Assessment in the degree of risk
- Decision to engage outside contractors for specific assignments
- Procedural changes, which affect other departments or which, by policy, require executive management or Board approval, are recommended to appropriate level of management
- Create, design, appraise, analyze, interpret, negotiate and evaluate on a regular basis
- Action which could significantly impact the GOAA's costs, service levels, liability or which could prove controversial for GOAA are referred to executive management or the Board for approval

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

APPROVAL SIGNATURES:

Immediate Supervisor/ CFO

Date

Chief Executive Officer

Date

Vice President, Human Resources

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Vice President, Business Opportunity & Exchange

Department: Business Opportunity & Exchange

Date : September 29, 2025

Immediate Supervisor: Chief Administrative Officer

Pay Level: E1

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

APPROVAL SIGNATURES:

Chief Administrative
Officer

Date

Chief Executive Officer

Date

FLSA: Exempt

EEO Category: Officials & Administrators

Manager Hours: 48

Shift Premium: N/A

Rotating Shift: N/A



Vice President, MCO Operations

Department: Operations Administration

Date: May 8, 2024

Title of Immediate Supervisor: Senior Vice President, Operations

Pay Level: E1

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

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

- Plan, develop, promote, and implement programs to meet the goals and objectives of the Airport Operations department. Develop business plan and establish priorities. Recognize, analyze and assess areas of concern, and develop proposed solutions.
- Maintain thorough knowledge of current aviation and general aviation regulations and confirm assigned areas remain in compliance with all required federal, state, county and local regulations and standards, and other applicable laws, rules, regulations and permits.
- Oversee all required regulatory reporting for the department.
- Coordinate with Federal Aviation Administration (FAA), Customs and Border Protection (CBP), Transportation Security Administration (TSA), Orlando Police Department and other agencies as assigned.
- Design, recommend, implement and manage policies and procedures to comply with Federal Customs and Border Protection (CBP), handling of international baggage and trash, environmental and other regulatory requirements.
- Responsible for obtaining the Airport License annually.
- Monitor Airlines and Fixed Base Operators (FBOs) and business tenants for compliance with airport operational policies of MCO.
- Lead the Aviation Authority's emergency response operations, update the Aviation Authority's emergency response plan, and oversee emergency preparedness in areas of responsibility.
- Required to respond after hours for emergencies and operational disruptions.
- Develop and effectively administer assigned budgets. Research and develop cost saving measures.
- Maintain a work environment that promotes the organization's values, ethics, integrity and legal responsibility.
- Consistently lead the effort to improve and streamline work processes and improve customer service: formulate and recommend department policy and procedure.
- Direct and oversee staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment and effective processes for the selection, training and development of qualified staff, succession planning, communications, business continuity, etc.
- Establish and maintain effective working relationships with senior management of airlines and other airport tenants.
- Act as an ambassador for the Greater Orlando Aviation Authority regarding airport operations matters
- Administer contracts; may draft/negotiate contracts and/or manage the proposal/evaluation/selection process
- Assist with the airport noise abatement program to minimize negative impact to the environment and the neighboring public resulting from airport operations; may attend meetings with the public to address issues and concerns.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor degree in Aviation Management, Business Administration, or related field and ten (10) years directly related experience in airport/airline operations, or an equivalent combination of education, training and experience. Minimum of five (5) years experience in management and leadership roles that include directing and oversight of staff in multiple airport operations areas and emergency response operations required. Experience with FAR 139 and 49 CFR part 1542 compliance required. Airport parking operations experience preferred. Industry credentials (American Association of Airport Executives' Certified Member (C.M.) or Accredited Airport Executive (A.A.E.), or Airports Council International's International Airport Professional (IAP)) preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated skill in analyzing, developing and implementing complex operational initiatives
- Excellent public relations skills to act as an ambassador for the Greater Orlando Aviation Authority
- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent written and oral communication skills, strong presentation skills, and the ability to communicate effectively in English
- Demonstrated skill in supervising and motivating staff
- Strong contract and negotiation skills
- Experience with regulatory compliance required including FAR 139 and 49 CFR part 1542
- Knowledge of applicable regulations including but not limited to: Federal Aviation Administration (FAA) requirements including noise and emergency operations; Transportation Security Administration (TSA) Regulations Part 1542, knowledge of Federal Customs and Border Protection (CBP) requirements including international flight and passenger movements, handling of international trash and environmental regulations including Florida Department of Environmental Protection and South Florida Water Management District requirements
- Intermediate computer skills
- Efficient and effective time management skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (7) employees; indirectly supervises a staff of approximately three hundred and fifty (350) employees.

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

- This is an executive level position, expected to show a high degree of independence, initiative, judgment and authority.
- Judgment exercised in long- and short-term strategic planning, negotiations, policy development, and financial initiatives.

Vice President, MCO Operations

Department: Operations Administration

Date: May 8, 2024

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

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

 Immediate Supervisor

 Date

 Chief Operating Officer

 Date

 Human Resources - Compensation

 Date

Vice President, Concessions

Department: Concessions

Date: February 7, 2024

Title of Immediate Supervisor: Chief Administrative Officer

Pay Level: E1

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees; indirectly supervises a staff of approximately eight (8) employees.

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

- High degree of independence, minimal supervision
- Extensive latitude in initiative, judgment, and authority
- Negotiate, draft, and interpret contracts and requests for proposal

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

APPROVAL SIGNATURES:_____
Immediate Supervisor/ CAO

Date

Chief Executive Officer

Date

Vice President, Human Resources

Date

FLSA: Exempt**Shift Premium:** N/A**EEO Category:** Officials & Administrators**Rotating Shift:** N/A

Vice President, Concessions

Department: Concessions

Date: February 7, 2024

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

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

Immediate Supervisor/ CAO _____ Date _____

Chief Executive Officer _____ Date _____

Human Resources - Compensation _____ Date _____

Vice President, Construction

Department: Construction

Date: August 21, 2023

Title of Immediate Supervisor: Senior Vice President, Capital Programs

Pay Level: E1

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

Vice President, Construction

Department: Construction

Date: August 21, 2023

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

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

Immediate Supervisor/ SR VP, CP _____ Date _____

Chief Operating Officer _____ Date _____

Human Resources - Compensation _____ Date _____

Vice President, Facilities

Department: Maintenance

Date: August 8, 2023

Title of Immediate Supervisor: Chief of Operations

Pay Level: E1

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

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

- Develop policies, procedures, and resources necessary for directing the Maintenance Department in accordance with the GOAA-approved mission and objectives.
- Prepare and monitor all aspects of the Maintenance Department budgets (capital improvements and operation and maintenance expense); builds the Capital Improvement Plan (CIP).
- Establish and maintain the organizational structure best suited to accomplish the mission of the Aviation Authority.
- Develop effective planning and scheduling of all maintenance work, including a preventive-predictive maintenance program.
- Provide necessary safety measures for all facilities and equipment. Responsible for compliance with all insurance, ordinance, Federal Aviation Association (FAA) and codes as they relate to facilities and equipment.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Responsible for proposals for upgrade, replacement, and/or disposal of facilities and equipment which is based in completely or in part on maintenance or utilities savings.
- Responsible for determining, ordering and installing in-house, purchased, GOAA-owned or leased equipment.
- Direct and oversee staff assignments to establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Make recommendations regarding entering into all contracts and agreements necessary or incidental to the performance of the Maintenance Department's duties, and employ consulting services and other advisors as may be necessary to accomplish the purpose of the GOAA mission.
- Consult and coordinate matters relating to facility construction, operation, and maintenance with appropriate City, County and Federal agencies.
- Cooperate with all city, county, state, and Federal agencies and other GOAA departments to carry out all policies and programs.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Monitor compliance with all city, county, state, Federal, and other regulatory agency policies, rules, and mandates.
- Maintain a work environment that promotes the organizations values, ethics, integrity and legal responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

Vice President, Facilities

Department: Maintenance

Date: August 8, 2023

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

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

Immediate Supervisor/(CofO) _____ Date _____

Chief Operating Officer _____ Date _____

Human Resources - Compensation _____ Date _____

Vice President, ORAT

Department: Executive Administration

Date: July 6, 2023

Title of Immediate Supervisor: Chief Development Officer

Pay Level: E1

POSITION SUMMARY: Lead the Airline Relations department of the Greater Orlando Aviation Authority (GOAA) with the planning and implementation of strategic initiatives related to airline relations and activities as set forth by the Board and Chief Executive Officer. Provide support to airline business processes, systems and agreement negotiations. Provide planning and project management for various activities to include airline facility planning, engineering and/or construction projects in support of the Terminal Area Capital Improvement Plan (TAIP), from scope definition and design through completion of construction and operations. Oversee the seamless transition from current facilities to those provided by TAIP. Review for accuracy the design and construction project activity as it related to operational needs, facility readiness and transition activities.

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

- Oversee airline relations relative to business, operational, planning, facility management and improvements and other efforts on a local and corporate level. Facilitate discussions with current airlines and provide support to the Marketing department on prospective airline entrants to the MCO market.
- Oversee current, medium and long range planning efforts to support airline growth, airline terminal rebalancing initiatives, new entrant allocation and the implementation of industry innovations.
- Contribute to the negotiations for new airline agreement. Review agreement language and make recommendations on language based on data and procedural analysis to assist in decision making. Manage the process to update procedures or implement changes with relevant departments to include Properties, Operations, Maintenance and Finance.
- Facilitate discussions with staff and consultants to identify and make recommendations to improve or add operational processes, procedures, strategies and systems.
- Support analytical and modeling efforts during planning. Point of contact with various GOAA Departments and consultant to gather, review data and drafts identify processes, validate assumptions and results of the models.
- Provide organizational guidance and support to operational readiness and transition program staff on various terminal related CIP projects. Serve a primary liaison between the airlines and the various operational readiness projects. Collaborate with departmental representatives and external stakeholders to identify needs, processes and procedures in support of operational readiness activities. Develop procedures and controls to maintain a seamless transition from construction to operation.
- Organize and provide specialized tours, prepare briefings and presentations pertaining to airline relations, business and/or operational matters.
- Manage and support the space planning and allocation process in GIS to maintain consistency with the financial and leasing model to include communication of the process. Review architectural drawings and provide guidance to the CADD support team in support of the updates. Verify GOAA's spatial information systems are updated to reflect the new or renovated facilities, equipment and systems.
- Participate in technical review of drawings and specifications, job coordination meetings, budgeting, review of written proposals, coordinate change orders, and scheduling of activities.
- Participate in post construction analysis of performance by the contractor, architect or engineer of record and the Owner's Authorized Representative.
- Provide support to the strategic tasks assigned by the Assistant VP.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in aviation management or related field and seven (7) years' experience airport/airline operations developing, integrating, implementing, strategic initiatives, or an equivalent combination of related education, training, and experience. Previous facilities, planning airport operations and/or properties experience required. Experience in an architectural or engineering firm, construction or governmental agency with responsibility for compliance and enforcement activities is an asset.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of airport & airlines business practices to include operational and facility issues
- Demonstrated ability to analyze, plan, schedule, organize, prioritize and manage multiple complex projects.
- Ability to communicate the Authority's position clearly and accurately, formally and informally to internal and external customers
- Knowledge of construction terminology and practices
- Proven executive leadership and management skills
- Basic negotiation skills
- Strong analytical, quantitative, problem-solving skills and the ability to manage changing priorities
- Ability to read and interpret contract documents/agreements, plans and technical specifications
- Familiarity with construction and electronic documents, plans and schematic diagrams desired
- Ability to present information to large and diverse groups
- Strong computer skills in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint, etc.
- Working knowledge of Resources Management Systems
- Knowledge of CADD, Revit, BIM and/or GIS desirable
- Strong written and oral communications skills
- Ability to pay attention to detail and meet deadlines; strong organizational skills
- Strong executive presence and the demonstrated ability to effectively communicate and engage with senior-level executives

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- AAE certification desirable
- Certification in a specialty subject area(s), which may benefit the Authority, is desirable

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise contract extension of staff and activities of personnel involved in special projects.

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

- High degree of independence with minimal supervision or direction
- Position requires the highest degree of accuracy and judgment when serving as Authority's liaison and official representative to the public and community, and providing media responses
- Supervise and direct several major projects and project functions
- Responsible for quality and quantity of work, costs, methods, etc. Evaluate performance of contractors and their compliance with policies and regulations
- Provide counsel for solution of unusual problems

Vice President, ORAT

_Department: Executive Administration

Date: July 6, 2023

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

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

 Immediate Supervisor/CDO

Date

 Chief Executive Officer

Date

 Human Resources - Compensation

Date

Vice President, Real Estate

Department: Commercial Properties

Date: August 8, 2023

Title of Immediate Supervisor: Chief Development Officer

Pay Level: E1

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

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

- Lead airport wide efforts in evaluating the full economic development potential and financial value of airport real estate holdings and to communicate the potential use and value of these properties to GOAA's Executive Staff, Committees and Board while serving as both an internal resource and driving force for the development of these properties.
- Responsible for current and new business development and analysis as well as maintaining excellent ongoing business and properties management practices.
- Responsible for increasing airline and non-airline revenues. Support business development efforts and the needs of other elements of the airport organization.
- Provide leadership, strategic direction, and functional expertise in commercial development and leasing of properties at Orlando International Airport and Orlando Executive Airport.
- Oversee coordination of strategic planning staff to evaluate, identify, and prepare for development properties with near and medium-term potential to boost financial returns and demonstrate commitment to community economic development.
- Build strong links with the operating divisions, consulting on real estate development potential and coordinating on the development of properties no longer essential to their operations.
- Lead and oversee business negotiations relating to compliance in accordance with their lease agreements with airline and aviation partners, users, buyers, other public agencies and financing sources.
- Develop, implement and maintain revenue producing and enhancing strategies for the support of airline and airport activities.
- Direct and oversee Commercial Properties staff, consultants, and budget to achieve GOAA's strategic and operational objectives.
- Provide guidance and direction to assist the CP staff with their career development
- Primary contact on airline agreements and F.B.O. contractual matters, providing access to GOAA resources and services and confirming high standards are maintained in delivering services to customers in long-term relationships. Provide interdepartmental coordination on airline and tenant issues.
- Oversee the maintenance, monitoring and reporting of revenue and performance statistics for tenants. Maintain financial data related to tenant performance and coordinate with the Finance Department regarding tenant billing and payment issues.
- Coordinate airline and tenant construction projects with other departments and outside consultants. Work with planners and architects to prepare space and coordinate tenant work in finishing space.
- Prepare and present items to internal committees and the Aviation Authority Board.
- Verify maintenance of contract documents, lease records and permits for all tenants in compliance with GOAA policies.

RESPONSIBILITIES (Continued):

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong negotiation skills
- In-depth knowledge and experience of business research methods, and relevant computer applications
- Knowledge of real estate concepts, commercial development projects at airports including planning, project definition, airline/airport operations, and property management
- Skilled in developing market analysis to assess prospective new development
- Knowledge of the commercial development real estate industry, including finance principles and the ability to apply these principles in analyzing business proposals
- Strong leadership skills, including the ability to lead teams of internal professionals, consultants, and others in alternative analysis, project planning and implementation
- Skilled in, and able to negotiate complex real estate transactions
- Strong verbal and written communications skills
- Strong executive presence and the demonstrated ability to effectively communicate and engage with senior-level executives

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Relevant professional accreditations and/or A.A.E desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3) employees; indirectly supervises a staff of approximately five (5) employees.

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

- High degree of independence, minimal supervision. Extensive latitude in initiative, judgment
- Independent preparation of financial, statistical, policy and economic analyses, which contribute to the GOAA's performance and success.
- Good judgment and ethical behavior is critical in developing and negotiating airline and other Agreements.
- Requires a clear and complete understanding of relevant policy, procedure, contracts, legislation, and regulations in order to interpret and communicate them for staff, tenants and current and potential users of Authority resources.
- Frequent public and outside business contacts and must represent GOAA's interests with consistent credibility.

Vice President, Real Estate

Department: Commercial Properties

Date: August 8, 2023

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

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

 Immediate Supervisor/ CDO Date

 Human Resources - Compensation Date

Vice President, Innovation and Process Improvement

Department: Strategy and Performance

Date January 26, 2026

Immediate Supervisor: Chief Strategy and
Performance Officer

Pay Level: E1

POSITION SUMMARY :

The Vice President of Innovation and Process Improvement is responsible for leading enterprise-wide transformation through four strategic pillars: Process Engineering, Program Management, Change Management, and Innovation with Artificial Intelligence Enablement. Reporting to the Chief Strategy and Performance Improvement Officer, this role drives initiatives that optimize operational efficiency, eliminate waste, and deliver measurable improvements through Lean Process and Lean Six Sigma methodologies. The Vice President fosters a culture of continuous improvement and innovation, ensuring that new ideas are systematically evaluated and implemented to enhance organizational performance. This position also provides governance for artificial intelligence initiatives, ensuring ethical and responsible deployment of emerging technologies while promoting a forward-thinking, collaborative environment. By integrating process discipline with creative innovation, this role positions the airport as a global leader in operational excellence and human-centered design.

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

- Lead enterprise-wide process improvement initiatives using Lean and Lean Six Sigma methodologies to enhance efficiency, reduce waste, and improve service delivery.
- Design and implement Six Sigma methodologies training programs to build organizational capability and embed continuous improvement practices across all departments.
- Establish performance metrics and continuous improvement frameworks to monitor and sustain operational excellence.
- Identify and implement innovative approaches to streamline workflows and optimize resource utilization.
- Oversee the design and execution of innovation programs that encourage idea generation and collaboration across the organization.
- Foster a culture of innovation by promoting creativity, experimentation, and cross-functional collaboration.
- Pilot and scale transformative projects across multiple departments, ensuring alignment with strategic objectives and measurable outcomes.
- Develop governance structures for evaluating, prioritizing, and implementing innovative concepts.
- Drive organizational change initiatives to support adoption of new technologies, processes, and cultural shifts.
- Develop and execute change management strategies that minimize disruption and maximize stakeholder engagement.

- Serve as a trusted advisor to senior leadership on transformation readiness and impact.
- Lead the development and implementation of an enterprise-wide innovation strategy, including governance and ethical frameworks for emerging technologies.
- Monitor emerging technologies and trends to inform strategic decision-making and maintain competitive advantage.
- Prepare, monitor, and administer annual budgets for innovation initiatives, including staffing, technology investments, and program costs.
- Negotiate contracts and manage vendor relationships to ensure cost-effective and high-quality service delivery.
- Oversee procurement processes and ensure compliance with organizational standards and technical specifications.
- Act as a strategic and technical advisor to leadership on emerging technologies and their impact on operations.
- Guide the adoption and integration of advanced technologies across business units to enhance efficiency and customer experience.
- Ensure technology initiatives align with organizational goals and regulatory requirements.
- Maintain a highly skilled and effective workforce with the right blend of technical, business, and interpersonal skills.
- Provide coaching, mentoring, and capability development to foster innovation and continuous improvement.
- Oversee performance evaluation processes and ensure accountability for results.

MINIMUM QUALIFICATIONS:

A bachelor's degree in business administration, engineering, technology management, or a related field is required; a master's degree is preferred. Candidates must have at least ten (10) years of progressive leadership experience in innovation, process improvement, and organizational transformation within a complex environment or an equivalent combination of education, training and experience. Proven ability to lead large-scale initiatives, manage budgets, and oversee vendor relationships is essential, along with experience driving technology adoption and cultural change. Supervisory experience and a track record of building high-performing teams are required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Expert-level proficiency in Lean and Lean Six Sigma methodologies, with the ability to lead complex process improvement initiatives and deliver organizational training programs.
- Strong capability in program management, including governance, prioritization, and execution of innovation initiatives across multiple departments.
- Demonstrated success in enterprise-wide change management, with proven strategies for stakeholder engagement and cultural transformation.
- Advanced expertise in artificial intelligence, including the ability to design, develop, and implement AI-driven solutions and intelligent agents to optimize processes and transform enterprise operations.
- Exceptional analytical, problem-solving, and communication skills, with the ability to translate data and ideas into actionable strategies.
- Proven leadership in fostering a culture of innovation, collaboration, and continuous improvement, while building and mentoring high-performing teams.

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver’s license
- Lean Six Sigma Green Belt or equivalent

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

This leader will directly oversee a team of approximately four (4) employees and will oversee up to eight (8) additional indirect reports.

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

- Operates with a high degree of independence and authority to make strategic and operational decisions.
- Exercises judgment in complex, enterprise-wide initiatives, including evaluating competing priorities and weighing risks.
- Develops and implements innovation strategies that influence organizational policy and long-term success.
- Approves major process changes and technology adoption with significant financial and operational implications.
- Utilizes advanced negotiation skills to secure agreements and partnerships that support innovation objectives.
- Communicates abstract concepts and technical data effectively to diverse audiences, including executive leadership.
- Makes decisions that require balancing strategic vision with operational realities and regulatory compliance.

APPROVAL SIGNATURES:

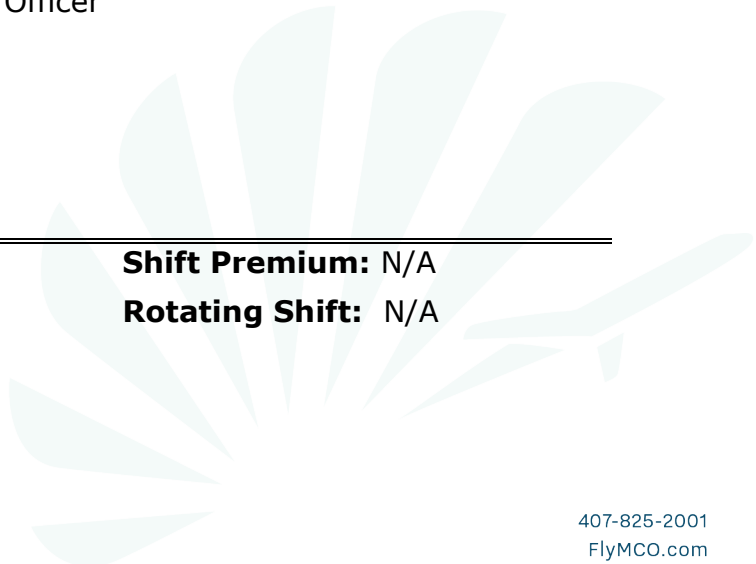
Immediate Supervisor/CSPO Date

Chief Administrative Officer Date

Chief Executive Officer Date

FLSA: Exempt
EEO Category: Officials and Administrators
Manager Hours: 40

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



Job Description + Physical Requirements and Working Conditions

Vice President, Innovation and Process Improvement

Department: Strategy and Performance

Date: January 26, 2026

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

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

Immediate Supervisor/CSPO Date

Human Resources – Compensation Date

Vice President, Engineering & Architecture

Department: Engineering & Construction

Date: August 31, 2023

Title of Immediate Supervisor: Senior Vice President, Capital Programs

Pay Level: E1

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Professional Engineer, Architect, or General Contractor license at time of hire or within 6 months of hire/promotion

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

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

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

Vice President, Engineering & Architecture

Department: Engineering & Construction

Date: August 31, 2023

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

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

Immediate Supervisor/SVP _____ Date _____

Chief Operating Officer _____ Date _____

Human Resources - Compensation _____ Date _____

Videographer



Job Code
3PJ4E

Last Updated Date
3/24/2026 10:27:22 AM

Department Name
Public Affairs

Date
March 24, 2026

Title of Immediate Supervisor
Senior Manager, Public Affairs

Pay Level
L25

FLSA Status
Exempt

POSITION SUMMARY:

The Videographer role is responsible for creating and developing high-quality video and photography media content for the Greater Orlando Aviation Authority (Aviation Authority) with a focus on events, projects, and programs. This role integrates video and photography into comprehensive outreach campaigns that promote the Aviation Authority in the best possible light. The ideal candidate will be an engaging storyteller with a passion to document, inform, and entertain passengers and the public at-large via various platforms, including social media channels and presentations.

DUTIES AND RESPONSIBILITIES:

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

- Capture high-quality videos and photos of airport events, projects, and programs, showcasing the vibrancy and innovation of GOAA operations.
- Develop dynamic video content for various platforms, including social media, websites, and internal communications.
- Document significant occurrences at the airport, maintaining an organized archive of photos and videos for future reference.
- Edit videos quickly and flawlessly, ensuring a polished final product that meets brand standards and engages our target audience within tight deadlines.

- Collaborate with the Public Affairs team to produce content that aligns with public relations goals and create content tailored for platform-specific audiences, enhancing engagement and reach.
- Stay informed about the latest trends in video and photography production to continuously improve content quality and effectiveness.
- Maintain and manage video and photography equipment, ensuring it is always in excellent working condition.
- Stay updated on the latest video and photography production technologies and recommend new tools and techniques as appropriate.
- Assist as assigned in reacting to emergency situations.
- May assist/back up others in Public Affairs on assigned projects.
- Work closely with Public Affairs, Marketing, and other departments to maintain the consistency of Aviation Authority-wide messages.
- Serve as the department's public records liaison.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field and three (3) years' experience directly related to video storytelling in a marketing, communications, or public relations capacity, including social media, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proven experience as a videographer, with a strong portfolio showcasing a range of video and photography projects.
- Proficiency in video editing software such as Adobe Premiere Pro, Final Cut Pro, or similar tools as well as cameras.
- Familiarity with social media platforms and content requirements.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong organizational skills with the ability to prioritize and manage multiple projects simultaneously.
- Flexibility to work outside regular business hours, including evenings and weekends, as needed.
- A creative thinker with the ability to communicate design and creative output

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES:

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT:

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Remain current on changes in specialty field and develop appropriate recommendations

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

PHYSICAL REQUIREMENTS

Frequency

Constant: More than 80% (6 1/2 hours or more per 8 hour day)

Very Frequent: 51-80% (4 1/2-6 hours per 8 hour day)

Frequent: 21-50% (2 1/2-4 hours per 8 hour day)

Occasional: 6-20% (1-2 hours per 8 hour day)

Rare:0-5% (Less than 1 hour per 8 hour day)

Importance

3 - Critical part of Job; can't be done any other way

2 - Important, but may be performed in some other way

1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Frequency	Importance
Standing	Very Frequent	3
Walking	Very Frequent	3
Sitting	Very Frequent	3
Lifting: 0-20 lbs	Frequent	3
Lifting: 20-50 lbs	Occasional	2
Lifting: 51+ lbs	Occasional	1
Bending/Stooping	Occasional	2
Pushing, Pulling and/or Digging	Occasional	2

Reaching over head	Occasional	2
Kneeling, Crawling	Occasional	2
Climbing (ladders, stairs, hills)	Occasional	2
Typing/CRT (attention to detail)	Constant	3
Speaking & Hearing	Very Frequent	3
Detailed Inspection/Reading/Editing	Constant	3
Writing	Very Frequent	2
Other	Frequency	Importance
Working Conditions	Frequency	Importance
Extreme Weather	Occasional	1
Noxious Fumes	Rare	1
Chemicals	Rare	1
Insects	Occasional	1
Heights, Confined Areas	Occasional	1
Excessive Noise	Occasional	1
Other : Ability to work night, weekends & holidays	Occasional	1
Equipment/Vehicles	Frequency	Importance
GOAA/Personal Vehicle	Very Frequent	3
General Office Equipment (Computer, Copier, Fax, etc.)	Constant	3
Pull Trailer	Rare	1
Security systems (CCTV, alarms, etc.)	Occasional	1
Communications Equipment (radio, cell phone)	Very Frequent	2
Other: Equipment Operated		

Other

Frequency

Importance

APPROVAL SIGNATURES

Immediate Supervisor

Date

Department Senior Vice President

Date

Chief, External Affairs

Date

Chief Administrator Officer

Date

Human Resources - Compensation

Date

Vice President, Information Technology

Department: Information Technology

Date: August 2, 2023

Title of Immediate: Chief Creative Officer

Pay Level: E1

POSITION SUMMARY: Oversee the Information Technology and Business Application operations for the Greater Orlando Aviation Authority (GOAA). Responsible for IT concept development and innovation projects; oversee the management of the IT Master Plan. Define and develop best practices, processes and policies to align with GOAA strategy and goals. Management responsibility for the project management, configuration and capacity functions of the Information Technology department.

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

- Oversee the Information Technology and Business Application operations; establish goals and objectives to accomplish departmental functions.
- Build and lead IT concept development and innovation projects; oversee the management of the IT Master Plan. Define and develop best practices, processes and policies maintaining alignment with GOAA strategy and goals.
- Develop implementation plans for dealing with complex requests for change or for the introduction of new services, evaluating risks to integrity of infrastructure inherent in proposed implementations and review the effectiveness of change implementation.
- Oversee IT Operations Center contract and staff; manage other assigned contracts and staff.
- Oversee the IT Governance Council process and a comprehensive on-going IT project management plan.
- Manage the use of and serve as system administrator for the current program management application/tool. Establish and maintain configuration management processes and procedures.
- Direct and coordinate the annual budget activities for the department including staffing, hardware and software services; negotiate contracts and services with vendors; coordinate, review and analyze requests for proposals including ensuring compliance within technical specifications; assist in development of information technology budget.
- Review the statistical data and complete trend analysis to make appropriate recommendations to Chief Executive Officer.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Computer Science, Management Information Systems, Business Administration, Public Administration or related field and ten (10) years' increasingly responsible experience in the management and administration of a major information technology function or an equivalent combination of education, training and experience. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple priorities and projects while anticipating possible impacts and benefits of change
- Demonstrated accomplishments in project management and planning

- High level analytical skills
- Demonstrated documentation skills
- Knowledge of a variety of IT processes and technology to manage IT activities and operations
- Intermediate computer skills in Microsoft Office programs
- Effective oral and written communication skills; ability to communicate complex ideas to customers
- Demonstrated ability to engage and lead team members, providing effective guidance, coaching and capability development, maintaining close understanding of all team activities, ensuring high quality for all activities/deliverables, and implementing course corrections when needed

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver’s license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately eight (8) employees
- Oversight responsibility for department of approximately fifty (58) employees, as well as indirect oversight of contracted staff

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

- Executive level position expected to demonstrate high degree of independence, initiative, judgment, and authority.
- May exercise independent judgement in complex technical issues, complete analysis, make related presentations, weigh conflicting data/priorities and recommend actions, communicate abstract concepts or complex technical data, research issues and evaluate the resulting data
- May require high level negotiation skills
- Develop policy, procedure and controls
- Actions which could significantly impact the Authority’s costs or service levels, the Authority’s liability or which could prove controversial for the Authority are referred to executive management or the Board for approval.
- Responsible for decisions with high monetary impact
- High level analytical skills and judgment

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

APPROVAL SIGNATURES:

Immediate Supervisor (CEO)	Date	Vice President, Human Resources	Date
FLSA: Exempt		Shift Premium: N/A	
EEO Category: Officials and Administrators		Rotating Shift: N/A	

Vice President, Information Technology

Department: Information Technology

Date: August 2, 2023

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

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

Immediate Supervisor (CEO)

Date

Human Resources - Compensation

Date

Vice President, ORL Operations

Department: OEA – General Aviation

Date: August 15, 2023

Title of Immediate Supervisor: Chief of Operations

Pay Level: E1

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

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

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

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

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

- This is an executive level position, expected to show a high degree of independence, initiative, judgment and authority.
- Judgment exercised in long- and short-term strategic planning, negotiations, policy development, and financial initiatives.

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

Vice President, ORL Operations

Department: OEA - General Aviation

Date: August 15, 2023

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

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

Immediate (CofO) _____ Date _____

Chief Operating Officer _____ Date _____

Human Resources - Compensation _____ Date _____

Waste Management Agent

Department: Waste Management Services – Airline Division

Date: October 15, 2019

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

Pay Level: L10

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

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

- Receive, containerize, and arrange for the removal from GOAA premises of all regulated trash generated from international flights in accordance with USDA Regulations, GOAA policy and procedures, and contractually established schedules and procedures.
- Maintain thorough familiarity with USDA Regulations regarding the safe handling of and accounting for regulated trash processed by GOAA.
- Maintain accurate records in compliance with USDA requirements and with GOAA finance requirements associated with billing. Accurately monitor the location of each numbered container.
- Maintain sufficient inventory of empty regulated trash containers for distribution to customers.
- Monitor regulated trash on-site, coordinating removal within the USDA regulated time period. Order removal if needed outside of regularly scheduled pick-up.
- Advise supervisor, or in absence of supervisor, the USDA of improper regulated trash handling.
- Complete scheduled checks of all GOAA designated domestic compactors/open top containers, ordering 'pulls', complete and process associated documentation. Visually monitor recycle containers, and appropriately report any issues.
- Monitor compactors, verifying they have been run and that there are no jams or large items preventing the equipment from running. Clear jams or move large materials. Arrange for maintenance if required.
- Operate forklifts, weight scales, pallet jacks, motor vehicles, two-way radios and other devices deemed necessary to perform assigned duties. Monitor the disability lifts on the airfield, confirm they are plugged in and remain charged for use by the airlines.
- Confirm that all waste management equipment is in proper working order and/or notify the supervisor as appropriate, when repairs are required. Regularly check containers, trucks, etc. for holes, leaks or weak spots and report appropriately. Maintain the Waste Management Facility in a clean, safe condition.
- Perform necessary actions in order to prevent the introduction of Foreign Object Debris (FOD)
- Routinely interact with subcontractors, public, airline employees and supervisors in a professional, friendly manner.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Waste Management Agent

Department: Waste Management Services – Airline Division

Date: October 15, 2019

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

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting					X		2
Lifting: 0 – 20 lbs 20 – 50 lbs 51+ lbs				X			3
				X			3
				X			3
Bending/Stooping				X			3
Pushing, Pulling and/or Digging				X*			3
Reaching over head					X		3
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)						X	1
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing					X		3
Writing					X		3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes				X			3
Chemicals						X	3
Insects				X			3
Heights, Confined Areas			X				3
Excessive Noise					X		3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X			X	1
Communication Radio					X		3
Forklift			X				3
Pallet Jack				X			3
Weight Scale			X				3
SUPERVISOR COMMENTS:							
<u>*Empty containers are on four wheels, and weigh 94 pounds. Contents may weigh an estimated average of 120 pounds. Agents regularly push and pull containers stacked three containers high, for short distances.</u>							

Immediate Supervisor _____ Date _____

Department Director _____ Date _____

Human Resources - Compensation _____ Date _____

Wayfinding and Signage Administrator

Department: Planning

Date: August 6, 2024

Title of Immediate Supervisor: Manager, Wayfinding & Signage Program

Pay Level: L23

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

Wayfinding and Signage Administrator

Department: Planning

Date: August 6, 2024

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

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

Immediate Supervisor _____ Date _____

AVP, Planning _____ Date _____

SVP, Planning & Environmental _____ Date _____

Human Resources – Compensation _____ Date _____

Website Content Administrator

Department: Information Technology

Date: April 6, 2023

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L28

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

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

- Provide website and content administration of GOAA websites and MCO Airport mobile application. Create and update websites, develop and design pages and content.
- Analyze and document processes or sub processes that are identified as candidates for automation in related area.
- Monitor site traffic and performance, recommend changes in site's technical architecture to maintain website response and stability.
- Perform analytics for usage and performance tuning of websites, search, technologies, components and installed plugins.
- Perform testing and upgrades to website technologies, search and installed plugins. Use formal development, testing and maintenance methodologies, standards and procedures.
- Receive, track and resolve content issues and escalate technical matters to management.
- Establish and maintain consistent, repeatable processes/methodologies for Content, Configuration and Change Management.
- Prepare training documents, conduct training sessions and provide continuing support for related areas.
- Develop and maintain expertise in the use of products that constitute our environment(s).
- Develop and maintain effective relationships with Information Technology customers and team members.
- Monitor compliance with all Authority policies and directives.
- Participate in selected projects assigned by the supervisor.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

Website Content Administrator

Department: Information Technology

Date: April 6, 2023

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

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

Immediate Supervisor

Date

Department Vice President

Date

Human Resources - Compensation

Date

Wildlife Management Specialist

Department: Airfield Operations

Date: January 9, 2019

Title of Immediate Supervisor: Manager, Wildlife Program

Pay Level: L18

POSITION SUMMARY: Primary responsibility for prevention, control, mitigation and removal of wildlife hazards in and around the Air Operations Area (AOA) and airport property. Conduct monitoring and assessment surveys and counts to determine relative abundance and population densities for a variety of wildlife species. Research, track, investigate, capture, handle and/or transport a wide variety of birds and animals. Assist Airfield Operations with the safe and efficient operation and security of the AOA and related areas. Provide wildlife training to Airfield Operations staff per FAA guidelines.

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

- Monitor, study and record all wildlife activities on the AOA and airport property. Track and analyze the movement of resident and migratory wildlife species and offer sound wildlife management practices regarding AOA safety issues to the management. Prepare documentation and complete regulatory reports in accordance with various wildlife commissions and regulatory authorities.
- Conduct monitoring and assessment surveys and counts to determine relative abundance and population densities for a variety of wildlife species. Evaluate amount of dispersal and lethal removal for agency records.
- Assist in interpreting, planning, and implementing of the Wildlife Hazard Management Plan.
- Perform duties in compliance with GOAA's mandated Wildlife Management Program, as well as FAR 139.337 and all Federal Aviation Administration (FAA) wildlife Advisory Circulars. Recognize wildlife hazard attractants separation criteria for piston and turbine powered aircraft.
- Disperse various wildlife species from all areas of airport property including taxiways and runways. Evaluate methods for dispersal and use the appropriate method considering airline safety, recognition of protected species and related legal restrictions, etc. Dispersal may include the discharge of live ammunition and pyrotechnics.
- Communicate and coordinate intentions, actions and vehicle movements clearly and concisely with air traffic control.
- In the event of a wildlife strike to an aircraft, coordinate with the airline involved and participate in the process of inspecting runways and/or taxiways and gathering information as required by the FAA; provide identification expertise. Collect and preserve remains for forensic identification or regulatory purposes; prepare and ship specimen to Smithsonian Forensic Lab.
- Capture, handle, cage and transport animals including but not limited to alligators, snakes, feral cats, bobcats, birds of prey, bees, raccoons, etc.
- Communicate and coordinate with local wildlife rehabilitators, conservation associations, environmental groups and other non-government organizations to pursue best management practices with respect to wildlife mitigation and environmental preservation.
- Conduct pesticide applications for mosquito control including chemical loading and container disposal. Track pest complaints to determine proper application routes.
- Respond to calls regarding pests not addressed by the Authority's Pest Control contract. Determine whether wildlife staff or a contracted service should resolve. Coordinate arrangements with the appropriate contracted services maintaining the safety of customers and employees.
- Complete recurrent Wildlife Hazard Management Plan training once every 12 months.
- Assist with Airfield Operations as assigned, performing airfield escorts, runway and taxiway closures, perimeter and pavement inspections, building access, VIP arrivals, safety and security infractions, and monitoring and reporting illegal activity such as theft, trespassing and dumping. Recognize unsafe or illegal conditions and report as appropriate.
- Provide wildlife training to Airfield Operations per FAA guidelines.

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

MINIMUM QUALIFICATIONS:

Bachelor degree in Environmental Science, Wildlife Science, Biology, or related field and two (2) years wildlife management related experience, or an equivalent combination of related education, training and experience. Knowledge of wildlife habitat management specific to the state of Florida, FAR Part 139 and CFR 1540 and 1542, firearms and associated dispersal equipment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

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

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida, Department of Agriculture and Consumer Services Public Health Pest Control license upon hire or within six (6) months of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

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

- Operates independently under general supervision and general direction, exercising sound judgment and discretion with respect to safety, time management, animal disposition and interaction with the public

