

JOB #	TITLE	BI-WEEKLY HOURS	#FTE	ANNUAL SALARY
1	Accounting Assistant	80 Hours Bi-Weekly	2	\$44,100.16 - \$44,998.46
2-4	Administrative Assistants	80 Hours Bi-Weekly	3	\$60,115.38 - \$67,107.30
5-17	Administrative Coordinators	80 Hours Bi-Weekly	12	\$35,687.60 - \$54,778.88
18	Administrative Services Supervisor	80 Hours Bi-Weekly	1	\$63,602.24
19	Airport Communications Center Supervisor	84 Hours Bi-Weekly	2	\$53,368.38 - \$53,862.64
20	Airport Customer Service Supervisor	80 Hours Bi-Weekly	1	\$67,796.56
21	Airport Line Services Supervisor	80 Hours Bi-Weekly	1	\$60,000.20
22	ARFF Battalion Chief	112 Hours Bi-Weekly	3	\$99,453.38 - \$127,564.06
23	ARFF Captain	112 Hours Bi-Weekly	3	\$91,230.88 - \$103,340.38
24	ARFF Engineer	112 Hours Bi-Weekly	9	\$58,775.35 - \$69,023.50
25	ARFF Fire Fighter	112 Hours Bi-Weekly	1	\$58,230.64
26	ARFF Program Manager	80 Hours Bi-Weekly	1	\$77,328.94
27	ARFF Services Coordinator	80 Hours Bi-Weekly	1	\$60,944.26
28	ARFF Technician	112 Hours Bi-Weekly	23	\$71,378.32 - \$101,221.38
29	Aviation Security & Technology Specialist PT	48 Hours Bi-Weekly	2	\$16,641.82 - \$17,067.18
30-33	Chiefs	80 Hours Bi-Weekly	4	\$134,151.16 - \$152,615.58
34	Communications Dispatcher	84 Hours Bi-Weekly	2	\$35,201.40 - \$37,125.40
35	Communications Dispatcher II	84 Hours Bi-Weekly	7	\$37,971.70 - \$52,982.28
36	Contract Compliance Administrator	80 Hours Bi-Weekly	1	\$62,932.74
37	Contracts Administrator	80 Hours Bi-Weekly	1	\$62,715.64
38	Contracts Supervisor	80 Hours Bi-Weekly	1	\$67,868.06
39-48	Coordinators	80 Hours Bi-Weekly	11	\$40,016.86 - \$66,544.14
49	Credentialing Supervisor	80 Hours Bi-Weekly	1	\$61,674.08
50-55	Crew Chiefs	80 Hours Bi-Weekly	13	\$53,413.36 - \$64,026.04
56	Customer Care Associate PT	56 Hours Bi-Weekly	4	\$19,129.24 - \$20,675.20
57	Customer Service Agent	80 Hours Bi-Weekly	5	\$30,383.60 - \$48,613.76
58	Deputy Chief APD	80 Hours Bi-Weekly	1	\$116,334.14
59-61	Deputy Executive Directors	80 Hours Bi-Weekly	3	\$184,868.84 - \$211,148.60
62-73	Directors	80 Hours Bi-Weekly	12	\$102,683.88 - \$142,631.32
74-76	Division Directors	80 Hours Bi-Weekly	3	\$152,876.62 - \$175,657.04
77	Engineer	80 Hours Bi-Weekly	1	\$69,298.06
78	Environmental Specialist	80 Hours Bi-Weekly	1	\$60,275.28
79	Equipment Operator G	80 Hours Bi-Weekly	2	\$40,696.50 - \$42,383.84
80	Executive Assistant	80 Hours Bi-Weekly	1	\$70,876.52
81	Financial Project Analyst	80 Hours Bi-Weekly	1	\$64,508.86
82	Fire Safety Inspector	80 Hours Bi-Weekly	1	\$53,809.34
83	Fleet & Equipment Administrator	80 Hours Bi-Weekly	1	\$70,424.90
84	General Manager Base OPS	80 Hours Bi-Weekly	1	\$114,887.76
85	GIS Coordinator	80 Hours Bi-Weekly	1	\$70,537.22
86	Ground Transportation Agent	80 Hours Bi-Weekly	2	\$30,383.60 - \$43,653.74
87	Ground Transportation Agent II	80 Hours Bi-Weekly	2	\$33,744.36 - \$33,870.72
88	Human Resources Generalist	80 Hours Bi-Weekly	2	\$61,633.78 - \$67,245.10
89	IT Asset Coordinator	80 Hours Bi-Weekly	1	\$43,260.62
90	IT Desktop Engineer	80 Hours Bi-Weekly	1	\$67,671.24
91	Line Service Agent	80 Hours Bi-Weekly	10	\$30,383.60 - \$38,343.18
92	Line Service Technician	80 Hours Bi-Weekly	1	\$48,062.04
93	Lost & Found Agent	80 Hours Bi-Weekly	1	\$46,200.44
94	Maintenance Supervisors	80 Hours Bi-Weekly	8	\$53,815.06 - \$79,511.90
98	Maintenance Systems Supervisor	80 Hours Bi-Weekly	1	\$57,190.12
99	Maintenance Worker G	80 Hours Bi-Weekly	5	\$28,458.04 - \$32,856.98
100-125	Managers	80 Hours Bi-Weekly	26	\$66,643.46 - \$108,722.64
126-127	Mechanics	80 Hours Bi-Weekly	2	\$38,481.82 - \$45,449.30
128	Network Administrator	80 Hours Bi-Weekly	1	\$58,357.00
129	Operations Duty Agent	84 Hours Bi-Weekly	2	\$48,178.00 - \$49,372.18
130	Operations Officer	84 Hours Bi-Weekly	2	\$52,534.32 - \$52,544.96
131	Police Captain	80 Hours Bi-Weekly	2	\$89,850.20 - \$92,288.04
132	Police Lieutenant	80 Hours Bi-Weekly	1	\$94,530.02
133	Police Officer	84 Hours Bi-Weekly	13	\$45,351.54 - \$59,070.96
134	Police Officer Master	84 Hours Bi-Weekly	11	\$53,923.74 - \$72,654.66

JOB #	TITLE	BI-WEEKLY HOURS	#FTE	ANNUAL SALARY
135	Police Officer Senior	84 Hours Bi-Weekly	7	\$51,1355.98 - \$54,731.04
136	Police Sergeant	84 Hours Bi-Weekly	7	\$74,942.14 - \$79,631.76
137	Procurement Agent	80 Hours Bi-Weekly	2	\$56,394.52 - \$59,827.82
138	Programs Specialist	80 Hours Bi-Weekly	1	\$43,703.92
139	Project Coordinator, Noise & Airspace	80 Hours Bi-Weekly	1	\$56,507.10
140	Properties Coordinator	80 Hours Bi-Weekly	1	\$73,200.14
141	Receptionist	80 Hours Bi-Weekly	1	\$31,450.12
142	Senior Accounting Assistant Base Ops	80 Hours Bi-Weekly	1	\$60,873.54
143	Senior Budget Analyst	80 Hours Bi-Weekly	1	\$68,828.76
144	Senior Equipment Operator G	80 Hours Bi-Weekly	2	\$44,654.48 - \$46,171.32
145	Senior Fabricator R	80 Hours Bi-Weekly	1	\$54,265.12
146	Senior Ground Transportation Agent	80 Hours Bi-Weekly	1	\$39,872.82
147	Senior Irrigation Technician	80 Hours Bi-Weekly	2	\$43,754.36 - \$49,281.44
148	Senior Landscape Technician G	80 Hours Bi-Weekly	1	\$52,448.24
149-158	Senior Managers	80 Hours Bi-Weekly	10	\$83,344.30 - \$125,545.68
160-161	Senior Mechanics	80 Hours Bi-Weekly	4	\$48,443.72 - \$61,474.66
162	Senior Operations Officer	84 Hours Bi-Weekly	2	\$57,434.78 - \$58,951.36
163	Senior Procurement Agent	80 Hours Bi-Weekly	1	\$63,055.46
164	Senior Staff Accountant	80 Hours Bi-Weekly	1	\$41,942.42 - \$67,477.54
165-170	Senior Tradesworkers	80 Hours Bi-Weekly	17	\$41,942.42 - \$52,410.80
172	Senior Warehouse Specialist R	80 Hours Bi-Weekly	3	\$41,665.52 - \$45,922.24
173	Specialist	80 Hours Bi-Weekly	2	\$33,843.68 - \$38,940.72
175	System Administrator	80 Hours Bi-Weekly	2	\$56,412.72 - \$62,990.20
176	Systems Support Technician	80 Hours Bi-Weekly	2	\$45,927.70 - \$48,284.08
177-182	Tradesworkers	80 Hours Bi-Weekly	25	\$24,075.60 - \$51,696.32
183	Traffic Control Lead	84 Hours Bi-Weekly	4	\$46,408.18 - \$54,281.24
184	Traffic Control Specialist	84 Hours Bi-Weekly	14	\$28,519.66 - \$42,511.82
185	Trusted Agent	80 Hours Bi-Weekly	2	\$35,784.32 - \$40,270.62
186	Executive Director	80 Hours Bi-Weekly	1	Contract
			357	

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

ACCOUNTING ASSISTANT, ACCOUNTS PAYABLE

GRADE: 11

MAJOR FUNCTIONS

This is a technical accounting position involving the processing of accounts payables, requisitions and purchase orders; and the gathering of statistical material for various reports within the finance department. This position involves a variety of basic accounting functions and advanced clerical functions and is performed under the general supervision of the finance manager.

GENERAL POSITION DUTIES

Compiles, reviews, records and reconciles financial transactions within general guidelines. Review all requisitions, purchase orders and purchasing card entries to assure accuracy and compliance with purchasing guidelines. Generate daily and monthly reports and is responsible for the review and recording of petty cash. This position requires excellent communication skills. Performs other related duties as necessary.

MINIMUM QUALIFICATIONS

Knowledge, Ability & Skills: Considerable knowledge of computer operations (preferably Excel) and PC applications/spreadsheets. Familiarity with fiscal principles, practices and reporting. Knowledge of debit and payment procedures. Ability to perform accounting procedures in the maintenance of fiscal accounting records; perform detailed work involving written or numeric data and make mathematical calculations rapidly and accurately. Ability to analyze facts and figures to exercise sound judgment in arriving at conclusions. Ability to organize and evaluate the work of others. Ability to establish and maintain effective working relationships with professional contacts, department heads and fellow employees.

Training and Experience: High school diploma / GED required; and two years of progressively responsible experience performing clerical accounting duties or two years of college with twelve (12) semester hours in accounting preferred or an equivalent combination of training and experience may be considered. Working knowledge of Florida Statutes and Attorney General Opinions a plus. Must possess a valid Florida driver's license.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

ACCOUNTING ASSISTANT, ACCOUNTS RECEIVABLE

GRADE: 11

MAJOR FUNCTIONS

Perform professional accounting work of varying types as it relates to accounts receivable within the finance department. This position involves a variety of basic accounting systems and is performed under the general supervision of the finance manager.

GENERAL POSITION DUTIES

Responsible for the collection of statistical data; coordinate and prepare billings; maintain records of customers and collections; generate, report and review accounts receivable records; compute rental increases using various methodologies; reconcile primary financial system with billing system. Review, record and reconcile financial transactions within general guidelines. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Ability & Skills: Considerable knowledge of computer operations (preferably Excel or similar), PC applications/spreadsheets and file maintenance; familiarity with fiscal principles, practices and reporting. Ability to perform accounting procedures in the maintenance of fiscal accounting records; perform detailed work involving written or numeric data and make mathematical calculations rapidly and accurately; analyze data and prepare fiscal reports therefrom. Ability to analyze facts, figures and exercise sound judgment in arriving at conclusions. Excellent verbal and written communication skills are required.

Training and Experience: High school diploma / GED required. Two years of progressively responsible experience performing clerical accounting duties or two years of college with twelve (12) semester hours in accounting preferred; an equivalent combination of training and experience may be considered. Must possess a valid Florida driver's license.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION**

ADMINISTRATIVE ASSISTANT

GRADE: 14

MAJOR FUNCTIONS

This is advanced work where the employee has personal responsibility for secretarial and clerical duties in connection with the operation of a complex office. The position requires considerable independence in the assumption of certain administrative tasks and assignments which would otherwise require guidance. Work is performed under the supervision of the Director in accordance with established policies, rules and regulations.

GENERAL POSITION DUTIES

Performs routine matters personally on the basis of knowledge of departmental policies and procedures. Routes technical matters to proper department personnel.

Answers routine inquiries not involving technical knowledge. Completes and reviews outgoing correspondence to determine that all necessary background material is attached, etc. Makes reservations and schedules transportation for the department staff as necessary. Process all purchase orders and payments for the department. Prepares bi-weekly payroll reports. Maintains purchase orders, payments, and personnel files for the department.

Relays messages and instructions from the Director to subordinates. Makes appointments upon instruction. Maintains files of incoming and outgoing correspondence. Follows up on work in process.

Plans, assigns and supervises the work of selected staff members carrying on related administrative activities supporting the operation of a division of the Port Authority; develops and implements improvements in such activities. Confers with and advises the Director on special projects.

Participates in the keeping of budgetary and other financial records. Studies and recommends revisions in Division administrative methods and procedures and exercises direction over special projects.

Independently composes letters for Director review and signature. Attends meetings with department heads, municipal officials, civic organizations and area residents; represents other administrators at such meetings.

Performs related work as required. Bending, stooping and lifting may be required to perform this position.

**ADMINISTRATIVE ASSISTANT
ADMINISTRATION DIVISION
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Significant business English, proofreading and bookkeeping skills. Ability to work independently and exercise good judgment within established laws and policies. Considerable knowledge of administrative practices and office procedures. Considerable knowledge of supervisory techniques. Ability to communicate with officials and staff members. Ability to receive the public with considerable poise, tact, patience, and courtesy.

Training and Experience: Graduation from a college or university is preferred, as well as at least four years experience in an administrative or management position, or equivalent combination of experience and education. Possession of a valid Florida driver license is required. Ability to type 60 correct words per minute on a typing test administered by Human Resources (where required of the position).

DEPARTMENT-SPECIFIC DUTIES

Updates the Deputy Executive Director's and Division Director's manuals (stats books, Government accounting, etc.) Orders office supplies and furniture for Finance department.

04/04, 02/11, 10/13

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION**

ADMINISTRATIVE ASSISTANT, AVIATION

GRADE: 14

MAJOR FUNCTIONS

This is independent work consisting of administrative tasks and assignments varied in nature to support the management endeavors of the aviation deputy executive director and the aviation division director. Duties include coordinating efforts for the aviation division including Page Field and Base Operations, maintenance, operations, airport police, contract management, aircraft rescue and fire fighting and aviation security departments.

GENERAL POSITION DUTIES

Maintains calendars, schedules all appointments and makes travel arrangements for the aviation deputy executive director, division director and other Lee County officials as required. Reads and disseminates incoming correspondence to the responsible departments for appropriate action. Prepares routine correspondence for the aviation deputy executive director's signature; performs purchasing functions on behalf of the aviation deputy executive director, aviation division director and for aviation departments as needed. Responsible for managing the aviation division's administration budget and assists with the assembly of all aviation department budgets. Prepares bi-weekly payroll reports. Studies and recommends revisions in the aviation division administrative methods and procedures and exercises direction over special projects.

Reviews correspondence and work of administrative staff members prepared for the approval and signatures of the aviation deputy executive director and aviation division director and recommends revisions. Works closely with the executive director's support staff and less frequently, the Board of Port Commissioners, for coordination purposes. Responsible for the processing of green sheets in SIRE for board meetings. Requires the ability to use discretion and maintain confidential information. Schedules all trips undertaken by Port Authority and Lee County officials in the Port Authority aircraft; prepares correspondence justifying use of the aircraft as the most cost-effective means of transportation. Processes personnel actions. Maintains files. Represents the Port Authority at aviation-related and community events. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Capacity to work independently and exercise good judgment within established laws and policies. Considerable knowledge of administrative practices and office procedures. Ability to communicate with officials and staff members. Significant business English, proofreading and bookkeeping skills. Knowledge of Port Authority policies and practices. Ability to type 60 wpm (when required of the position).

Training and Experience: Graduation from an accredited four-year college or university with a degree in business or public administration, English, public relations, or a related field and three years of office management or administrative work experience; or an equivalent combination of training and experience. Preference will be given to experience in aviation. Valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATIVE ASSISTANT
DEVELOPMENT DIVISION**

MAJOR FUNCTIONS

GRADE 14

This is an administrative support position consisting of tasks and assignments varied in nature to support the management endeavors of the Deputy Executive Director and the Division Director -Development. This position needs to be able to effectively communicate with the Executive Director, other Deputy Executive Directors, other Division Directors, Port Authority staff, Board members, airlines, concessionaires, FAA, FDOT, TSA, Lee County staff, consultants, the media and the public - supporting the goals, objectives and efforts of the LCPA and the Development Division both orally and in writing.

The position requires strong communication and organizational skills in order to provide effective support to a multi-disciplined team environment. Requires a significant amount of independent judgment, organization and work with minimal oversight and direction.

GENERAL POSITION DUTIES

Primary duties of this position to support the Deputy Executive Director and Division Director are:

- Promptly answer incoming phone calls, take messages, and relay routine information in a professional manner
- Schedule meetings, accept/decline meeting invites, and provide general calendar management
- Proofread and format all outgoing correspondence
- Coordinate, prepare and route all conference/meeting/travel requests, authorizations, bookings, confirmations, payments, reservations, reimbursements, etc, in a timely manner in accordance with LCPA procedures
- Coordinate routine budget items (i.e., annual budget sheets, purchase orders, fund transfers, authorizations, petty cash, etc.) in a timely manner in accordance with LCPA procedures
- Provides timely payroll information
- Provides other LCPA support functions as needed (i.e., meeting minutes, scanning/copying/mailing of materials, assistance to other Departments, vehicle maintenance drop-off/pick-up, etc.)
- Maintains a level of confidentiality for personnel and other discreet matters
- Maintains office supplies and files
- Answers/routes routine inquiries not involving technical knowledge

DEVELOPMENT DIVISION
ADMINISTRATIVE ASSISTANT, DEVELOPMENT
Page 2

GENERAL POSITION DUTIES (cont.)

- Works closely with the administrative support staff of the Executive Director and other Deputy Executive/Division Directors/Department Directors
- Sets the standard for other support personnel through poise, tact, patience, attire, and courtesy, displaying professionalism and a positive attitude
- Performs other duties as assigned
- Contributes to the positive moral of the division.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Ability to perform various administrative support duties in a complex office environment. Ability to effectively manage multiple tasks and assignments. Communicates effectively, both orally and in writing, to individuals and groups, internally and externally. Ability to establish and maintain effective working relationships with internal staff, professional consulting firms and county officials, department heads, outside agencies and the general public.

Training and Experience: Excellent organization and communications skills. Graduation from high school (or GED). General knowledge of computer programs (Word, Excel, PowerPoint) and two (2) years experience in administrative support preferred. Any combination of education and experience, which demonstrate ability to perform duties effectively, may be substituted. Possession of a valid Florida Driver's License required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

**ADMINISTRATIVE COORDINATOR
AIRFIELD / GROUNDS & TERMINAL**

GRADE: 10

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills in connection with the efficient operation of the Airfield, Grounds, and Terminal sections of the Maintenance Department. The position requires strong communication and organizational skills to provide effective administrative support to a multiple team environment and requires a significant amount of independent judgment, confidentiality, organization, and work with minimal oversight and direction. This Administrative Coordinator position will float between the Airfield/Grounds section and Terminal section within the Maintenance Department.

GENERAL POSITION DUTIES

Maintains appointment calendars, communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions from supervisor to subordinates.

Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper staff for consideration and independently answers routine inquiries that do not involve technical knowledge. Receives emergency phone calls from individuals notifying issues/problems and subsequently contacts appropriate Lee County Port Authority individuals, divisions, departments, etc. Provides escorts to visitors attending on-airport meetings, if necessary.

Composes letters and prepares LCPA forms for signature. Sorts and distributes incoming mail according to established procedures. Prepares and reviews outgoing mail for distribution, ensuring that all necessary background material is attached.

This position is responsible for the file management of department records; processing purchase orders, requisitions, and related payments; and, maintaining the department budget. Processes travel expense/reimbursement reports, makes reservations, or develops itineraries for department staff as necessary and may prepare bi-weekly department timesheets for payroll and petty cash. Maintains inventory of office supplies and equipment by submitting orders for replenishing materials, as required. Performs other duties as assigned. Contributes to the positive morale of the organization. Bending, stooping, and lifting may be required to perform this position.

**MAINTENANCE DEPARTMENT
ADMINISTRATIVE COORDINATOR
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling, and punctuation. Considerable knowledge of department rules, regulations, practices, and procedures. Must be able to prepare routine documents and compose business letters and memoranda; receive the public with considerable poise, tact, patience, and courtesy; make minor decisions within the departmental policy; and, relieve the supervisor of administrative, clerical detail.

Training and Experience: Graduation from high school, including secretarial courses and three years of advanced secretarial and clerical experience is required. Possession of a valid Florida driver's license is required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be accepted. Experience with G Suite desired.

DEPARTMENT-SPECIFIC DUTIES

Independent work consisting of administrative tasks and assignments vary in nature to support the management endeavors of the Maintenance Department, the terminal manager, the airfield/grounds manager, supervisors, and sectional personnel. Duties include the coordination of efforts between the department director, terminal manager, airfield/grounds manager, and supervisors in the Maintenance Department as well as working closely with the administrative support staff of the other Maintenance sections and Aviation Department. Work is accomplished with the direction of the terminal manager and the airfield/grounds manager and performed from two different offices; time is split between the two sections. Additionally, this position is required to fill in for administrative coordinators throughout the Department in their absence.

Duties include the following: reads incoming correspondence and disseminates to the responsible individuals for appropriate action. Completes necessary personnel-related forms, obtains signatures, and reviews requests for personnel action to ensure completeness. Assists in the hiring process with proper paperwork and may assist with the onboarding process. Coordinates outside vendor service calls while maintaining proper documentation. Prepares bi-weekly timesheets, Kronos entries, and bi-weekly reports for the terminal and airfield/grounds employees' payroll. Schedules all travel arrangements and follow-up for the sections' staff as necessary. Assists managers with calendars and appointments. Maintains purchasing card and follows monthly LCPA policy. Works closely with the support staff throughout the Maintenance Department.

08/03, 03/11, 10/13, 12/14, 05/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

ADMINISTRATIVE COORDINATOR, AIRFIELD/GROUNDS

GRADE: 10

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills in connection with the efficient operation of a department office. The position requires strong communication and organizational skills in order to provide effective administrative support to a team environment. It requires a significant amount of independent judgment, organization and work with minimal oversight and direction.

GENERAL POSITION DUTIES

Maintains appointment calendars for manager and supervisor; communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions from supervisor to subordinates.

Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge. Receives emergency phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Port Authority individuals, divisions, departments, etc. Provides escorts to visitors attending on-airport meetings, if necessary.

Composes letters/correspondence for signature. Sorts and distributes incoming mail according to established procedures. Prepares and reviews outgoing mail for distribution, insuring that all necessary background material is attached. Accurately takes and transcribes dictation, where the position requires transcribing skills. Submits daily trouble reports using department logs. Creates record keeping forms as needed for the department.

If required, this position is responsible for file management of department records, processing of purchase orders, requisitions. Also, may process travel expense/reimbursement reports, make reservations or develop itineraries for department staff as necessary and may prepare bi-weekly department timesheets for payroll. Maintains departmental maintenance logs and logs for outside services by contractors. Maintains supply of office supplies and equipment by submitting orders for replenishment of materials, as required.

Performs other duties as assigned. Contributes to the positive morale of the organization.

Bending, stooping and lifting may be required to perform this position.

**ADMINISTRATIVE COORDINATOR
AIRFIELD, GROUNDS
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Considerable knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy and to relieve the supervisor of administrative clerical detail.

Familiarity with department terminology. Knowledge of typewriter, personal computer, word processing software, recording, telephone, copy machine, and facsimile machine.

Training and Experience: Graduation from high school/GED, including secretarial courses and three years advanced secretarial and clerical experience. Possession of a valid Florida driver's license is required. The ability to type 60 correct words per minute on a typing test administered by Human Resources is required. Any combination of education and experience which demonstrates ability to perform duties effectively, may be accepted.

DEPARTMENT-SPECIFIC DUTIES

This is independent work consisting of administrative tasks and assignments varied in nature to support the management endeavors of the maintenance department manager, supervisors and department personnel. Duties include coordination efforts between the manager, supervisors and crew chiefs in the airfield/grounds maintenance department and working closely with the administrative support staff of the other maintenance and aviation departments.

Reads incoming correspondence and disseminates to the responsible individuals for appropriate action. Completes necessary personnel-related forms, obtains signatures and reviews requests for personnel action to ensure completeness. Prepares departmental requisitions and maintains all departmental service and maintenance logs. Coordinates outside vendor service calls maintaining documentation logs. Coordinates employee periodic appraisals and files. Prepares bi-weekly timesheets and prepares spreadsheet for airfield/grounds payroll employees. Coordinates and schedules appointments for the maintenance manager, supervisors and crew chiefs. Works closely with the support staff of the maintenance department.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
COMMUNICATIONS & MARKETING**

ADMINISTRATIVE COORDINATOR, COMMUNICATIONS & MARKETING

GRADE: 10

MAJOR FUNCTIONS

This position requires advanced professional administrative, secretarial and clerical skills and will be responsible for the efficient operation of the communications & marketing department. The position requires a poised, positive demeanor with excellent communications and organizational skills to provide support in a fast-paced team environment. The position also requires a significant amount of independent judgment and ability to work with minimal oversight and direction.

POSITION DUTIES

This position will be required to make travel arrangements, coordinate on- and off-site meetings and communicate appropriately with internal and external stakeholders. Process travel expense/reimbursement reports and prepare bi-weekly department payroll. Responsible for file management of department records, maintaining appointment calendars, processing of purchase orders, requisitions and related payments, as well as the maintenance, update and reconciliation of the department budget. Use Port Authority and county systems to process items for purchasing, payroll and work orders.

Assist with activities related to special events, including running errands, ordering food, setup, escort and on-site support for all events before, during and after. There may be occasional work for special events or department engagements outside of regularly scheduled work hours. Schedule and organize presentation/speaker requests, including coordination of calendars and availability of department personnel. Issue confirmations, provide directions and prepare support materials, as required. Initiate immediate contact of appropriate PIO in response to media requests or emergency situations during scheduled work hours.

Compose letters/correspondence for signature. Sort and distribute incoming mail according to established procedures. Prepare and review outgoing mail for distribution, ensuring all necessary background material is attached. Maintain departments' office supply inventory and equipment; submitting orders for replenishment of materials, as required.

Handle routine matters independently with knowledge of the overall mission of the department and division. Route more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge.

Performs other duties as assigned. Contributes to the positive morale of the organization and maintains effective working relationships with other departments and stakeholders.

Bending, stooping and lifting may be required to perform this position.

**COMMUNICATIONS & MARKETING
ADMINISTRATIVE COORDINATOR**

Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Ability to prepare routine business documents, including composition of letters and memos. Ability to receive the public and speak on the telephone with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy. Excellent knowledge of personal computer, including Microsoft Office Suite, utilizing Internet-based programs for research, telephone, scanner and copier.

Training and experience: High school diploma/GED required; three years advanced administrative level experience preferred or an equivalent combination of training and experience may be considered. Possession of a valid Florida driver's license is required.

12/06, 02/11, 10/13, 05/15, 06/18

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

ADMINISTRATIVE COORDINATOR, FINANCE

GRADE: 10

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills in connection with the efficient operation of a department office. The position requires strong communication and organizational skills in order to provide effective administrative support to a team environment. It requires a significant amount of independent judgment, organization and work with minimal oversight and direction.

GENERAL POSITION DUTIES

Maintains appointment calendars, communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions from supervisor to subordinates.

Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge. Provides escorts to visitors attending on-airport meetings, if necessary.

Composes letters/correspondence for signature. Sorts and distributes incoming mail according to established procedures. Prepares and reviews outgoing mail for distribution, insuring that all necessary background material is attached. This position is responsible for file management of department records, processing of purchase orders, requisitions, and related payments, and maintenance of the department budget. Also may process travel expense/reimbursement reports, make reservations or develop itineraries for department staff as necessary and may prepare bi-weekly department timesheets. Maintains supply of office supplies and equipment by submitting orders for replenishment of materials, as required.

Performs other duties as assigned. Contributes to the positive morale of the organization.

Bending, stooping and lifting may be required to perform this position.

FINANCE DEPARTMENT
ADMINISTRATIVE COORDINATOR, FINANCE
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Considerable knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy and to relieve the supervisor of administrative clerical detail. Familiarity with department terminology. Knowledge of typewriter, personal computer, word processing software, recording, telephone, copy machine, and facsimile machine.

Training and Experience: Graduation from high school, including secretarial courses and three years advanced secretarial and clerical experience. Possession of a valid Florida driver's license is required. Any combination of education and experience which demonstrates ability to perform duties effectively may be accepted.

DEPARTMENT-SPECIFIC DUTIES

Prepares items for daily deposits. Prepares annual budget reports for distribution. Compiles information for and distributes department reports, (i.e., ACI, PFC, and statistical reports) and maintains specific department files.

09/03, 02/11, 10/13, 07/15

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT**

ADMINISTRATIVE COORDINATOR, HR

GRADE: 10

MAJOR FUNCTIONS

This position requires specialized professional administrative and clerical skills in connection with the efficient operation of the human resources office. The position requires a positive demeanor with excellent communication and organizational skills to provide support in a fast-paced team environment. The position also requires a significant amount of independent judgment and is the first point of contact for applicants, routine employee and third party inquiries. This position supports the department director.

GENERAL POSITION DUTIES

Excellent customer service and communication skills. Communicates via telephone, email and in person with internal and external customers. Routes more technical matters to the appropriate HR staff, however, independently answers routine questions.

Requires a highly organized, assertive individual with sound judgment. Also requires the ability to work under pressure with a fast turnaround. Responds to sensitive requests for information and handles confidential information with a high degree of professionalism.

Schedules and organizes complex activities such as meetings, travel and department activities for human resources staff. Organizes and maintains department director's calendar and keeps director's files current. Composes and designs general correspondence memos, charts, tables, graphs, etc.

Responsible for coordinating pre-employment and new hire on-boarding with HR staff. Creates personnel/benefit files. Administers skill tests for applicants. Assists new employees with required paperwork and verifies I-9 documentation and E-Verify ensuring that reporting requirements are met. Updates and edits new hire orientation process.

Requires professional level computer skills utilizing all Microsoft Office programs, Kronos timekeeping, Google applications and Vista HRMS including, Employee Self Service. Ability to create reports.

Coordinates the employee recognition program with HR staff for employees with significant years of service. Administers the Humanitarian Employee List Program (HELP).

Responsible for coordinating all aspects of the performance evaluation system; notification and follow-up with department staff and assists with RPA processing.

**HUMAN RESOURCES DEPARTMENT
ADMINISTRATIVE COORDINATOR, HR
Page 2**

GENERAL POSITION DUTIES (cont.)

Responsible for mail distribution, file management of all employee personnel records and public records requests.

Assists in developing and maintaining the department's budget; processes purchase orders/requisitions, maintains P-cards and pays invoices. Maintains office supplies and equipment by submitting orders for replenishment of materials as required.

Performs other duties as assigned. May serve on committees as assigned. Contributes to the positive morale of the organization. Supports wellness activities and special events.

The work environment is a busy office setting. This position requires occasional bending, stooping and lifting.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy. Must have the ability to multi-task in a fast paced environment and provide a fast turnaround with accuracy. Requires continual attention to detail in composing and proofing materials, establishing priorities and meeting deadlines with demonstrated ability to juggle multiple priorities.

Training and Experience: High school diploma / GED and three years advanced clerical/administrative experience required. Human resource office experience preferred. Possession of a valid Florida driver's license is required. A typing test administered by Human Resources is required. Familiarity with Human Resource terminology and systems. Knowledge of personal computer, MS Office, Google applications, Crystal Reports, copy machine, scanner and facsimile machine. Any combination of education and experience which demonstrates ability to perform duties effectively may be accepted. SHRM-CP or PHR certification desirable.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION INFORMATION
TECHNOLOGY DEPARTMENT**

ADMINISTRATIVE COORDINATOR, IT

GRADE: 10

MAJOR FUNCTIONS

This is advanced and secretarial work where the employee has personal responsibility for secretarial and clerical duties in connection with operation of a complex office. The position requires considerable independence in the assumption of certain administrative activities and clerical functions which would otherwise require guidance.

ILLUSTRATIVE DUTIES

Initial contact with professional contacts, answers multiline telephone, routing calls as necessary to the Director and the Information Technology staff; takes care of routine matters on the basis of knowledge of the department under the Director's direction; routes more technical matters to the proper section or persons for consideration.

Answers routine inquiries not involving technical knowledge; completes and reviews outgoing correspondence to determine that all necessary background material is attached, etc.; makes reservations and schedules transportation for the Information Technology staff as necessary. Processes all required payments for the Information Technology Department. Prepares bi-weekly payroll reports. Maintains payment files for the department.

Relays messages and instructions from the Director to subordinates; makes appointments upon instruction; maintains files of incoming and outgoing correspondence; follows up on work in progress. Bending, stooping and minor lifting may be required to perform this position. Possession of a valid Florida Driver's License is required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of Business English,

INFORMATION TECHNOLOGY DEPARTMENT
ADMINISTRATIVE COORDINATOR, IT Page 2

Spelling and Grammar. Ability to prepare routine documents and compose business letters and memoranda. Ability to make decisions in accordance with regulations, practices, policies and procedures. Ability to receive the public with considerable poise, tact, patience and courtesy. Must have good telephone and organizational skills. Ability to make minor decisions within departmental policy and to relieve the Director and other professional staff of administrative and clerical detail.

Knowledge of Office Equipment: Personal Computer, use of Microsoft Word and other Microsoft Office software products, multi-line telephone, copier machine, laser printer, facsimile machine and typewriter.

Training and Experience: Graduation from high school, including secretarial classes and three (3) years advanced secretarial and clerical experience; or the equivalent experience of training and experience. Required Typing Speed – Sixty (60) words per minute.

03/07, 02/11,
10/13, 02/20

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS DEPARTMENT**

ADMINISTRATIVE COORDINATOR, OPERATIONS

GRADE: 10

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills in connection with the efficient operation of a department office. The position requires strong communication and organizational skills in order to provide effective administrative support to a team environment. It requires a significant amount of independent judgment, organization and work with minimal oversight and direction.

GENERAL POSITION DUTIES

Maintains appointment calendars, communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions from supervisor to subordinates.

Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge. Receives emergency phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Port Authority individuals, divisions, departments, etc. Provides escorts to visitors attending on-airport meetings, if necessary.

Composes letters/correspondence for signature. Sorts and distributes incoming mail according to established procedures. Prepares and reviews outgoing mail for distribution, insuring that all necessary background material is attached. Accurately takes and transcribes dictation, where the position requires transcribing skills.

If required, this position is responsible for file management of department records, processing of purchase orders, requisitions, and related payments, and maintenance of the department budget. Also may process travel expense/reimbursement reports, make reservations or develop itineraries for department staff as necessary and may prepare bi-weekly department timesheets. Maintains supply of office supplies and equipment by submitting orders for replenishment of materials, as required.

Performs other duties as assigned. Contributes to the positive morale of the organization.

Bending, stooping and lifting may be required to perform this position.

OPERATIONS DEPARTMENT
ADMINISTRATIVE COORDINATOR, OPERATIONS
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Considerable knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy and to relieve the supervisor of administrative clerical detail.

Familiarity with department terminology. Knowledge of typewriter, personal computer, word processing software, recording, telephone, copy machine, and facsimile machine.

Training and Experience: Graduation from high school, including secretarial courses and three years advanced secretarial and clerical experience. Possession of a valid Florida driver license is required. The ability to type 60 correct words per minute on a typing test administered by Human Resources is required. Any combination of education and experience which demonstrates ability to perform duties effectively may be accepted.

DEPARTMENT-SPECIFIC DUTIES

Reads incoming correspondence and distributes to the responsible manager for appropriate action. Prepares routine correspondence for all Operations Managers', including Senior Managers' and the Department Director's, signature. Enters and processes complaints. Maintains complaint files via public folder, and Operations Database. Performs purchasing functions on behalf of the department, as well as maintenance of the Operations Departmental budget. Coordinates and schedules appointments for the Senior Manager. Schedules all travel arrangements for Operations staff. Maintains files. Provides back-up phone assistance to the Deputy Executive Director, Division Director and Administrative Assistant. Maintains the calendar for the In-Transit Lounge. Prepares back-up paperwork for Operations personnel evaluations. Provides administrative back-up to second departmental Administrative Coordinator.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
PLANNING & ENVIRONMENTAL COMPLIANCE DEPARTMENT**

**ADMINISTRATIVE COORDINATOR,
PLANNING & ENVIRONMENTAL COMPLIANCE**

GRADE: 10

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills in connection with the efficient operation of a department office. The position requires strong communication and organizational skills in order to provide effective administrative support to a team environment. It requires a significant amount of independent judgment, organization and work with minimal oversight and direction.

GENERAL POSITION DUTIES

Maintains appointment calendars, communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions from supervisor to subordinates.

Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge. Receives emergency phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Port Authority individuals, divisions, departments, etc. Provides escorts to visitors attending on-airport meetings, if necessary.

Composes letters/correspondence for signature. Sorts and distributes incoming mail according to established procedures. Prepares and reviews outgoing mail for distribution, insuring that all necessary background material is attached. Accurately takes and transcribes dictation, where the position requires transcribing skills.

If required, this position is responsible for file management of department records, processing of purchase orders, requisitions, and related payments, and maintenance of the department budget. Also may process travel expense/reimbursement reports, make reservations or develop itineraries for department staff as necessary and may prepare bi-weekly department timesheets. Maintains supply of office supplies and equipment by submitting orders for replenishment of materials, as required.

Performs other duties as assigned. Contributes to the positive morale of the organization.

Bending, stooping and lifting may be required to perform this position.

PLANNING & ENVIRONMENTAL COMPLIANCE DEPARTMENT
ADMINISTRATIVE COORDINATOR
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Considerable knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy and to relieve the supervisor of administrative clerical detail.

Familiarity with department terminology. Knowledge of typewriter, personal computer, word processing software, recording, telephone, copy machine, and facsimile machine.

Training and Experience: Graduation from high school, including secretarial courses and three years advanced secretarial and clerical experience. Possession of a valid Florida driver license is required. The ability to type 60 correct words per minute on a typing test administered by Human Resources is required. Any combination of education and experience, which demonstrate ability to perform duties effectively, may be accepted.

DEPARTMENT-SPECIFIC DUTIES

Logs in applications submitted to the Port Authority under the Lee County Land Development Code, Section 34-1008, "Permit for Tall Structures". Sends appropriate application forms to citizens in response to written or telephoned requests. Reviews application to ensure that the requested information is complete, prepares draft response transmittal letter, and forwards the application to the Principal Planner for analysis.

Assists Environmental Project Coordinator and Department Director in tracking environmental permit deadlines to ensure all permit requirements are met in a timely manner.

Familiarity with the rules and procedures of Local, State and Federal Environmental Regulatory agencies.

Knowledge of Microsoft Office products and familiarity with digital camera procedures a plus.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PURCHASING DEPARTMENT**

ADMINISTRATIVE COORDINATOR

GRADE: 10

MAJOR FUNCTIONS

This position requires advanced professional administrative and clerical skills in connection with the efficient operation of the procurement office. This position is the first point of contact for stakeholders (vendors, internal clients and the public) in search of procurement assistance and requires a customer focused attitude with excellent communication and organizational skills. It requires objective judgment and ability to work independently within the departmental policies and procedures. This position supports the purchasing manager and is a vital member of the procurement team.

GENERAL POSITION DUTIES

This position will utilize excellent customer service and communication skills when interacting with stakeholders; and independently answer routine questions and route advanced inquiries to the appropriate purchasing staff member. This position requires a highly organized individual, who is able to work under pressure using sound judgment and a high degree of professionalism.

This position is responsible for scheduling, preparing and organizing pre-bid/proposal/qualification/closings, vendor presentations, training sessions and other department activities for procurement staff. This position updates and maintains the purchasing department's shared calendar.

This position creates and maintains letters, documents, advertisements, memos, purchasing reports and is responsible for the upkeep and accuracy of the department's electronic files. This position manages the vendor application process; prepares information and coordinates updates to the purchasing intranet/website; contributes and maintains revisions to the purchasing manual and guidelines; maintains the contract database; receives and responds to credit applications requests; manages auctions for the disposal of surplus, lost or abandoned property; and coordinates the exchange of information between purchasing staff, internal clients and vendors. This position manages incoming and outgoing mail.

This position may complete research for products, manufacturers, distributors and contracts providing support to purchasing agents.

Under the guidance of the purchasing manager, this position assists in developing and maintaining the department's budget; processes travel/reimbursement reports and makes reservations or develops itineraries for department staff; maintains office supplies and equipment; processes requisitions, maintains purchase card information and approves invoices for payment.

Performs other duties as assigned and contributes to the positive morale of organization.

**PURCHASING DEPARTMENT
ADMINISTRATIVE COORDINATOR
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business processes and excellent problem solving skills. Ability to meet or exceed position functions/duties and professionally interact with the public is required.

Familiarity with department terminology knowledge of MS Office suite, Google applications and the ability to quickly learn additional programs as needed. Knowledge of personal computer and the use of office equipment are required.

Must have the ability to multi-task and prioritize in a fast paced office environment. The position requires attention to detail, ability to establish priorities and meet goals while managing multiple projects; the ability to think independently and make decisions within departmental policy/procedures and to follow guidance from others.

Physical requirements include occasional lifting (20 lbs.) bending and/or stooping, prolonged periods of standing, walking and reaching above the head.

Training and Experience: High school diploma/GED required and three years administrative/clerical experience preferred or a combination of training and experience may be considered. Possession of a valid Florida driver's license is required.

10/09, 02/11, 06/12, 10/13, 07/17

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROPERTIES DEPARTMENT**

ADMINISTRATIVE COORDINATOR, PROPERTIES

GRADE: 10

MAJOR FUNCTIONS

This position requires advanced professional administrative and clerical skills in connection with the efficient operation of the properties office. The position requires strong communication and organizational skills to provide support in a team environment. It requires a significant amount of independent judgment, organization and ability to work with minimal oversight and direction.

GENERAL POSITION DUTIES

Maintains appointment calendars, communicates appropriately via telephone, e-mail and in person with internal staff and the public; and relays messages and instructions from supervisor to subordinates.

Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge. Receives phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Port Authority individuals, divisions, departments, etc. Provides escorts to visitors attending on-airport meetings, if necessary.

Composes and prepares letters and other correspondence for signature. Sorts and distributes incoming mail according to established procedures. Prepares and reviews outgoing mail for distribution, ensuring that all necessary background material is attached.

This position is responsible for file management of department records and maintenance of the department budget; processing of purchase orders, requisitions and related payments. Process travel expense/reimbursement reports, make reservations and/or develop itineraries for department staff as necessary; and prepare bi-weekly department timesheets. Maintain office supplies and equipment by submitting orders for replenishment of materials, as required.

Performs other duties as assigned. Contributes to the positive morale of the organization.

Bending, stooping and lifting may be required to perform this position.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Considerable knowledge of department rules, regulations, practices, and procedures. Ability to prepare routine documents and compose business letters and memoranda; receive the public with considerable poise, tact, patience, and courtesy; and make minor decisions within departmental policy and to relieve the director/staff of administrative clerical work. Excellent knowledge of personal computer, including Microsoft Office Suite.

**PROPERTIES DEPARTMENT
ADMINISTRATIVE COORDINATOR
Page 2**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: High school diploma/GED required and three years administrative/clerical experience preferred or a combination of training and experience may be considered. Possession of a valid Florida driver's license is required.

DEPARTMENT-SPECIFIC DUTIES

Responsible for support of department director and other departmental staff as assigned. Makes arrangements for complex travel itineraries and prepares associated expense reports. Procurement of office supplies, publications and research materials. Schedules and organizes meetings, including coordinating calendars and availability of departmental personnel, non-departmental personnel, prospective or current tenants, permittees and other business contacts. Handles record and file management including incoming/outgoing correspondence.

08/17

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

ADMINISTRATIVE COORDINATOR, RESOURCES

GRADE: 10

MAJOR FUNCTIONS

This position requires specialized professional secretarial and clerical skills in connection with the efficient operation of a professional office. The position requires strong communication and organizational skills in order to provide effective administrative support to a team environment. It requires a significant amount of independent judgment, organization and work with minimal oversight and direction.

GENERAL POSITION DUTIES

This position is responsible for file management of resources records, processing of purchase orders, requisitions; and associated payments. Generate travel expense/reimbursement reports, make reservations and/or develop itineraries as necessary and prepare bi-weekly resources timesheets. Monitor expenditures within the resources budget. Maintain office supplies and equipment by submitting orders for replenishment of materials, as required.

Maintains appointment calendars; communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions from manager to subordinates.

Compose and review letters/correspondence for signature. Sort and distribute incoming mail according to established procedures. Prepare and review outgoing mail for distribution, insuring that all necessary background material is attached. Assist with the creation and review of various forms and reports as necessary. Escort visitors attending on-airport meetings, if necessary. May serve as a back up to other maintenance administrative coordinators in their absence.

Performs other duties as assigned. Contributes to the positive morale of the organization.

Bending, stooping and lifting may be required to perform this position.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Considerable knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Familiarity with department terminology. Knowledge of personal computer, word processing software, recording, telephone, copy machine, and facsimile machines.

**MAINTENANCE DEPARTMENT
ADMINISTRATIVE COORDINATOR, RESOURCES
Page 2**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: High school diploma/GED and three years advanced secretarial and clerical experience required; or a combination of training and experience may be considered. Possession of a valid Florida driver's license is required. The ability to type 60 correct words per minute on a typing test administered by human resources may be required.

DEPARTMENT-SPECIFIC DUTIES

This is independent work consisting of administrative tasks and assignments varied in nature to support the management endeavors of the maintenance department manager, and supervisors and department personnel. Responsibilities include but are not limited to: entering and processing requisitions, purchase orders and invoices; maintaining logs and files for requisitions, purchase orders and packing slips; communicating with mechanics and maintenance vendors for verification of invoices; and creating and maintaining excel spreadsheets for the maintenance department's fixed asset database and the port authority fuel system. Work closely with the support staff of the maintenance department.

08/03, 03/11, 01/13, 10/13, 04/17

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

ADMINISTRATIVE COORDINATOR, TERMINAL

GRADE: 10

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills in connection with the efficient operation of a department office. The position requires strong communication and organizational skills in order to provide effective administrative support to a team environment. It requires a significant amount of independent judgment, organization and work with minimal oversight and direction.

GENERAL POSITION DUTIES

Maintains appointment calendars for manager and supervisor; communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions from supervisor to subordinates.

Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge. Receives emergency phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Port Authority individuals, divisions, departments, etc. Provides escorts to visitors attending on-airport meetings, if necessary.

Composes letters/correspondence for signature. Sorts and distributes incoming mail according to established procedures. Prepares and reviews outgoing mail for distribution, insuring that all necessary background material is attached. Accurately takes and transcribes dictation, where the position requires transcribing skills. Submits daily trouble reports using department logs. Creates record keeping forms as needed for the department.

If required, this position is responsible for file management of department records, processing of purchase orders, requisitions. Also, may process travel expense/reimbursement reports, make reservations or develop itineraries for department staff as necessary and may prepare bi-weekly department timesheets for payroll. Maintains Departmental maintenance logs and logs for outside services by contractors. Maintains supply of office supplies and equipment by submitting orders for replenishment of materials, as required.

Performs other duties as assigned. Contributes to the positive morale of the organization.

Bending, stooping and lifting may be required to perform this position.

May be required to work any shift and weekends.

**MAINTENANCE DEPARTMENT
ADMINISTRATIVE COORDINATOR, TERMINAL
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Considerable knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy and to relieve the supervisor of administrative clerical detail.

Familiarity with department terminology. Knowledge of typewriter, personal computer, word processing software, recording, telephone, copy machine, and facsimile machine.

Training and Experience: Graduation from high school/GED, including secretarial courses and three years advanced secretarial and clerical experience. Possession of a valid Florida driver license is required. The ability to type 60 correct words per minute on a typing test administered by Human Resources is required. Any combination of education and experience which demonstrates ability to perform duties effectively, may be accepted.

DEPARTMENT-SPECIFIC DUTIES

This is independent work consisting of administrative tasks and assignments varied in nature to support the Management endeavors of the Maintenance Department Manager, and Supervisors and Department personnel. Duties include coordination efforts between the Manager, and Supervisors and Crew Chiefs in the Terminal Maintenance Department and working closely with the administrative support staff of the other Maintenance and Aviation departments.

Reads incoming correspondence and disseminates to the responsible individuals for appropriate action. Completes necessary personnel-related forms, obtains signatures and reviews requests for personnel action to ensure completeness. Prepares departmental requisitions and maintains all departmental service and maintenance logs. Coordinates outside vendor service calls maintaining documentation logs. Coordinates employee periodic appraisals, and files. Prepares bi-weekly timesheets and prepares spreadsheet for Terminal Payroll employees. Coordinates and schedules appointments for the Maintenance Manager, Supervisors and Crew Chiefs. Works closely with the support staff of the Maintenance Department.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
GENERAL SERVICES DEPARTMENT**

SUPERVISOR, GENERAL SERVICES

GRADE: 19

MAJOR FUNCTIONS

This is a supervisory position in which the employee has the responsibility for overseeing staff, coordinating meetings, processing documents and managing records. The employee is responsible for communicating and coordinating meetings and activities with Port Authority departments, with the Port Commissioner offices, the Clerk of Court offices, as well as with key public advisors.

The supervisor will be responsible for records retention for all documents related to the activities in general services (purchasing, risk, and ASMC and board documents,) and ensuring compliance to Florida Statutes, Port Authority wide.

The supervisor will oversee the employees providing support to Port Authority departments and the public to include mail room services, front desk activities, and general services support staff including budgetary and fixed asset reporting as assigned.

The supervisor is a liaison with the state relative to statutory requirements of key staff and advisory committee members.

GENERAL POSITION DUTIES

- Compiles, distributes and processes all documents related to the Airport Special Management Committee and the Board of Port Commissioners meetings.
- Organizes and facilitates activities related to ASMC and joint meetings including facility set up, working with vendors, departments and other government entities; scheduling briefings; advertising and recording minutes
- Administrative support duties to director as assigned (correspondence, scheduling meetings, phone calls)
- Plans, assigns, trains, supervises and evaluates the work of selected staff members relative to administrative duties and customer service
- Prepare written procedures for programs and systems within area of responsibility
- Participates with budgetary and financial matters as assigned
- Works closely with director in developing, implementing, and monitoring a records management /retention program

**GENERAL SERVICES DEPARTMENT
SUPERVISOR
Page 2**

GENERAL POSITION DUTIES (cont.)

- Manages SIRE program acting as liaison to other departments.
- Monitors and maintains mezzanine and training center use and administrative pool vehicles.
- Other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Significant business English, grammar, and proofreading skills are required; knowledge of local government practices and the Florida statutes. Must have the ability to communicate effectively and professionally with officials, staff members, and key public advisors. The position requires exceptional organization and planning skills with excellent time management practices. Must have strong leadership skills, be highly motivated and have the ability to work with others to encourage and achieve consensus. Must be able to describe and demonstrate successful management practices. Must have computer skills and an aptitude for understanding computer concepts. Must have the ability to make independent decisions

Training and Experience: Bachelor's degree in business managements, public administration or related field required; with five years experience in related activities with supervisory responsibilities preferred or any combination training and experience.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AVIATION SECURITY & TECHNOLOGY DEPARTMENT**

AIRPORT COMMUNICATIONS CENTER SUPERVISOR

**GRADE: 15-84
FLSA: NON-EXEMPT**

MAJOR FUNCTIONS

This is a professional and highly responsible supervisory position that leads a team of Airport Communications Center (AirComm) dispatchers and AirComm specialists. The supervisor ensures the department remains in compliance with all Lee County Port Authority procedures, policies, practices and guidelines; maintains compliance with CJIS, NCIC and FCIC requirements; supervises the administration and integrity of all AirComm computer programs and related data; ensures correct and expeditious dispatch of all emergency services for police and fire rescue and coordinates effective response standards; ensures the highest quality of customer service is sustained within the department; schedules staff; assists with recruitment and retention of staff; responsible for employee performance evaluations and professional development of subordinate staff.

GENERAL POSITION DUTIES

Responsible for conducting all duties required of a communications dispatcher I & II, and AirComm specialists while on shift performing supervisory duties. Provide dispatcher and specialist seat relief throughout the shift as needed. Fill in for unscheduled call-outs to ensure effective dispatch coverage is sustained. Coordinate the team's schedule to ensure optimal shift coverage is maintained.

Responsible for overall training and qualifying of dispatchers and specialists in accordance with established and approved criteria, as determined by the department manager. Ensure staff performance is of the highest caliber and in keeping with professional standards, in accordance with all operating instructions, general orders and other guiding documents. Ensure the proper operation of equipment and monitor the timely repair of any malfunctions. Up-line all status reports involving performance, compliance, improvements and deficiencies for management knowledge and action.

Ensure the integrity of all correspondence associated with criminal investigations, police activity, regulatory compliance inquiries and other sensitive security situations.

Ensure staff remains compliant with established procedures through direct feedback and hands-on supervision and mentorship. Provide real-time feedback to maintain a high level of morale and continuous improvement within the department. Conduct timely and accurate quality assurance reviews and tracks performance of staff. Review periodicals, trade journals and other resources to stay up-to date on current trends and methods in public safety telecommunications and emergency management.

Attend meetings and training as assigned by the department manager and provides recommendations for the overall improvement of the AirComm teams by applying knowledge gained from attending these types of events.

**AVIATION SECURITY & TECHNOLOGY DEPARTMENT
SUPERVISOR, AIRPORT COMMUNICATIONS CENTER**

Page 2

GENERAL POSITION DUTIES (cont.)

During emergencies, applies principles of NIMS and acts as communications unit leader, liaison officer, or incident dispatcher as the situation dictates when working with incident command structure.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Successful candidates should possess the following attributes and abilities:

1. Must demonstrate a commitment to the department's core values of creating trust, pursue continuous learning and improvement objectives and demonstrate a high-level of customer service to all airport stakeholders regardless of workload or situational stress.
2. Must demonstrate a thorough knowledge of the duties and responsibilities of all positions with the Airport Communications Center and possess above-average capabilities and skill requirements at the operational level.
3. Must have the ability to type accurately, expeditiously and without error, while engaged in visual and telephonic/radio media.
4. Must demonstrate effective situational awareness skills while supervising staff.
5. Must have a demonstrated ability to communicate effectively in speech and written word.
6. Must have the ability to speak and educate large audiences and be comfortable speaking in public.

Training and Experience:

1. Must possess a high-school diploma or GED.
2. Must be and maintain a Florida 911 Public Safety Telecommunicator certification.
3. Must possess and maintain a full-access certification in the use of Criminal Justice Information Systems (CJIS), from FDLE.
4. Must have a minimum of five years experience in public safety, customer service or aviation.
5. Must complete the APCO Comm Center Supervisor (or equivalent) within 6 months of hire.
6. Must complete the NIMS communications unit leader, liaison officer, or incident dispatcher class within 1 year (depending on class availability).

Schedule: Ability to work different shifts (weekends, holidays, and relief shifts) 24/7 depending upon needs of the department and may be adjusted periodically; will be required to work rotating shifts day and nights; will be required to work weekends and/or holidays.

Supervisor's will work an 84 hour (twelve hour shifts) bi-weekly work week. This position is subject to holdover or recall on a 24-hour basis for essential services and emergencies.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION**

AIRPORT SERVICES SUPERVISOR (CUST SVCE)

GRADE: 15

MAJOR FUNCTION

This is a highly visible and responsible supervisory position in charge of airport customer service personnel who conduct sales transactions, place fuel service and catering orders, reserve rental cars and ground transportation services, and reserve hotel rooms among other duties. Ensures that customer service personnel provide excellent service at all times. Position reports to the general manager of base operations.

GENERAL POSITION DUTIES

Supervises airport customer service personnel, prioritizing assignments and offering assistance as needed.

Develops and conducts initial and recurrent training programs for customer service staff, maintains training and certification records.

Completes scheduling of customer service staff to ensure optimal coverage of all shifts and appropriate staff levels during peak activity periods. Publishes combined work schedule for Base Operations staff.

Maintains oversight of automated point-of-sale and inventory management system. Coordinates with IT and vendor technical support staff to resolve operational issues and maintain functionality.

Receives and coordinates hangar and facility maintenance requests from customers. Initiates and processes hangar and tiedown agreements and maintains current tenant list. Manages hangar wait list.

Fosters positive and ongoing relationships with tenants, staff and customers. Resolves tenant and customer complaints and develops programs to improve customer relations.

Plans, coordinates and manages group fly in events; coordinates airport special events with business partners. Participates in conferences and events to build customer loyalty.

May assume managerial responsibilities in the absence of the general manager of base operations.

Ensures accurate processing and fulfillment of fuel and retail transactions. Ensures accurate shift closeouts and balances, and preparation of bank deposits. Prepares, maintains and ensures accuracy of monthly reports for invoicing, sales, operations and related performance data. Monitors PCI compliance.

**PAGE FIELD/GENERAL AVIATION
AIRPORT SERVICES SUPERVISOR (CUST SVCE)**

Page 2

GENERAL POSITION DUTIES (cont.)

Ensures accuracy of monthly invoicing reports for fuel sales, gift shop sales, and other revenue sources.

Manages retail gift shop to include inventory control, sales analysis, product selection, display layout, special order, mail and internet order fulfillment.

Manages quality and inventory of complimentary customer amenities such as coffee, cookies, popcorn, beverages and newspapers.

Monitors safety of operations and ensures a safe terminal environment for aircrew, passengers and customers. Resolves and reports safety discrepancies.

Follows airport procedures to report alerts to Page Field staff and operations department (RSW).

Responsible for coordinating and arranging group airport tours.

Trains staff in the proper use of two-way radio equipment and terminology to be used in air-to-ground communications with aircraft.

Serves as a role model to employees by demonstrating positive interpersonal and customer service skills.

Develops and conducts initial and recurrent training programs for customer service staff; maintains training files and certification records.

Represents Page Field at trade shows, meetings and events.

Supports airport marketing program by contributing to development of advertising materials and participating in marketing and sales visits to existing and prospective customers.

Develops and manages customer recognition programs.

Actively participates in team meetings and submits recommendations designed to improve efficiency, customer service and safety.

May be required to work various shifts including days, nights, weekends, and holidays.

Performs other duties as directed.

**PAGE FIELD/GENERAL AVIATION
AIRPORT SERVICES SUPERVISOR (CUST SVCE)
Page 3**

MINIMUM QUALIFICATIONS

Knowledge, Abilities, Skills: The ability to train, motivate and lead by example is paramount. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to add, subtract, multiply, and divide all units of measurement, using whole numbers, common fractions, and decimals. Ability to deal with unusual situations in a professional manner.

Must have full working knowledge of all operational aspects of customer service. Must have computer, point of sale system and office software knowledge, excellent communication and customer service skills. Must have good writing ability.

The employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. Must be able to communicate clearly on a two-way radio. May be occasionally exposed to fumes or airborne particles and outside weather conditions. Noise level in the work environment is often very loud.

Training and Experience: High school diploma/GED and three to five years of related education and experience required. Possession of valid Florida driver's license required. Possession of Notary Public commission of the State of Florida or the ability to acquire one within 6 months of hire.

03/07, 03/11, 10/13, 05/16

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION**

AIRPORT LINE SERVICE SUPERVISOR

GRADE: 15

SUMMARY OF ESSENTIAL DUTIES, RESPONSIBILITIES & EXPECTATIONS

This highly responsible, working supervisory position oversees the daily activities of line service team members who conduct aircraft fueling, towing, marshalling, aviation fuel quality control, safety inspections and other critical aviation and airport operational functions. Essential duties, responsibilities and expectations include the following:

- Ensures line service agents operate safely at all times while providing excellent customer service through the timely and accurate completion of service orders.
- Completes scheduling and prioritizes assignments for line service team, offering active line service assistance as needed, to ensure optimal coverage of all shifts and appropriate staff levels during peak activity periods.
- Responsible for training line service agents on daily operating procedures including aircraft fueling & towing, fuel quality assurance, airfield inspections & perimeter access control and response to airfield incidents & alerts.
- Assist with the implementation of airport wildlife hazard management plan; spill prevention control & countermeasures plan; and storm water pollution prevention plan, including conducting training classes for line service staff on each plan.
- Ensures staff is fully trained utilizing NATA Safety 1st and Avfuel specific training materials, including maintaining training files, certification records and recurrent training compliance.
- Responsible for oversight of line service career development program to include: mentoring of staff in their professional development; design & update of staff qualification tests & practical exams; maintaining up-to-date checklists of staff qualifications; and recommendations for staff promotion when eligible.
- Responsible for aviation fuel quality control program and record keeping.
- Maintains adequate inventory of aviation fuels and supplies, ensuring appropriate fuel utilization on gallons metered and sold.
- Maintain equipment and fuel storage facilities according to established specifications providing for safe and efficient operations.
- Ensures all inspections and quality assurance tests are completed as required.
- Maintain standards for protecting against fire and explosions in storing, dispensing and otherwise handling fuel and lubricants on the airfield.
- Develops and promotes safety standards and ensures that safety protocols are followed by all personnel.
- Prepares and maintains reports and records of operation and inspections to determine compliance and effectiveness of existing methods.
- Actively participates in team meetings and submits recommendations designed to improve efficiency, customer service or safety; submits monthly operations reports.
- Assists general manager in preparation of capital and budgetary requests for department.
- Responsible for ordering uniforms, safety equipment, fluids, fuels and other supplies.

- Maintain an effective and positive relationship with airport personnel, tenants and customers.
- Resolves tenant and customer complaints and develops programs to improve customer relations.
- Assists with planning and coordination of airport special events.
- Responds to on-airport emergencies and alerts in a support role.
- May assume managerial responsibilities in the absence of the general manager.

INCIDENTAL DUTIES

- Performs a variety of minor building maintenance upkeep tasks such as restroom cleaning, attendance to spills inside/outside the FBO; and other general cleanliness duties as needed.
- Position requires individual to work varying shifts including days, nights, weekends, holidays and “on-call” scheduling as necessary. Must be available for contact via text or telephone at any time. Scheduling restrictions may apply during seasonal timeframes.
- Position requires individual to effectively use his/her time while working as scheduled.
- Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from general manager, director of general aviation or other higher level supervisory or management personnel within the Lee County Port Authority.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- Three to five years of FBO management experience preferred or a combination of training and general aviation experience may be considered.
- Must have a strong background in FBO operations at a location servicing turbine and piston aircraft.

KNOWLEDGE & SKILLS REQUIRED FOR THE ROLE

- Position requires a high degree of integrity, strong leadership skills, and the ability to effectively communicate with staff and management.
- Must successfully complete the Page Field Movement Area Driver Course written and practical test within 120 days of hire.
- Must be NATA Safety 1st certified or complete NATA Safety 1st online training modules within 30 days of hire. If not NATA Safety 1st certified, must achieve NATA Safety 1st Certification within 10 months of hire.
- Must successfully complete Avfuel Line Service & Customer Service Training Program.
- Must successfully complete Authority-approved leadership development course & advanced customer service training course.
- Must successfully complete AAAE Airfield Operations ACE Certification.
- Must have extensive knowledge of general aviation aircraft, FBO operations, flight line and airport operations to include aircraft servicing and handling.
- Must have experience operating and managing Avgas and Jet A fuel storage facilities including all aspects of fuel quality control.

- Must be able to operate Avgas and Jet A fuel trucks, tow units with tow bars, tugs, lav & water service units, ground power units, aviation fuel quality control test equipment, hand tools, fire extinguishers, mobile and hand-held radios as well as a variety of miscellaneous vehicles and equipment.
- Must have excellent communication and customer service skills.

LANGUAGE SKILLS

- Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to speak effectively before groups of customers or employees of organizations; and respond to questions from groups of managers, clients, customers and the general public.
- Ability to write reports, business correspondence and procedure manuals.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

DRIVERS LICENSE REQUIREMENTS

- A current, valid Florida Driver's License with full privileges (not suspended or revoked).
- Must maintain a valid State of Florida driver's license or possess a valid out-of state driver's license and obtain the State of Florida driver's license within 30 days of employment.
- A driving record that meets the Authority's driving standards.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to logically resolve or seek resolution to problems involving several concrete variables in standardized situations.
- Ability to handle and resolve challenges involving unusual situations in a professional manner.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

COMPUTER SKILLS

Must have basic working knowledge of personal computers, including ability to learn proprietary software systems, prepare Google documents and compose emails. Must be able to create Microsoft Excel spreadsheets and craft Microsoft Word documents.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; talk or hear. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to

100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions including extreme heat; risk of electrical shock, flammables and vibration. The noise level in the work environment is usually very loud.

01/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

BATTALION CHIEF, ARFF

GRADE: 27-112

MAJOR FUNCTION

This is a managerial and confidential employee position, as defined by Florida Statue 447.203. The Battalion Chief is a 56-hour per week position and functions as the managerial officer for a shift. It is therefore essential that this position works closely with the Captain and shift personnel. An employee in this position must analyze problems of life safety and fire protection for the district and make recommendations to the Chief for a more effective and efficient utilization of resources. The Battalion Chief evaluates the effectiveness of the training and activities of shift personnel to ensure compliance with all rules and regulations governed at the federal, state, and local levels. He/she formulates recommendations to the Chief for implementation of safety procedures and elimination of safety hazards. It is essential that the Battalion Chief be qualified to take an active command role of emergency operations and to command major and/or multiple alarm incidents. It is essential for employee to be proficient in driving a command-type vehicle and communicate using a twoway radio. Employee must walk around fire scenes and job sites, climb ladders and stairs, and complete the physical requirements set forth by the department for this position.

GENERAL POSITION DUTIES

He/she will supervise shift personnel in the performance of assigned duties and responsibilities, with the authority to reassign duties as necessary to accomplish all tasks. Monitor and inspect personnel for compliance with Port Authority and department management policies and procedures. The Battalion Chief must participate with personnel in training exercises to ensure teamwork development and maintenance. He/she must review and/or prepare performance evaluations of shift personnel. Must effectively manage his/her specialty project areas and ensure that all work is completed accurately, that all records and reports are properly maintained. Battalion Chief must maintain assigned budget accounts and complete Purchase Order Requisitions (RPOs) for purchases, as needed. In addition, he/she will participate in preparing assigned budgetary items and submit input for the overall budget process, as requested. Under direction from the Fire Chief, employee will provide input into development and updates of department General Orders (policies and procedures) that are applicable to staff and bargaining unit employees. Employee will assist the Chief in collective bargaining contract negotiations, as needed, and execute any ensuing formal agreement. Employee will evaluate and recommend hiring (or non-selection) of prospective ARFF applicants by participating as a member of the Interview Board in accordance with established policies and procedures. Perform all other duties as assigned.

AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
ARFF BATTALION CHIEF
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of the principles of life safety and fire service management is essential. He/she must possess a thorough knowledge of the principles, practices, strategies and techniques of modern crash rescue and structural fire fighting. Must command and control emergency situations through a system of applied emergency scene strategies, and apply this knowledge to specific training programs. Possess the ability to organize, coordinate and implement the fire department activities planned and assigned by the Chief. Ability to maintain effective working relationships with all ARFF employees and other Port Authority departments, as well as the general public. Must be computer literate and able to express oneself clearly and concisely, both verbally and in writing, and complete accurate and timely reports. Basic knowledge of budgetary items and Port Authority procurement procedures is needed.

Training and Experience: Required is high school graduation or GED equivalent; Associate of Science degree in a fire-related field with two years experience as an ARFF Technician (or of equal or higher level); or have five years experience as an ARFF Technician (or of equal or higher level); and possess a Florida Firefighters Standards Council Certificate of Compliance. Candidate must meet minimum standards in F.S. 633.35; have a valid Florida driver license (or higher); possess a Basic Life Support/CPR certificate; two years experience as an Emergency Medical Technician (EMT); and be Florida certified as a Fire Officer or higher.

Highly desired is a Florida Emergency Medical Technician (EMT) license; Associate of Science degree in a fire-related field; AAAE-ARFF certification; and Florida certification as a Fire Instructor (or higher). ICS certification in the following will be required after employment: Strike Team/Task Force Leader, Division Supervisor, and Operations Section Chief.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

ARFF CAPTAIN

GRADE: 24

MAJOR FUNCTION

This is a managerial and confidential employee position, as defined by Florida Statue 447.203, and a highly responsible position that reports directly to the Battalion Chief. This is a 56 hour per week position that is utilized to perform and/or oversee assignments, supervise all personnel under his/her command, and coordinate the instruction of specialized and in-service training, drills, exercises and departmental activities, as required. The Captain is responsible for fire ground command and delegating and providing direction to personnel on daily assignments. It is essential for this employee to be proficient in driving a command-type vehicle and communicate using a two-way radio. Employee must be able to walk around fire scenes and job sites, climb ladders and stairs, and complete the physical requirements set forth by the department. All such activities must be done rapidly to prevent or reduce loss of life and property.

GENERAL POSITION DUTIES

The Captain assumes fire ground command on emergency scene (unless relieved by a Chief Officer) and initiates a request for mutual aid, as needed. Captain supervises fire fighting personnel in the performance of assignments and responsibilities with the authority to reassign duties, as necessary, to accomplish all tasks. Captain will supervise the activities necessary to accomplish special assignments and projects, provide instruction for in-service training, exercises and drills, and assist or complete biannual evaluations for shift personnel through performance appraisals. With direction from the Battalion Chief and/or the Fire Chief, he/she will provide corrective counseling; execute disciplinary action, and process employee complaints and grievances. Captain must effectively manage his/her specialty project areas, participate in preparing assigned budgetary items and submit input for the overall budget process, as requested. Captain must maintain assigned budget accounts and complete Purchase Order Requisitions (RPOs) for needed purchases. Under direction from the Fire Chief, employee will provide input into the development and updates of department General Orders (policies and procedures) that are applicable to staff and bargaining unit employees. Employee will assist the Chief in collective bargaining contract negotiations and execute any ensuing formal agreement. Captain will interview, evaluate, and recommend the hiring (or nonselection) of prospective applicants by participating as a member of the Interview Board in accordance with established policies and procedures. Perform all other duties as assigned.

AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT ARFF CAPTAIN

Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Must possess considerable knowledge of the strategies and tactics of aircraft rescue and fire suppression, as well as operation and maintenance of various types of apparatus and equipment used in fire fighting and rescue operations. Possess ability to effectively supervise a company of fire fighting personnel while promoting harmony and teamwork as part of the ARFF management team. Ability and willingness to cooperate with other supervisory and management personnel. Must be computer literate and able to effectively communicate ideas, both verbally and in writing, and prepare accurate and timely reports. Proficiency in two-way radio communications is a must. The candidate must be able to complete the physical requirements established by the department and vision requirements established by Florida State statutes.

Training and Experience: Required is High School graduation or G.E.D. equivalent; Associate of Science degree in a fire-related field with two years experience as an Engineer; or be an ARFF Technician (or of equal/higher level) off probation; and possess a Florida Firefighters Standards Council Certificate of Compliance. Candidate must meet minimum standards in F.S. 633.35; have a valid Florida driver license (or higher); possess a Basic Life Support/CPR certificate; two years experience as an Emergency Medical Technician (EMT); and be Florida certified as a firefighter.

Highly desired is a Florida Emergency Medical Technician (EMT) license; Associate of Science degree in a fire-related field; AAAE-ARFF certification; Florida certification as a Fire Officer or higher; and Florida certification as a Fire Instructor (or higher). ICS certification in the following will be required after employment: ICS Strike Team/Task Force Leader and Division/Group Supervisor.

02/08, 02/11, 3/13, 10/13

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

ENGINEER, ARFF

JOB CODE: 6421

MAJOR FUNCTION

Skilled and professional position involved in the operation of fire fighting equipment, vehicles, and apparatus qualified to drive and operate through the Department's training program. Employees in this classification are trained and must remain proficient in fire fighting techniques although primary responsibility is in operation and maintenance of assigned apparatus. The employee is responsible for safe and efficient transport of assigned vehicles and personnel to and from the station and for proper placement of apparatus on emergency scenes. The Engineer must possess sound judgment and decision making ability under emergency and sometimes adverse conditions. Activities require that work is done according to assignment and the Engineer will provide, as well as participate in the in-service training program, drills, exercises and department activities. Assignments are performed under general supervision, according to established guidelines, for routine procedures, and under direct supervision in the event of special or unusual circumstances. The Engineer must possess a high degree of knowledge and understanding of fire fighting methods and techniques because he/she can be in charge of an emergency until relieved by higher ranking position. The employee must be able to complete the physical requirements set forth by the Department as well as vision requirements established by State statute. Physical strength and agility are essential for the employee to perform the life saving tasks of a firefighter.

Included in the essential tasks required are activities such as climbing ladders, carrying patients or victims, carrying equipment and advancing water filled hose lines. All such activities must be done rapidly to prevent or reduce loss to life and property.

GENERAL POSITION DUTIES

Safely drives/operates fire fighting apparatus and equipment; prepares pumping and/or aerial operations; and proper apparatus placement for securing a water source and functioning on an emergency scene.

Ensures water is pumped at proper pressure; ensures all fire hoses are properly located; monitors apparatus/equipment during emergency ground operation and makes necessary adjustments or changes.

Performs rescue, basic life support and fire fighting activities as required.

Conducts equipment apparatus checks, checks and inspects pumping equipment, ignition, batteries and brakes; performs minor maintenance functions and/or report defective equipment to immediate supervisor for repair.

AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
ARFF ENGINEER
Page 2

GENERAL POSITION DUTIES (cont.)

Performs apparatus routine cleaning and maintenance on scheduled basis and following each use.

Participates in the in-service training and practice drills and exercises; will train department personnel in safe and efficient operation of apparatus and equipment. Essential to have knowledge of street and fire hydrant locations; becomes familiar with area it's road networks.

Filling out run reports according to departmental record keeping practices.

Participates in pre-fire planning, fire prevention, and related activities and programs.

Performs fire station housekeeping and groundskeeping duties in addition to other fire fighting responsibilities.

Performs assignments as a project team member as directed by a manager. Possess a thorough knowledge of fire service pumps and hydraulics.

Responds to emergencies on assigned apparatus, leads subordinate fire fighters and performs tactical fire fighting and rescue operations as requested by superior.

Conducts aircraft pre-fire plans and possess the skills and knowledge of aircraft rescue/suppression of aircraft which frequent our airports.

Performs other duties as required by supervisors.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Possession of basic qualifications of Firefighter. Ability to drive/operate all apparatus. Personal ability to train/lead subordinates during non emergency and emergency operations.

Training and Experience: Must hold a High School graduation or G.E.D. Must have a current Florida State Firefighters Certification. Employee must hold a valid Florida Class D Non-Commercial driver license, a current Basic Life Support CPR card, and first Responder or higher medical certification. Twenty-four months employment at ARFF or equivalent experience; completed ARFF's Engineer training packet; successfully pass ARFF's promotional examination for the position.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

FIRE FIGHTER, ARFF

JOB CODE: 6420

MAJOR FUNCTION

Responsible and professional position involved in the prevention, control, extinguishing of fires and response to all emergencies on and off the Airport. Assignments are performed under direct supervision. Following specific orders from a supervisor, the firefighter will perform a variety of tasks requiring skill, proficiency, specialized training, and sound judgment under stressful, sometimes adverse conditions. Participation in specialized training, in-service training, drills, exercises, and departmental activities is required. The employee must be able to complete the physical requirements set forth by the department as well as vision requirements established by state statute. Physical strength and agility are essential for the employee to perform the life saving tasks of a firefighter. Included in the essential tasks required are activities such as climbing ladders, carrying patients or victims, carrying equipment, and advancing water filled hose lines. All such activities must be done rapidly to prevent or reduce loss to life and property.

GENERAL POSITION DUTIES

Maintains equipment apparatus checks, performs minor maintenance functions and/or reports defective equipment to immediate supervisor.

Performs assigned duties in maintaining quarters, buildings, equipment, grounds and hydrants.

Responds (driving or riding) to aircraft emergencies or to stand-by positions located near runways.

Operates the crash truck turrets as requested and hand lines as needed in establishing rescue paths and suppression of fire.

Assists egress of aircraft passengers and crew members during aircraft emergencies.

Assists in filling out run reports according to departmental record keeping practices.

Performs emergency first aid treatment to injured persons using basic life support techniques involving specialized training.

Communicates with supervisors during emergencies using portable two-way radios.

AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
ARFF FIRE FIGHTER
Page 2

GENERAL POSITION DUTIES (cont.)

Utilized natural openings or creates openings in structures for ventilation or entrance using needed hand and power tools.

Performs assignments as a member of various project teams as assigned by a manager.

Conducts search and rescue and extrication operations.

Safely operates light service vehicles and possibly other assigned vehicles under current training program for emergencies.

Assist the operator with setting up aerial operations, securing water source, and pumping operations.

Responds to the emergency on assigned apparatus, and performs basic firefighter and rescue operations as directed by a supervisor.

Be familiar with the different types of aircraft that frequent our airports and the egress exits and hazards associated with these aircraft.

Performs other duties as required by supervisors.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Possession of basic qualifications as mandated by the Department for Firefighter Trainee. Working knowledge of the departmental communications system, emergency procedures and departmental policies. The employee must be able to complete the physical requirements set forth by the department as well as vision requirements established by state statute.

Training and Experience: Must be a high school graduate or hold a G.E.D. Must have a current Florida State Fire Fighters Certification. Employee must hold a valid Florida Class D Non-Commercial driver license, a current Basic Life Support CPR card, and first responder or higher medical certification. Completes the FF training packet within one (1) year after employment and successfully pass ARFF's examination for the position.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING**

ARFF PROGRAMS MANAGER

**GRADE: 23
FLSA: EXEMPT**

MAJOR FUNCTION

This is a managerial and confidential employee position as defined by Florida Statue 447.203. Position is a 40-hour per week and reports to the Fire Chief. Employee will work cooperatively with all ARFF personnel to develop, manage, maintain and execute the ARFF training programs and related activities, materials and equipment. Regulatory training must comply with FAA, federal, and state requirements. Other department training includes aircraft rescue and fire operations; emergency medical first aid and certifications; specialized rescue teams; firefighter fitness; infectious disease; safety and any other programs assigned by the Fire Chief. Position provides in-service and promotional training/testing to shift personnel on promotions which include evaluation, readiness, testing and final recommendation for promotion.

Employee will work cooperatively with ARFF and maintenance personnel to manage the ARFF vehicle fleet and fire stations (RSW and FMY) by development of specifications, documentation and procedures; manage the work order process for the fleet and the fire stations to include approvals; coordinate with maintenance personnel and outside vendors on needed repairs; create and maintain internal inspection forms for apparatus and the fire stations. Employee must possess a thorough knowledge of FAA, federal, state and local regulations and requirements for apparatus and fire station equipment, various radios used, PA systems and alerting systems.

Employee will work cooperatively with ARFF and Information Technology (IT) personnel to manage the department's computer systems by development of specifications and procedures; manage the work order process to include approvals and coordinate with IT personnel and outside vendors on needed repairs.

GENERAL POSITION DUTIES

This position is responsible for developing, implementing, maintaining, expanding, performing, and/or coordinating the department's training outlines, certification requirements, and proficiency promotional exams and testing. Position works closely with the Fire Chief and ARFF personnel in executing a variety of programs and activities that fulfill the department's requirements for training, apparatus, fire stations and related equipment. He/she will also assist officers in evaluating employee job performance and proficiency. Employee will manage and/or perform the department's training so that all FAA, state, and federal requirements are met within the specified timeframe. He/she notifies employees of upcoming seminars, workshops and classes that would increase job knowledge and proficiency levels. Maintains the department's training aids such as audio-visual equipment, books, tapes, charts, CDs, etc., in an organized, readily accessible manner. Maintains work order system for the apparatus, fire stations and equipment in an organized and readily accessible manner. As directed by the Fire Chief, employee will provide input into the development and updating of General Orders for departmental policies and procedures that are applicable to staff and bargaining unit employees.

**AIRCRAFT RESCUE AND FIRE FIGHTING
ARFF PROGRAMS MANAGER
PAGE 2**

GENERAL POSITION DUTIES (cont.)

Position must maintain assigned budget accounts and complete Purchase Order Requisitions (RPO) for needed purchases. Position is responsible for managing budget administration for training travel, overtime for training, and all other training related expenses. He/she must effectively manage his/her specialty project areas, participate in preparing assigned budgetary items, and submit input for the overall budget process. Perform all other duties assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skill: Must possess a thorough knowledge of FAA federal, state and local regulations, national training and safety standards, as well as instructional techniques and methodology. Must possess a working knowledge of fire science, firefighting techniques, fire apparatus engineer techniques, and standard operating procedures. Must be able to work independently and retain/recall facts and information when needed. Must be computer proficient, possess a good command of the English language with the ability for clear, concise, written communications that result in accurate and timely reports. The ability to plan ahead, establish and maintain an accurate, efficient recordkeeping system is vital to effective job performance. Must possess excellent verbal communication skills and diplomacy; and maintain harmonious relations with Port Authority staff, managers, and airport personnel.

Employee must be proficient at driving a command-type vehicle and communicate using a two-way radio. Must be able to complete the physical requirements set forth by the department, climb into an apparatus, walk around fire scenes and job sites, climb ladders and stairs, etc. All such activities must be done rapidly to prevent or reduce loss of life and property.

Training and Experience: High school diploma/GED required; bachelor's degree in a fire-related field, education, or related field preferred with three years experience as a firefighter; a combination of training and experience may be considered. Building systems, construction, airport systems, and FAA regulations experience desirable. Florida Class 'D' noncommercial driver's license (or higher).

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

ARFF SERVICES COORDINATOR

GRADE: 12

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills in connection with the efficient operation of a department office. The position requires strong communication and organizational skills in order to provide effective administrative support to a team environment. It requires a significant amount of independent judgment, organization and work with minimal oversight and direction.

GENERAL POSITION DUTIES

Maintains appointment calendars, communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions from supervisor to subordinates.

Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge. Receives emergency phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Port Authority individuals, divisions, departments, etc. Provides escorts to visitors attending on-airport meetings, if necessary.

Composes letters/correspondence for signature. Sorts and distributes incoming mail according to established procedures. Prepares and reviews outgoing mail for distribution, insuring that all necessary background material is attached. Accurately takes and transcribes dictation, where the position requires transcribing skills.

If required, this position is responsible for file management of department records, processing of purchase orders, requisitions, and related payments, and maintenance of the department budget. Also may process travel expense/reimbursement reports, make reservations or develop itineraries for department staff as necessary and may prepare bi-weekly department timesheets. In addition, prepares and processes all department personnel requisitions for submittal. The position also maintains supply of office supplies and equipment by submitting orders for replenishment of materials, as required.

Performs other duties as assigned.

Contributes to the positive morale of the organization.

Bending, stooping and lifting may be required to perform this position.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

ARFF SERVICES COORDINATOR

GRADE: 12

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and punctuation. Considerable knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy and to relieve the supervisor of administrative clerical detail.

Familiarity with department terminology. Knowledge of typewriter, personal computer, word processing software, recording, telephone, copy machine, and facsimile machine.

Training and Experience: Graduation from high school, including secretarial courses and three years advanced secretarial and clerical experience. Possession of a valid Florida driver license is required. The ability to type 60 correct words per minute on a typing test administered by Human Resources is required. Any combination of education and experience which demonstrates ability to perform duties effectively may be accepted.

DEPARTMENT-SPECIFIC DUTIES

This position provides administrative support to the Fire Chief, three Battalion Chiefs, three Captains and a Fire Safety Inspector. This support requires an understanding of the Florida Fire Prevention Code, National Fire Protection Association Standards, and 14 CFR Part 139 requirements for commercial airports. The position requires working with the management staff in typing ARFF-related training outlines, pre-fire plans, annual report, strategic plan, general orders and the monthly and annual fire safety inspection reports for SWFIA and Page Field Airports; coordinates notification and setup for the department's monthly training classes; manages the calendar for the ARFF Training Room and provides clerical support during management and union collective bargaining negotiations. Position requires completion of AOA driver training with the ability to drive a standard command-type vehicle. Must be able to conduct radio communications, possess a general knowledge of procedures when an emergency call is in progress, and be ready to assist response staff as needed.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

TECHNICIAN I, ARFF

JOB CODE: 6418

MAJOR FUNCTION

This is a professional, skilled position that specializes in the application of advanced knowledge of aircraft, flammable liquids, and structural fire protection techniques with related rescue and extrication of trapped and injured victims.

The ARFF Technician I must possess sound judgment and decision making ability. He/She will conduct and participate in the Departmental in-service training program, drills, exercises and fire protection activities. The ARFF Technician I may be responsible for supervising shift personnel in both non-emergency and emergency situations under supervision. The employee must be able to complete the physical requirements set forth by the Department as well as vision requirements established by State statute. Physical strength and agility are essential for the employee to perform the life saving tasks of a Fire Fighter. Included in the essential tasks required are activities such as climbing ladders, carrying patients or victims, carrying equipment and advancing water filled hose lines. All such activities must be done rapidly to prevent or reduce loss to life and property.

GENERAL POSITION DUTIES

Essential to drive and operate all Departmental apparatus and equipment. Inspects, tests, services, and performs minor maintenance on all vehicles, equipment, and facilities as directed. Responds to aircraft incidents and other emergency calls, makes personnel and apparatus deployment decisions until relieved by an officer. Specializes in aircraft and flammable liquids fire fighting. Assists in applying developments in technology, operation techniques and procedures. Will direct and participate in training activities, practice drills, exercises, apparatus driving/operational training and modern fire fighting and rescue methods, under the direction of immediate supervisors and/or training division. Directs and participates in the in-service inspections, fire hydrant maintenance and in pre-fire planning activities. Assists in evaluating training activities and provides feedback for future training sessions. May be asked to review all reports and forms prepared by subordinate personnel for accuracy and completeness then appropriately filing reports/forms. Must generate and maintain departmental records and reports according to accepted record keeping practices. May assist in preliminary fire cause and origin investigation. In absence of an officer, assumes duties and authority to supervise personnel in non-emergency and emergency operations. Functions under incident command system as a team leader.

AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT

ARFF TECHNICIAN I

Page 2

GENERAL POSITION DUTIES (cont.)

Must maintain knowledge of fire alarm systems owned or operated by the Port Authority. Performs assignments as a member of various project teams as assigned by a manager. Performs other duties as required by supervisor(s).

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Possession of basic qualifications of Fire Fighter II. Ability to drive/operate all departmental apparatus and equipment. Personal ability and emergency skills to train/lead subordinates during non-emergency and emergency operations.

Training and Experience: Must hold a High School graduation or G.E.D. Must have a current Florida State Fire Fighters Certification. Employee must hold a valid Florida Class D Non-Commercial driver license, a current Basic Life Support CPR card. Thirty four months employment at ARFF, or equivalent experience; completed ARFF's CFRT I training packet; successfully pass ARFF's promotional examination for the position (may be competitive for limited positions).

08/03, 02/11

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AVIATION SECURITY & TECHNOLOGY**

AS&T SPECIALIST P/T

GRADE: 6

MAJOR FUNCTIONS

An aviation security & technology specialist provides customer service to passengers and/or the general public requesting assistance via the courtesy telephones or other devices. This position will primarily provide customer service, public paging, answer general flight information or airport questions, and perform other duties in support of the airport communications center and the access control office.

GENERAL POSITION DUTIES

Operate multi-line telephone console to receive incoming calls for assistance, customer service and general airport questions.

Provide terminal paging services for passengers and the general public.

Send and receive information using Windows based computer programs and Computer Aided Dispatch terminal.

Enter and update work orders for critical equipment and communicates outages to maintenance staff.

May assist with the activation of the Port Authority internal emergency communications/notification system to notify authorities or personnel of emergencies or impending, severe weather.

Assist the access control office with clerical duties and credentialing functions when needed.

Operate a variety of office equipment.

Perform other duties as assigned.

AVIATION SECURITY & TECHNOLOGY

AS&T SPECIALIST P/T

Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Successful candidates should possess the following attributes and abilities:

1. Demonstrate a high degree of customer service skills with both external and internal customers.
2. Customer Service skills to include the ability to retain and relay information received under stressful conditions, respond to calls quickly and calmly and make sound decisions under pressure.
3. Excellent verbal, written, and interpersonal communication skills, including the ability to read, write and clearly speak English, speak over the phone and paging system clearly, to communicate with people of diverse social and cultural backgrounds, and to establish and maintain working relationships with tenants and customers.
4. Be able to multitask and deal with a variety of challenges in a busy, noisy work area.
5. Possesses a high degree of common sense.
6. Aviation Background – airline/airport familiarity
7. Be able to understand and carry out oral and written directions and establish and maintain effective relationships with fellow employees and those contacted in the course of work to promote a professional image of the department.
8. Bilingual a plus.

Training and Experience: Successful candidates should possess the following:

1. Be 18 years of age or older and possess a valid Florida driver's license.
2. Be of good moral character. A complete background investigation of each applicant will be made to include a fingerprint based Criminal History Record Check (CHRC). Any felony convictions are disqualifying.
3. Possess computer skills and experience in fast-paced/high pressure public contact environment and the ability to type a minimum of 25 words per minute, corrected.
4. Complete Criminal Justice Information System (CJIS) limited access training within three months of hire. To apply and obtain CJIS security training, you must be a United States citizen or have been a lawful resident of the United States for the past 10 consecutive years.

AVIATION SECURITY & TECHNOLOGY

AS&T SPECIALIST

Page 3

Training and Experience (cont):

High school diploma or GED required; and one year aviation and/or customer service, telephone operator preferred; or an equivalent combination of training and experience may be considered. Extensive public contact/customer service is required.

Schedule: Ability to work different shifts (weekends, holidays, and relief shifts) between the hours of 7:00 AM and 11:00 PM depending upon needs of the department and may be adjusted periodically; may be required to work rotating shifts; will be required to work weekends and/or holidays.

Part Time Position: AS&T Specialists work a 48 hour bi-weekly work week. Schedules may be rotated. This position is subject to holdover or recall on a 24-hour basis for essential services and emergencies.

10/17, 10/18

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

CHIEF, ARFF

GRADE: 29

MAJOR FUNCTION

This position is responsible for the management, coordination and reporting of all Aircraft/Rescue/Firefighting services at Lee County Port Authority airports, in accordance with applicable federal and state requirements and the policies and standards prescribed by the governing board of the Port Authority, to ensure compliance with federal regulations. This is a highly specialized position requiring expertise and ability in aircraft crash fire rescue essential to the prevention and minimization of loss to property and life within the jurisdictional area covered by the airport. Work is performed with considerable independence and latitude but is subject to direction from the aviation division director, for conformance to desired goals and objectives of the Port Authority. This position requires the employee to be qualified to take active command of fire ground operations essential for the safety of personnel and protection to the community. The chief is responsible for ensuring proper development of fire prevention, suppression strategies and training programs that will meet the needs of the community and provide an acceptable safety standard. Assists in the planning and conduct of emergency disaster drills and is capable of assisting in an emergency with various fire ground tasks, to ensure safety of personnel and the community; must be able to complete the physical requirements set forth by the department.

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GENERAL POSITION DUTIES

Develops long and short-range goals for all departmental activities. Coordinates the preparation of yearly and long-range budget projections for personnel, apparatus, housing, and equipment requirements through the development and analysis of records and reports.

Plans, organizes and directs operational procedures of the department and is responsible for ensuring that proper training programs are developed and maintained. Prepares personnel to meet the standards of the Federal Aviation Administration (FAA) annual FAR 139 inspection. It is essential that the chief be prepared to assume command of multi-alarm incidents from either a remote site or an on-scene command post.

The chief shall perform all other necessary tasks to ensure the safety of the airport community served as well as the department personnel. This position requires the employee to be on-call 24-hours per day. Due to the nature of the transportation industry, this position will be required to be on-site at any time during an emergency or other events and/or incidents that may impact airport operations. Physically, the person in this position must meet vision and health requirements established by state statute.

AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT CHIEF, ARFF

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MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Candidate should have a working knowledge of fire operations at a commercial service airport to include fire service organizational compositions, officer and staff assignments. Must have the ability to effectively prioritize operational demands with a primary focus on safety, prevention, and a strong emphasis on customer service. Must possess highly effective leadership, communication, and management skills. Position requires the ability to establish and maintain collaborative working relationships with subordinates, peers, senior management, and the public. Position requires the ability to exercise sound and independent judgement, as well as act decisively and effectively during emergency situations. Must be familiar with Insurance Services Office (ISO) standards and how to maintain operational scores resulting in a high rating. Desire a fire chief with operational knowledge of 49 CFR Part 139 (Airport Certification) and National Fire Protection Association (NFPA).

Training and Experience: Bachelor's degree from an accredited four-year college or university in fire science, business administration, airport management or a related field and 12 years of experience in an Aircraft Rescue & Fire Fighting (ARFF) department at the administrative/managerial level preferred; or an equivalent combination of related training and experience may be considered. Position requires State of Florida Firefighter and Florida EMT Certifications or the ability to obtain this certification within 12 months per Florida Statute. State of Florida driver's license required.

08/03, 02/11, 01/14, 10/17

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

CHIEF, AIRPORT POLICE

**GRADE: 29
FLSA: EXEMPT**

MAJOR FUNCTION

Highly professional leadership position responsible for planning, organizing and directing the Lee County Port Authority's (LCPA) Airport Police Department. This position requires strong leadership qualities, highly effective communication skills and well-rounded law enforcement operational experience, all of which are necessary to lead LCPA's sworn law enforcement officers and staff. The airport police chief reports directly to the aviation division director and is responsible for the enforcement of laws and security regulations; traffic operations; airport security compliance and support; and the overall leadership and administration of airport law enforcement functions. The incumbent is expected to maintain highly effective relationships with LCPA leadership, Transportation Security Administration (TSA), Customs and Border Protection (CBP), airline management and airport tenants. Must be willing to engage and develop professional relationships with peers from around the country, the state and locally.

GENERAL POSITION DUTIES

Effectively plans, organizes, directs and leads the mission and direction of the airport's law enforcement officers and administrative staff.

Responsible for cultivating and sustaining a highly effective work environment with an emphasis on staff morale, professionalism, dedication, loyalty and comradery.

Formulates procedures, general orders and operational guidelines necessary to maintain a highly effective law enforcement presence at Southwest Florida International Airport (RSW) and Page Field (FMY).

Serves as an alternate airport security coordinator and maintains close working relationships with TSA, CBP, and local law enforcement agencies regarding security initiatives that impact the LCPA law enforcement capabilities and security functions at RSW and FMY.

Serves as an integral team member on RSW's Incident Advisory Council, while developing and sustaining mutual aid assistance plans with surrounding area law enforcement agencies in order to maximize the airport law enforcement function and response.

Coordinates effectively with LCPA and airport leadership in order to gain and maintain consensus regarding current and future airport law enforcement initiatives.

Ensures fiscal control and fiduciary responsibility of the Airport Police Department's operating and capital budget through sound managerial oversight and logical forecasting methods.

**AIRPORT POLICE DEPARTMENT
CHIEF, AIRPORT POLICE
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Candidate should have a working knowledge of police operations at a commercial service airport to include law enforcement organizational composition, officer and staff assignments. Must have the ability to effectively prioritize operational demands with a primary focus on safety, security and a strong emphasis on customer service. Must possess highly effective leadership, communication and management skills. Position requires the ability to establish and maintain collaborative working relationships with subordinates, peers, senior management and the public. Position requires the ability to exercise sound and independent judgment, as well as act decisively and effectively during emergency situations. Must be familiar with the Airport Police Department accreditation program and the process of becoming an accredited department. Desire a police chief with operational knowledge of 49 CFR Part 1542 (Airport Security), and familiarity with the requirements of 14 CFR Part 139 (Airport Certification).

Training and Experience: Bachelor's degree from an accredited four-year college or university in criminal justice, business administration, airport management or a related field and twelve years of experience in an airport police agency at the administrative/managerial level preferred; or an equivalent combination of related training and experience may be considered. Position requires State of Florida Police Officer Certification or the ability to obtain this certification. State of Florida driver's license is required.

09/03, 03/11, 10/13, 01/17

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
COMMUNICATIONS & MARKETING**

CHIEF COMMUNICATIONS & MARKETING OFFICER

GRADE: 31

MAJOR FUNCTION

Responsible for planning, implementation and evaluation of all public relations and communications programs for Southwest Florida International and Page Field including, but not limited to, communications and research related to the promotion of airport and aviation-related products, services and business opportunities; issues management; public information policies and programs. Responsible for the marketing and promotion of Skyplex and Page Field properties. Has direct oversight for air service development and programs, as well as fostering a favorable business environment for the air carriers that serve RSW and the community.

Position demands a high degree of independent judgment, discretion, advanced internal and external communications skills, strategic planning ability and initiative. Position reports to the Executive Director's office.

GENERAL POSITION DUTIES

Develops plans and strategies to address local, regional, and national issues impacting airport growth and development; analyzes local, regional, national and international aviation, tourism and economic development trends. Responsible for development and implementation of organizational branding, communications through all platforms, corporate citizenship, crisis management and public information plans and strategies. Responsible for planning and implementation of events and activities to support new non-aeronautical business and air service.

Defines measurement objectives and evaluates results; directs strategic planning for the department; establishes budgets; directs, supervises and evaluates the work of staff; directs and evaluates work and performance of consultants required to support promotions, communications, air service development and research activities.

Provides public affairs support and work products throughout the organization. Develops industry partnerships at the local, regional, national, and international level; represents the executive director in contacts with local, regional and national media, government entities, civic groups and international and domestic airlines; performs related work as required. This position requires the employee be on-call 24-hours a day. Due to the nature of the transportation industry, this position may be required to be on-site or travel domestically or internationally at any time.

COMMUNICATIONS & MARKETING
CHIEF COMMUNICATIONS & MARKETING OFFICER
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of public affairs theory and practice; knowledge of modern management methods and techniques; skilled in budget preparation, justification, monitoring and reporting; ability to exercise judgment and discretion in establishing, applying and interpreting departmental policies and procedures; ability to establish and maintain effective working relationships with associates, public officials, other governmental agencies, the media and general public; ability to express ideas clearly and concisely, orally and in writing, to groups and individuals. Knowledge of the history and development of domestic and international air commerce as well as an understanding of current industry trends; understanding of FAA rules and regulations regarding revenue diversion, airport access and security; considerable knowledge of the functioning, organization and regulation of airline industry groups such as the Air Transport Association (ATA), and the International Air Transport Association (IATA); participates in national airport advocacy organizations such as Airports Council International – North American (ACI-NA) and the American Association of Airport Executives (AAAE); has familiarity with governmental entities involved in air service and aviation commerce; has considerable experience in the direction and evaluation of agencies and consultants.

Training and Experience: Graduation from a four-year college or university with a degree in Public Relations, marketing, communications or related field and ten to fifteen years experience, preferably in the aviation industry. Minimum of ten years of executive leadership responsibilities; or, equivalent combination of training, education and experience. Valid Florida driver's license required.

ADA COMPLIANCE

Physical Ability: Light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to twenty pounds.

Sensory Requirements: The ability to perceive and differentiate visual cues or signals. Tasks require the ability to communicate orally and in writing.

Environmental Factors: Tasks are regularly performed without exposure to adverse environment conditions.

The Lee County Port Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT**

CHIEF HUMAN RESOURCES OFFICER

GRADE: 31

MAJOR FUNCTIONS

The chief human resources officer (“CHRO”), reporting to executive director of the Lee County Port Authority (“Port Authority”), is directly responsible for the overall administration, coordination and evaluation of the human resources function. Works with all members of the executive, division and departmental management team as a business partner. Works with HR team members to administer organizational development programs, policies and programs covering employment, compensation, benefits, performance management, employee relations, recruiting and retention, as well as compliance with all applicable federal, state and local laws.

The CHRO is a member of the senior management team, assisting with strategic development and planning for the organization. Requires specialized skill and experience in labor relations, negotiation and administration of collective bargaining agreements. Must be skilled in the strategic management and administration of position classification and compensation systems. Works closely with the executive director to define the human resources goals and objectives, company policies and objectives, as well as, strategic and tactical management planning.

GENERAL POSITION DUTIES

Annually reviews and makes recommendations to executive management for improvement of the Port Authority’s policies, procedures, and practices on personnel matters.

Manages and administers the position classification and compensation plans. Conducts research and participates in studies.

Oversite of the performance management system.

Through HR staff members, has responsibility for all employee benefit programs including workers’ compensation, health, dental, vision, short-term and long-term disability, FRS, FMLA, open enrollment, wellness programs, etc. Responsible for coordination of payroll and benefits with County and Clerk of Courts. May serve as a trustee, plan administrator, and fiduciary for certain benefit programs.

Serves as an advisor and may be assigned as chief negotiator in union negotiations with various work groups.

HUMAN RESOURCES DEPARTMENT

GENERAL POSITION DUTIES (cont.)

Plan and recommend budgets, manages expenditures, and reports on budget variances.

Maintain current knowledge and understanding of regulations, government industry trends, current practices, new developments, and applicable laws regarding human resources Responsible for compliance with federal, state and local legislation.

Assists senior leadership with succession planning and development of high potential employees. Conducts, recommends, evaluates, and participates in staff development and training activities.

Leads management team in creating a vision for training programs which will help to continually improve productivity of employees in departments throughout the company. Works with management to identify training deficits and determines best course of action for employee development which may include Performance Improvement Plans.

Consults with legal counsel as appropriate, and/or as directed by the executive director on personnel matters.

Works directly with division directors, assistants, department directors, managers and supervisors to assist them with their management responsibilities as leaders. Serves as a resource and business partner. Recommends, evaluates, and participates in organizational development.

Participates on committees and special projects both inside and outside the organization.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: The CHRO must have strong leadership skills, be highly motivated and have the ability to motivate others. Very strong proficiency using Google and MS Office tools. Superior oral and written communication skills. Detail oriented, logical, and methodological approach to problem solving. Ability to plan and schedule the work of others as well as manage a remote team. Experience with union negotiations and interpretation of labor agreements.

Training and Experience: Graduation from a four-year accredited college or university with a bachelor's degree in human resources, business management, public administration or other related field is required. A minimum of fifteen (15) years of broad-based HR management experience, ten (10) of which should be at the director level. A master's degree in business or HR is preferred. SPHR and/or SHRM-SCP certification is a plus.

ADA COMPLIANCE

Physical Ability: Light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to twenty pounds.

Sensory Requirements: The ability to perceive and differentiate visual cues or signals. Tasks require the ability to communicate orally and in writing.

Environmental Factors: Tasks are regularly performed without exposure to adverse environment conditions.

The Lee County Port Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

07/2020

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AVIATION SECURITY & TECHNOLOGY DEPARTMENT**

COMMUNICATIONS DISPATCHER I

**GRADE: 9-84
FLSA: NON-EXEMPT**

MAJOR FUNCTIONS

A communications dispatcher I is an entry level position in the airport communication center who is trained to act as the primary communication link between the general public, fire/medical resources, law enforcement officials, and various departments within the Lee County Port Authority.

GENERAL POSITION DUTIES

Operates an 800-MHz trunk radio system to dispatch police, security, fire, medical, or other personnel and equipment to the scene of an emergency and relays instructions or information to remote units. Maintains radio contact with units on assignment. Compiles data and maintains records of the emergency event, equipment and personnel dispatched and/or disposition of emergencies.

Operates multi-line telephone console to receive incoming calls for assistance, general airport/administrative questions and emergencies. Questions callers to determine the nature of the problem or concern, and in accordance with established guidelines, determines the type and number of personnel, response or equipment needed.

Monitors airport fire alarm control panel which indicates location of fire alarms or other emergency events, security and access control alarm system indicating unauthorized access to specific secure areas. Monitors covert, overt, and duress alarms from screening checkpoints and closed circuit television systems. Sends and receives information using Windows based computer programs and Computer Aided Dispatch terminal; opens and closes security doors and gates; and scans TV monitors for emergency or security problems.

Enters and updates work orders for critical equipment and communicates outages to maintenance staff. Completes and maintains the daily airport status board and shift briefing report.

AVIATION SECURITY AND TECHNOLOGY DEPARTMENT COMMUNICATIONS DISPATCHER I

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GENERAL POSITION DUTIES (cont.)

Tests communications equipment, alarm equipment, and backup systems to ensure serviceability.

Activates Port Authority internal emergency communications/notification system to notify authorities or personnel of emergencies or impending severe weather.

Queries, conveys and enters a variety of information relating to law enforcement activities using the Criminal Justice Information Systems (CJIS).

Operates a variety of office equipment; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Successful candidates should possess the following attributes and abilities:

1. Demonstrate a high degree of customer service skills with both external and internal customers.
2. Dispatch skills to include the ability to retain and relay information received under stressful conditions, respond to calls quickly and calmly, and make sound decisions under pressure.
3. Excellent verbal, written, and interpersonal communication skills, including the ability to read, write and clearly speak English, speak over the phone, paging system or radio clearly, to communicate with people of diverse social and cultural backgrounds, and to establish and maintain working relationships with other agencies.
4. Be able to multitask and deal with a variety of challenges.
5. Possesses a high degree of common sense.
6. Aviation/Airport experience or Emergency Call-Taking/Dispatch Experience
7. Be able to understand and carry out oral and written directions and establish and maintain effective relationships with fellow employees and those contacted in the course of work to promote a professional image of the department.
8. Bilingual a plus.

AVIATION SECURITY AND TECHNOLOGY DEPARTMENT COMMUNICATIONS DISPATCHER I

Page 3

Training and Experience:

1. Be 18 years of age or older and possess a valid Florida driver's license.
2. Be of good moral character. A complete background investigation of each applicant will be made to include a Criminal History Record Check (CHRC).
3. Must be able to get an approved Security Threat Assessment from the TSA.
4. Must pass a psychological assessment prior to employment.
5. Possess computer skills and experience in fast-paced/high pressure public contact environment.
6. Completes Criminal Justice Information System (CJIS) certification within three months of hire. To apply and obtain CJIS certification, you must be a United States citizen or have been a lawful resident of the United States for the past 10 consecutive years and must not have a felony conviction.
7. Completes the 911 Public Safety Telecommunicator (PST) course to include state testing and certification within 6 months (includes CPR and AED certification).

High School Diploma or GED required; and one year in aviation, police, fire or emergency communications or completed the State of Florida Certified Telecommunicator course preferred; or an equivalent combination of training, education, and experience may be considered. Experience with federal, state, or local agencies of similar make-up to include extensive public contact/customer service is desirable.

Schedule: Ability to work different shifts (weekends, holidays, and relief shifts) 24/7 depending upon needs of the department and may be adjusted periodically; will be required to work rotating shifts; will be required to work weekends and/or holidays.

Communications Dispatchers work an 84 hour (twelve hour shifts) bi-weekly work week. Schedules may be rotated. This position is subject to holdover or recall on a 24-hour basis for essential services and emergencies.

02/10, 03/11, 04/12, 06/16, 01/17, 01/19, 12/20

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AVIATION SECURITY AND TECHNOLOGY DEPARTMENT**

COMMUNICATIONS DISPATCHER II

**GRADE: 11-84
FLSA: NON-EXEMPT**

MAJOR FUNCTIONS

A communications dispatcher II is a career enhancement position in the airport communication center who has demonstrated a high proficiency in public safety communications, customer service, and leadership. This position is responsible for the mentoring of new communications dispatcher I. This position will also perform all roles and functions of a communications dispatcher I.

GENERAL POSITION DUTIES

This position will assume any and all duties and responsibilities outlined in the communications dispatcher I position.

Make suggestions on the improvement of the continuing education training program based on observations and experience to improve the team as a whole and identify any possible deficiencies.

Review periodicals, trade journals, and other resources to stay up to date on current trends and methods in public safety telecommunications and emergency management.

Works with the manager and other communications dispatcher II's to enhance team continuity between the various shifts and personnel.

Attends meetings and training assigned by the manager and provides recommendations for the improvement of the team through knowledge gained at these events. Reviews operations instructions and operating instructions, general orders, and other procedures and provides suggestions for their improvement.

Ensures the proper operation of equipment and monitors the timely repair of any malfunctions.

Performs other related duties as assigned.

AVIATION SECURITY AND TECHNOLOGY DEPARTMENT COMMUNICATIONS DISPATCHER II

Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Successful candidates should possess the following attributes and abilities:

1. Must demonstrate a thorough knowledge of the duties of the communications dispatcher I and possess above average capabilities and skill requirements at the operational level.
2. Must maintain the CJIS certification and 9-1-1 Public Safety Telecommunicator (PST) Certification.

Training and Experience:

1. Must have been employed as a communications dispatcher I for three years, or two years if more than one year of verified outside experience.
2. Must have good performance evaluations, no disciplinary record in the previous two years, and receive recommendations from the manager, senior manager, and department director.
3. Must have completed IS 144, 240, 241, 242, 906, & 915.
4. Must have completed four of the Guest First Customer Service courses.
5. Must have completed the APCO Communications Training Officer (CTO) course or the Law Enforcement Dispatcher course or other department approved certification course.
6. Must have completed 40 hours of continuing education as approved by the manager. This training is in addition to the regular current training requirements of the PST Certification.

Schedule: Ability to work different shifts (weekends, holidays, and relief shifts) 24/7 depending upon needs of the department and may be adjusted periodically; will be required to work rotating shifts; will be required to work weekends and/or holidays.

Communications dispatchers II's work an 84 hour (twelve hour shifts) bi-weekly work week. Schedules may be rotated. This position is subject to holdover or recall on a 24-hour basis for essential services and emergencies.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT**

CONTRACT COMPLIANCE ADMINISTRATOR

GRADE: 22

MAJOR FUNCTIONS

Working closely with the Senior Manager, the Contract Compliance Administrator (CCA) is responsible for planning, researching, developing, procuring, organizing, overseeing compliance reviews, and conducting operational audits of contracted service and support agreements in accordance with the established scope, terms and conditions of the respective agreements and applicable policies, procedures and regulations. The CCA will maintain highly productive work relationships with each of the LCPA divisions, contract service providers, and the broader airport community with regard to contracted service activities and projects. Duties are performed independently under the supervision of the Senior Manager, Contract Management with whom the CCA will confer on matters affecting contract service delivery, procurement methodology, project oversight, audit controls and processes, budgetary matters and departmental procedures.

GENERAL POSITION DUTIES

Perform administrative and operational oversight for a wide range of service provider agreements for the aviation division, including but not limited to janitorial services, parking and shuttle services, mechanical and fueling systems maintenance, general contractor services, escalator/elevator maintenance, HVAC/chiller maintenance, interior landscaping, and other service, maintenance, staffing, resource and support services, as assigned.

Assists the Senior Manager in researching and developing requests for proposal/bid (RFP/RFB) solicitations to procure a wide range of service, maintenance, and operational contracted services for the Port Authority and aviation division, to include developing a comprehensive scope of services, general conditions, technical specifications, staff wages/ranges and benefit parameters and performance standards.

Ensures compliance with Port Authority policies and procedures with regard to contract service procurement processes; bid/proposal solicitations; project scope and specifications; project/task scope, fee and schedules; internal controls; invoice and payment application reviews relative to the approved budget; and contract performance standards and expectations.

Maximize department and contractor productivity through proficient use of applicable hardware and software applications utilized by the LCPA. Assist in maintaining department reports, correspondence, master files and records/documents relating to operational performance verification, as well as administrative compliance of service, maintenance and support contracts.

**CONTRACT MANAGEMENT DEPARTMENT
CONTRACT COMPLIANCE ADMINSTRATOR
Page 2**

GENERAL POSITION DUTIES (cont.)

Assist Senior Manager in reviewing, developing and/or negotiating suitable terms and conditions for service provider agreement documents, consistent with the intent of the contract solicitation, specifications and general conditions, in coordination with the Port Attorney's office.

Verify contractor work plans, tasks, schedules, staff deployment, material consumption and tooling and equipment inventories and utilization, consistent with the contract terms and approvals, while promoting a high level of productivity and financial flexibility for the LCPA.

Assist the Senior Manager, colleagues and contractors with implementing and monitoring quality control programs to ensure compliance with the contract scope and specifications; proper reporting relationships are in place; effective remedial/corrective actions and emergency plans are established; and that environmental, safety and security issues are properly addressed.

Prepare and processes contract service requests, as coordinated with Senior Manager, to meet planned or unplanned service needs or to achieve organizational goals for contract performance. Monitor projects to ensure the work is completed on schedule and within the prescribed budget.

Assist Senior Manager in preparing department operating, project, and capital budgets; track contract purchase order activity and monitor adherence to the approved budget during the funding year.

Assist the Senior Manager in developing long-range goals and strategies for Contract Management Department functions; contributes to operational and performance enhancements that result in improve efficiencies and services.

Complete special projects as assigned; assists in the planning and development of departmental policies and procedures. Perform other duties as required or assigned.

MINIMUM QUALIFICTIONS

Knowledge, Abilities, Skills: Experience working in a dynamic airport environment; knowledge of FAA, TSA regulations, safety and operational guidelines highly desirable. Must have excellent communications, customer service, negotiation and problem solving skills. Knowledge of procurement and/or purchasing of commercial goods and services highly desirable. Experience in the preparation of technical and operational specifications desirable, including the correlation of financial costs and controls for such specifications. Ability to comprehend, analyze, and interpret scientific and technical journals, engineering plans, financial reports, computer software programs, and legal documents. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CONTRACT MANAGEMENT DEPARTMENT
CONTRACT COMPLIANCE ADMINISTRATOR
Page 3**

MINIMUM QUALIFICATIONS (cont.)

Highly effective written communications skills are required in order to prepare comprehensive and complex technical specifications, scopes of services and contract solicitation documents or to respond to inquiries. Ability to effectively present data and information to Authority leadership and/or public groups.

The CCA position is an Exempt position. While performing the duties of this job, the CCA will be required to periodically work non-standard work schedules as planned and directed by the Senior Manager. The CCA is required to stand, sit, walk, climb, kneel, balance, talk and hear. The employee is occasionally exposed to high, precarious places. The noise level in the work environment can be very loud. The CCA will be considered an Emergency Employee in regards to recall accountability and performance of duties associated with emergency conditions as established by the Executive Director.

Training and Experience: Associate's or Bachelor's degree from a college or university with a degree in business, business administration, aviation management, contract management, or related field desired; three (3) or more years of airport-related experience preferred; or any combination of education and experience which demonstrates ability to perform duties effectively may be substituted. AAAE attained certification status (A.C.E., C.M.) preferred. Valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION MAINTENANCE DEPARTMENT**

CONTRACTS ADMINISTRATOR, MAINTENANCE

GRADE: 22

MAJOR FUNCTIONS

This position is responsible for the operational and financial oversight of various contract service providers, monitors compliance with approved service provider agreements, coordinates contractor work and project activities, and prepares contract specifications and procedures. This position will work closely with the Maintenance Department's managers to plan, budget, schedule, and implement departmental projects. This position will oversee the supervisor, contracts position within the Maintenance Department. Duties are performed independently, under the general direction of the senior manager, administration and department director.

The employee must be familiar with and have a good understanding of the airport's mechanical systems, including HVAC, building automation, plumbing systems, construction, security systems, fire protection, CMMS, and budgeting practices.

GENERAL POSITION DUTIES

- Oversee supervisor, contracts position.
- Coordinate and oversee activities relating to various contract service and maintenance agreements, including but not limited to the baggage handling system, communication systems, and facility maintenance services.
- Oversee contract provider project schedules and personnel/material utilization plans to promote high levels of productivity while maintaining operational and financial flexibility for the Port Authority. Manage service provider special projects and supplemental tasks as necessary to meet project schedules and requirements, ensuring minimal impact on continuing airport operations. Coordinate contract service activities with other Port Authority departments as appropriate.
- Review and approve payment requests from contract service providers and vendors in accordance with the approved agreement and applicable purchasing policies and

procedures, and implements internal controls to monitor provider accounts in relation to the approved budget.

- Prepare specifications for a variety of contract support services, to include project scopes, general and technical specifications, performance standards, and procedural requirements. Implement quality assurance programs to monitor compliance with contract specifications and ensure that proper reporting relationships, contingency, and safety programs are in place.
- Assist in the development of the airport operating and capital budgets, and monitor adherence with the approved budget throughout the funding year.
- Perform facility and systems inspections and initiate project and maintenance work requests as necessary. Conduct follow up to verify appropriate tasks have been completed.
- Maintain reports, correspondence, records, and documents related to the administration of service and maintenance agreements at the airport.
- Confer and cooperate with the section managers and other airport stakeholders to develop, plan, and implement required or requested projects.
- Work closely with the Purchasing Department to ensure projects are implemented in accordance with the purchasing policy and guidelines.
- Work closely with the Contract Management Department on projects that may involve both departments.
- Contribute to the positive morale of the department and perform special projects and other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable strong working knowledge of contracts, specifications, and public sector procurement processes. Must have considerable knowledge of various airport electro-mechanical systems, proprietary airport operating systems, applicable FAA and TSA regulations, safety, and operational guidelines. Must be able to work independently and retain/recall facts and information when needed. Must be computer and systems literate and possess a good command of the English language with the ability for clear, concise written communications, negotiation, and problem-solving skills. Must possess excellent verbal communication skills and diplomacy and show a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Shall possess

the ability to plan ahead, establish and maintain an accurate and efficient recordkeeping system.

This position is exempt from the Fair Labor Standard Act and is required to periodically work non-standard work schedules as planned and directed by the senior manager, maintenance administration. The employee is occasionally exposed to high, precarious places. The noise level in the work environment can be very loud. This position is considered an emergency employee in regards to recall accountability and performance of duties associated with emergency conditions as established by the executive director.

Training and Experience: Associate's or bachelor's degree from a college or university with a degree in business, business administration, aviation management, contract management, or related field desired; three (3) or more years of airport-related experience preferred; or any combination of education and experience, which demonstrates ability to perform duties effectively may be substituted. AAAE attained certification status (A.C.E., C.M.) preferred. Valid Florida driver's license required.

01/20

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SUPERVISOR, CONTRACTS

GRADE: 19

MAJOR FUNCTION

This is a professional position assisting with the coordination and monitoring of contracts and contracted services for the Port Authority maintenance department. Performs operational and financial oversight of contract service providers; monitors compliance with approved service provider agreements; coordinates contractor work and project activities related to but not limited to the baggage handling system, elevator and escalator contracts by implementing quality control programs to ensure high levels of maintenance, operational efficiency, and contract compliance. Duties are performed independently, under the direction of the maintenance department contracts manager.

GENERAL POSITION DUTIES

Coordinate and oversee activities relating to preventative maintenance inspections, repair activities, programming, project work and reporting; as well as contract service and maintenance agreements for the mechanical systems to include but not necessarily limited to the Baggage Handling System (BHS). Oversee contract provider project schedules and personnel/material utilization plans to promote high levels of productivity while maintaining operational and financial flexibility of the systems for the maintenance department.

Coordinate service provider special projects and supplemental tasks as necessary to meet project schedules and requirements, ensuring minimal impact on continuing airport operations. Coordinate contract service activities with other Port Authority departments, TSA and airlines as appropriate.

Implement quality assurance programs to monitor compliance with contract specifications and ensure that proper reporting relationships, contingency and safety programs are in place.

Perform daily equipment and system inspections; initiate project and maintenance work requests as necessary; and conduct follow up to verify appropriate tasks have been completed.

Maintain inventory control including purchasing/ stocking adequate levels of equipment, parts and tools.

Assist in preparing specifications for contract services to include project scopes, general & technical specifications, performance standards, training programs, staffing levels and procedural requirements.

Maintain reports, correspondence, records and documents related to the service, maintenance and operational agreements for various contracts.

GENERAL POSITION DUTIES (cont.)

Assists in the development of the airport operating and capital budgets; and monitors adherence with the approved budget throughout the funding year.

Contributes to the positive and productive relationship between the contract service provider(s), TSA, airlines and the Port Authority; and performs special projects and other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, Skills: Must have knowledge of BHS operation, preventative maintenance and repair requirements; and applicable safety and operational guidelines. Experience in mechanical conveyor systems, variable frequency drive devices, programmable logic controllers, motor control panels, laser arrays and electrical trades or similar mechanical systems related industry experience desirable. The ability to understand technical and operational specifications is highly desirable. Ability to read, analyze and interpret scientific and technical journals, OEM manuals and engineering plans related to mechanical systems.

Must have knowledge of spreadsheet, database and word processing software. Should be familiar with a CMMS system for generating work requests, preventative maintenance scheduling and inventory control; experience purchasing commercial goods and services highly desirable. Must have excellent communication, customer service, negotiation and problem solving skills. The ability to respond and provide solutions to common inquiries or complaints from airlines, TSA, tenants or Port Authority departments. The ability to effectively present information to management in a professional manner.

The ability to climb a ladder and work at elevated heights; lift weights of 50 lbs., bend and operate airport equipment. Ability to follow written and oral instructions. Ability to communicate freely using two way radios, sometimes in very noisy environment. The employee is occasionally exposed to high, precarious places. The noise level in the work environment can be very loud. This position requires the individual to make quick, accurate decisions under strict time constraints.

Training and Experience: High school diploma/GED required with five years of progressive experience in the field of installation, inspection, troubleshooting, maintenance and repair of mechanical systems or an equivalent combination of training and experience in related trades may be considered.. Electrical or electronic certification/license is desired. Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT
AUTHORITY AVIATION
DIVISION
AIRPORT POLICE
DEPARTMENT**

COORDINATOR, APD

**GRADE: 14
NON- EXEMPT**

MAJOR FUNCTIONS

Serves as a senior administrative support staff employee of the Lee County Port Authority Police Department and performs duties commensurate with this responsibility. This is advanced work where the employee has personal responsibility for secretarial and clerical duties in connection with the operation of a complex office. The position requires considerable independence in the assumption of certain administrative tasks and assignments which would otherwise require guidance.

Specializes in technical work of law enforcement certification processes of law enforcement officers in compliance with the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission requirements. Work is performed under the supervision of the Police Chief in accordance with established policies, rules and regulations.

GENERAL POSITION DUTIES

Primary duties of this position to support the Chief of Police, Deputy Chief of Police as well as the Captains of Patrol and Support Services are:

- Promptly answer incoming phone calls, take messages, and relay routine information in a professional manner
- Schedule meetings, accept/decline meeting invites, and provide general calendar management
- Proofread and format outgoing correspondence
- Coordinate, prepare and route all conference/meeting/travel requests, authorizations, bookings, confirmations, payments, reservations, reimbursements, etc., in a timely manner in accordance with LCPA procedures
- Coordinate routine budget items (i.e., annual budget sheets, purchase orders, fund transfers, authorizations, petty cash, Purchasing Cards etc.) in a timely manner in accordance with LCPA procedures
- Provides support for timely payroll information including bi-weekly payroll reports.
- Provides other LCPA support functions as needed (i.e., meeting minutes, scanning/copying/mailing of material, assistance to other departments, etc.)
- Maintains a level of confidentiality for personnel and other discreet matters
- Assist with office supplies and files
- Answers/routes routine inquiries not involving technical knowledge
- Coordinates the Police Department's record maintenance of policies and procedures and general orders.
- Routes technical matters to proper department personnel.
- Work closely with human resources personnel with records and hiring

**AIRPORT POLICE DEPARTMENT
COORDINATOR, APD Page 2**

GENERAL POSITION DUTIES (cont.)

- Handle public records requests directed at the department
- Completes and reviews outgoing correspondence to determine that all necessary background material is attached, etc.
- Process all purchase orders and payments for the department, including maintaining files.
- Maintains files of personnel and incoming/outgoing correspondence converting from paper to electronic.
- Confers with and advises the Chief on special projects.
- Performs other duties as assigned
- Procurement and control specialist with knowledge of police supplies, equipment and inventory.

**MINIMUM
QUALIFICATIONS**

Knowledge, Abilities and Skills: Ability to communicate effectively with officials and staff members in both verbal and written form. Ability to work independently and exercise good judgment within established laws and policies. Ability to perform a variety of tasks that require clear and concise written and verbal communications, and must possess exceptional customer service skills. significant business English, proofreading and bookkeeping skills. Considerable knowledge of administrative practices and office procedures. Considerable knowledge of supervisory techniques. Ability to receive the public with considerable poise, tact, patience, and courtesy.

Training and Experience: Graduation from a college or university is preferred, as well as at least 4 years of experience in an administrative or management position, or equivalent combination of experience and education. Possession of a valid Florida driver's license is required. Experience with budget, timekeeping, purchasing, and document preparation. Minimum of three years with the Lee County Port Authority. Minimum of three years in an office setting.

DEPARTMENT-SPECIFIC DUTIES

Assists in developing the departmental budget and implementation. Maintains Law Enforcement Officer's personnel files, required medical and physical reports as required by CJSTC. Orders, maintains, and issues uniforms and police equipment and maintains office supplies for the Law Enforcement Division. Proficient with Inter-net communications with FDLE/CJSTC files and maintains required records.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

COORDINATOR, BUDGET

GRADE: 13

MAJOR FUNCTIONS

This is a professional position responsible for the development, oversight and reporting requirements of the Maintenance Department's annual operating budget. Specific tasks include annual budget preparation and oversight by section, development of estimated expenditure forecast, budgetary and expense report generation, detailed budget/expense analysis and trends, and assists with the Department's training system.

The budget coordinator requires a considerable amount of independent judgment, critical and analytical thinking skills to provide oversight of the maintenance budget and assistance with maintenance programs. This position requires strong organizational and computer skills as necessary to develop and maintain effective budgeting reports and analytical tools. The budget coordinator acts as a liaison between various departments' fiscal programs as necessary to keep the program manager aware of the Department's budget and expenses throughout the year.

GENERAL POSITION DUTIES

This position requires an appropriate budget, expense, and payable oversight of all Department sections to include grounds, airfield, warehouse, vehicle maintenance, terminal maintenance and all of the Port Authority's utility service accounts.

Develop, control, and report on Department expenses and budgetary position as necessary to assist in work-flow monitoring.

Oversees and initiates required fund transfers to maintain appropriate object code balances as necessary throughout the year. Evaluates and analyzes the periodic budget and encumbrance reports as well as accounts payable and open purchase order reports. The budget coordinator will attend meetings, workshops, and seminars as deemed appropriate by their supervisor and will conduct monthly meetings with each section manager to ensure their budget forecasts and scheduled projects are on track and in accordance with the LCPA adopted purchasing policy and procedures manuals.

Assists in the preparation of purchase requisitions and purchase orders and will work with section managers and administrative coordinators as necessary to ensure requisitions and purchase orders are consistent with our budget and policies.

Responsible for the oversight and maintenance of the Department's intranet site.

Assists the section managers with various projects and other duties as assigned.

MAINTENANCE DEPARTMENT
COORDINATOR, BUDGET
PAGE 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Thorough knowledge of MS Office Suite, MS Project, G Suite, and Crystal Reports. Knowledge of budget and accounting practices. Ability to analyze financial transactions and prepare statistical and narrative reports; interpret and review projects for the financial impact on budgets. Maintain effective working relationships with all departments and communicate effectively, both orally and in writing.

Training and Experience: High school diploma/GED required; at least 12 credit hours in finance, accounting, or related field from an accredited college or university or two years of experience with progressive responsibility performing budget or accounting duties; or, an equivalent combination of training and experience.

Licenses and Certificates: Possession of a valid Florida driver's license.

09/10, 03/11, 10/13, 02/15, 09/15, 08/19

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
COMMUNICATIONS & MARKETING**

COORDINATOR, COMMUNICATIONS & MARKETING

GRADE: 17

MAJOR FUNCTIONS

Assists staff in meeting the goals and objectives for the public affairs department. Assists in the coordination of various public affairs efforts and programs (community relations, media relations, airport promotional events, etc.) designed to keep the community and stakeholder groups informed and supportive of activities conducted and proposed by the Lee County Port Authority for Southwest Florida International Airport and Page Field. Work is performed under the supervision of the department manager. Position requires initiative, independent thinking, ability to work for more than one person, prioritize assignments in a fast-paced multi-tasking work environment, detail oriented and highly organized person.

GENERAL POSITION DUTIES

Media Relations: Assist department staff with response to media inquiries; coordinates media escorts; handles required interdepartmental and tenant notifications of media activities as required; produce weekly reports of online clips and maintain media archives; research, draft, edit news releases and media notes; assist with distribution of news releases to news outlets and maintenance of department media contact lists; assist with media coordination during airport emergencies.

Publicity: Assists in the research of background information necessary to develop planned airport promotional campaigns and programs; maintains historical photo file archives, as well as current photography and digital image files and videos; assist in research and ordering promotional items for department use.

Community Relations: Assists with the coordination of community and VIP tours and escorts; may assist with presentations and/or speaking engagements; provides follow up to inquiries and complaints as requested by coordinating with internal staff and other agencies/tenants to gather information if needed; provide information to community organizations and members of the public following review; assist with writing or design of business newsletter; maintain department contact lists for external publications.

Employee Relations: Assists in providing information to line departments regarding public affairs activities; work with other departments on miscellaneous employee projects or events; research and write articles for internal communications including employee newsletter; may serve as department representative on internal committees as assigned; assist public affairs in annual fundraising campaign; assist department with posting materials to company intranet.

Special Events: Assist in coordination of event planning; coordination of local and non-local promotional events and activities such as trade missions, industry and press receptions, FAM trips, tours; participates and attends airport special events as required; works with other departments, vendors and representatives of industry partners to coordinate activities; follows up with administrative coordinator to provide appropriate documentation for invoicing and payment on cooperative agreements; coordinates interdepartmental activities related to these events as assigned.

**COMMUNICATIONS & MARKETING
COORDINATOR, COMMUNICATIONS & MARKETING
Page 2**

GENERAL POSITION DUTIES (cont.)

Communications: Strong verbal and written communication fundamentals including business and creative writing, as well as editing and proofing materials; assists with the maintenance of department contact lists; may design or update production and distribution of external and internal printed or online publications; assists in the research and recommendation of specialty items.

Website/Social Media: Assist with routine updates and recommends changes for Port Authority websites to department manager; generates regular comment and web activity reports; assist department with ongoing social media activities; assist with tracking reports for airport social media activity; research and stay current on social media outlets and usage.

Administration: Coordinates with administrative coordinator to ensure completion of assigned purchasing, invoicing and payment activities in compliance with Port Authority policies and procedures; maintains budget responsibilities for individual projects as assigned by department manager; establishes appropriate working relationships and lines of communication with all staff; keeps department manager informed on all activities especially those that may affect work priorities and working relationships with department staff and other Port Authority departments.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of public affairs theory and practice and its application to the travel, tourism or aviation industries; basic knowledge of the history and development of commercial aviation; basic knowledge of the local area (Lee, Charlotte, Collier counties); Possess excellent speaking (in person/on telephone), writing and public relations skills; Knowledge of AP Style; ability to manage multiple projects, work and think independently and exercise good judgment within established parameters; ability to work in a fluid, collaborative team environment; above average organizational and decision-making skills; possess good time management skills; professional appearance and demeanor; willingness to travel and adapt to multi-cultural social and business environments. Strong computer and Internet skills and related equipment such as laptop, scanner, printers, projectors, etc.; Adept in the use of Microsoft Windows; extensive knowledge of all Microsoft Office applications including Word, Excel and PowerPoint; knowledge and experience with design and maintenance of websites; knowledge and experience with graphic design principles and use of Adobe Photoshop and InDesign programs; knowledge and enthusiasm for web-based applications; ability to operate a digital camera; experience with using and designing PowerPoint presentations; assistance with basic A/V set up for events or department presentations.

Experience: Graduation from an accredited four-year college or university with a degree in public relations, communications or related field and a minimum of three years of public affairs work experience in a professional capacity, or an equivalent combination of training and experience. Accredited Public Relations certification preferred. Valid Florida driver license.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT**

CONTRACTS COORDINATOR

GRADE: 13

MAJOR FUNCTIONS

This is a professional, non-exempt position reporting to the Senior Manager, Contract Management. The Contracts Coordinator is primarily responsible for the administrative oversight, validation, and quality assurance of multiple contract accounts, which includes the detailed and timely review of various service agreement invoices and billing statements, purchase order and payment processing, expense forecasting, report generation, and detailed budget and expense analysis. The position initiates corrective action as appropriate and consistent with the terms and conditions of various service agreements and performs periodic quality assurance audits as assigned. In support of departmental staff, performs professional secretarial and clerical duties associated with the efficient operation of the Contract Management Department.

GENERAL POSITION DUTIES

Maintains the department's master contract files and contractor profiles, to include solicitation documents, contract scope and specifications, service provider agreements and related exhibits, attachments, amendments, relevant correspondence, compliance memoranda, supplemental task authorizations, supporting documentation, and contractor personnel profiles consistent with records management requirements.

Oversees and initiates fund transfers and purchase order changes as required to maintain appropriate budgetary object code balances. Administratively oversees department planning, preparation, inputting, closing, and distribution of purchase requisitions/purchase orders.

Handles routine matters independently in accordance with the overall mission of the department and division. Routes more technical matters to the proper staff or department for consideration; independently answers routine inquiries not involving significant technical knowledge. Provides escorts to contractors or visitors performing contractual services or attending meetings on the airport, as directed.

Conducts detailed reviews of routine contract source documents in an effort to prevent, detect, and mitigate the potential for fraud, waste and abuse.

Assists department staff with monitoring compliance with contractual scopes of service, terms, and conditions, and reconciliation of payment packages consistent with the approved budget.

Composes and distributes correspondence for contract compliance, coordination, and signature by the department senior manager and ensures all necessary background material is attached. Accurately transcribes dictation when required.

Develops, analyses, controls and reviews departmental expenses. Assists department staff with Operating budget preparation, monitoring, and compliance. Maintains staff appointment calendars and agendas; communicates professionally via telephone, e-mail, or in person with LCPA staff and contractors.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT**

CONTRACTS COORDINATOR

GRADE: 13

GENERAL POSITION DUTIES (cont.)

Processes travel expense/reimbursement reports, makes reservations or develops itineraries for department staff as necessary. Prepares and submits bi-weekly department timesheets. Maintains office supplies and equipment by submitting orders for replenishment of materials, as necessary.

Performs special projects and duties as assigned. Contributes to the positive morale of the Authority.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Strong knowledge of budgetary and bookkeeping principles, procurement procedures, payment procedures, and service provider contract elements. Possess considerable knowledge of business English, spelling/punctuation, and computer skills. Ability to follow and apply department rules, regulations, practices and procedures. Ability to effectively prepare routine documents and compose business letters and memoranda. Ability to receive the public with poise, tact, patience and courtesy. Ability to add, subtract, multiply, and divide, to compute rate, ratio, and percentages, create and interpret tables/graphs, and analyze financial transactions. The position requires a significant amount of independent judgment, organizational skills, strong communication and organizational skills, and the ability to effectively work in a team environment.

Training and Experience: High School diploma/GED and a minimum of three (3) years progressively responsible administrative-level experience performing clerical and bookkeeping duties, or twelve (12) college semester hours in accounting or bookkeeping. Strong working knowledge of Microsoft computer programs/applications (i.e., Word, Excel) and the operation of basic office equipment (copier, fax, document scan, binder, label maker, file management systems). Any combination of education and experience which demonstrates ability to perform duties effectively may be considered.

Licenses and Certificates: Possession of a valid Florida driver's license.

2/13, 12/19

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT**

COORDINATOR, CONTRACTS - DEVELOPMENT SERVICES

GRADE: 13

MAJOR FUNCTION

This is a professional position assisting with the monitoring and managing of project related contracts for the Port Authority's Development Division. Duties include processing of pay applications submitted by consultants and contractors, opening/tracking/payments on purchase orders, processing contract related submittal documents, logging and tracking project close-out documentation, and other contract management and general accounts payable/receivable duties. This position provides general support to Departments of Engineering/Construction, Planning/Environmental Compliance, Governmental Affairs/Grants, and Development Services.

GENERAL POSITION DUTIES

Assists with the administration of professional consultant agreements and construction contracts. Assists with the development, review, preparation, execution, awarding and monitoring of professional agreements and construction contracts. Prepare and coordinate contract changes, maintain project budget data, and prepare financial documents for issuance of payment. Provide assistance and administrative support services to Port Authority departments to assure that the conditions, provisions and terms established for construction agreements and contracts adequately address, cover and protect the Port Authority's contractual interest. Ensure that all contracts are developed, awarded and administered in accordance with applicable Port Authority ordinances and policies, and applicable laws and requirements of federal and State governmental agencies as well as professional procurement standards. Assist in developing, implementing and monitoring procedures, practices, policies, systems and programs necessary to control the efficient, effective and timely administration of all documents, records and activities involved in the administration of the Port Authority's contract documents. Maintains reports, correspondence, records and documents related to the administration of construction documents. Performs related duties as assigned. Performs other duties as assigned. Contributes to the positive morale of the division.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: General computer knowledge (MS Excel, Word). General knowledge of accounts payable/receivable and contract documentation. Good organizational skills. Ability to track the paperwork associated with construction contracts and professional services agreements of varying size, amount, scope and complexity. Ability to prepare and interpret complex agreements and contracts. Ability to establish and maintain effective working relationships with consultants, contractors, governmental agencies and Port Authority departments. Ability to function effectively with minimal direct supervision. Ability to express ideas clearly and concisely, orally and in writing.

DEVELOPMENT SERVICES DEPARTMENT
COORDINATOR, CONTRACTS - DEVELOPMENT SERVICE
Page 2

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Previous experience working for a consultant or contractor or developer processing consultant and contractor pay applications and tracking/logging/monitoring contract documents a plus. High school diploma or GED. Two years of professional work in accounts payable/receivable, contract administration, procurement; or any combination of education and experience, which demonstrate ability to perform duties effectively, may be substituted. Possession of a valid Florida driver license required.

02/07, 03/11, 10/13

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

COORDINATOR, MAINTENANCE -CMMS

GRADE: 13

MAJOR FUNCTIONS

This position supports the goals and objectives of the Maintenance Departments Computerized Maintenance Management System (CMMS). Work is performed under the direct supervision of the CMMS Supervisor and is located within the Airport Communications Center. The Maintenance Control Coordinator is responsible for assisting the CMMS Supervisor with the oversight and management of the Maintenance Department's Computerized Maintenance Management System (CMMS) and will serve as the system Supervisor in the Supervisor's absence. This position requires a considerable amount of independent judgment and oversight of the CMMS work order processes and scheduling. This position requires strong organizational and computer skills as necessary to develop and communicate effectively with the maintenance staff to efficiently coordinate the work orders to the technicians.

GENERAL POSITION DUTIES

This position requires sufficient knowledge of facilities maintenance procedures and responsibilities within the Maintenance department to accurately process and route work orders within the CMMS. This individual will oversee the maintenance control endeavors that take place on the second and third shift within the Air Communication Center and will manage real time work order status via a handheld radio to keep the CMMS up to date. Upon the sections supervisors' direction the CMMS Coordinator will check stock for technicians and close out paperless work orders. The CMMS Coordinator will ensure that critical class one work orders are routed to the appropriate sections and shall coordinate the repairs with involved parties to ensure the work is completed as expeditiously as possible.

The Maintenance Control Coordinator will cover for the CMMS Supervisor in the Supervisor's absence. In addition the Maintenance Control Coordinator will provide user support and technical assistance to CMMS users.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable technical knowledge in computerized maintenance management systems, warehousing and work order processing. Knowledge of Maintenance organizations, departmental responsibilities, practices, processes and priorities. Must be able to effectively communicate orally and in writing. Ability to establish and maintain effective working relationships with subordinates, superiors, and peers. A strong understanding of the MS Office suite to include detailed knowledge of Excel and reporting software as well as other technical applications.

Training and Experience: Graduation from an accredited four year college or university with a degree in Business Management, Computer Information Systems or related field and a minimum of two years experience in facilities, maintenance, warehousing, and/or Airport Operations or an equivalent combination of education and experience.

Licenses and Certificates: Possession of a valid Florida driver's license.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

COORDINATOR, MAINTENANCE SUPPORT

GRADE: 12

MAJOR FUNCTIONS

This position serves as the administrative support staff member for the maintenance department and performs duties commensurate with this responsibility. This is an advanced position where the employee has responsibility for the oversight of the secretarial and clerical duties performed throughout the department. This position requires considerable independence and assumption of certain administrative tasks and assignments which would otherwise require guidance. This position provides advanced professional secretarial and clerical skills in connection with the efficient operation of the maintenance department. The position requires strong communication and organizational skills and a significant amount of independent judgment. Works under the direction of the department director and supports the senior manager and programs section.

GENERAL POSITION DUTIES

Shall be a highly organized assertive individual with sound judgment. Requires the ability to work under pressure with a fast turnaround.

Responsible for coordinating all aspects of the performance evaluation process for the maintenance department, providing the appropriate notifications and follow-up with section managers and administrative staff. Reviews all evaluations for content, formatting and checks calculations.

Prepares all RPA's for the department for new hires, retirements, re-classes, promotions, annual performance evaluation RPA's, etc., which requires the highest level of confidentiality and trustworthiness.

This position prepares and process' the travel expense/reimbursement reports, memos, letters and other correspondence; makes reservations and develops itineraries for the department director, senior manager and programs section as necessary; and reviews all travel and reimbursement reports as prepared by the other sections.

Prepares bi-weekly timesheets for payroll and codes/processes payment of P-Card for of the department director, senior manager and programs section of the department.

Maintains calendars/schedules for the department director, senior manager and programs manager. Communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions as appropriate. Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge.

This position maintains the current status of all capital expenditures for the department and coordinates their purchases and receipts with the sections.

**MAINTENANCE DEPARTMENT
COORDINATOR, MAINTENANCE SUPPORT**

Page 2

GENERAL POSITION DUTIES cont.)

Receives emergency phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Lee County Port Authority individuals, departments, divisions, etc. Provides escorts to visitors attending on-airport meetings with the department director and senior manager as necessary.

This position provides all new hire orientation as new team members enter the department. Schedules meetings to introduce new team members to upper management as appropriate and schedules tours of the facilities.

This position disseminates administrative information throughout the department and generates all monthly, quarterly reports and daily trouble reports with the assistance and input from the section managers and administrative staff. This position is responsible for defining electronic file management of the department records.

Composes letters/correspondence for signature, according to established procedures. Reviews outgoing correspondence for distribution, ensuring that all necessary background material is attached. Reviews correspondence and work of maintenance's administrative coordinators prepared for the approval and signatures of the department director and recommends revisions as appropriate directly with the sections administrative coordinators.

May serve on committees as assigned and assist with interviews of administrative and specialist support staff for the department. Participates in special department projects and handles other duties as assigned. Contributes to the positive morale of the department.

Bending, stooping and lifting may be required to perform this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Considerable knowledge of business English, spelling and punctuation with the highest level of detail to ensure consistent, neat and concise documents that leave the department. Considerable knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents and compose business letters and memorandums in the appropriate format. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy and to relieve the director and senior manager of administrative, clerical detail.

Training and Experience: High school diploma/GED required; and six years advanced administrative or related experience preferred or an equivalent combination of training and experience may be considered. Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION**

MARKETING COORDINATOR

GRADE: 17

MAJOR FUNCTIONS

Responsible for the development, implementation and coordination of marketing activities related to customer acquisition and retention in support of Base Operations and Page Field. Performs a variety of professional tasks related to the operation of Base Operations and Page Field. Work is performed under the supervision of the general manager and department director. This position requires initiative, creativity, independent judgment, excellent communication and organizational skills and the ability to work with minimal oversight.

GENERAL POSITION DUTIES

Develops Base Operations and Page Field marketing plan. Develops creative programs, including advertising, promotional items and collateral materials. Coordinates placement and delivery of advertising and promotional materials. Prepares promotional requests and maintains marketing and promotional budget.

Maintains department project lists and tracks progress. Schedules business meetings, produces agendas and minutes. Maintains appointment calendars and prepares correspondence for senior management. Plans travel, submits travel requests and prepares itineraries for senior management.

Plans and coordinates tradeshow participation, including registrations, logistics, travel planning, exhibit and display design, promotions, and collateral materials. Researches, designs and maintains inventory of unique promotional items.

Event coordinator for Page Field's annual Aviation Day. Maintains budget and tracks master exhibitor, vendor and supply task lists. Facilitates contracts with vendors and suppliers; procures entertainment, exhibitors and sponsors; schedules planning meetings and coordinates support from other departments; designs signage and site layouts; communicates with participants; delegates tasks to staff as required.

Plans events to enhance customer relations and community support, including the annual customer appreciation luncheon and presentation of the Page Field Aviation Ambassador Award. Develops communications and materials; arranges catering and rentals; maintains event budget and coordinates participation with other departments.

**PAGE FIELD/GENERAL AVIATION
MARKETING COORDINATOR
Page 2**

GENERAL POSITION DUTIES (cont.)

Plans, schedules and coordinates community group tours; prepares tenant and customer communications for distribution via mail or electronic media; maintains customer contact lists; develops customer retention and awareness programs.

Serves as Page Field liaison for the LCPA employee newsletter; maintains department intranet site. Coordinates staff meetings, events and recognition programs; coordinates photography and maintains digital image archive.

Coordinates Page Field internship program.

Completes special projects as assigned which may include marketing research, gathering statistical data or polling of airports and businesses. Prepares documents and spreadsheets as needed. Develops Power Point presentations.

Performs other duties as assigned.

Bending, stooping and lifting may be required to perform this position.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of marketing, advertising and communications practices, project management and event planning. Must possess excellent writing, speaking, creative, technical and analytical skills. Considerable knowledge of administrative practices, office procedures, business English, proofreading and bookkeeping. Ability to maintain professional appearance and demeanor; adaptability in multiple business environments. Ability to manage multiple projects and priorities simultaneously. Willingness to travel several times per year. Working knowledge of Microsoft Office, Google applications, digital photography, desktop publishing and graphic design programs. Capacity to work independently, exercise good judgment and make decisions within LCPA policy and procedures.

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, English, public relations, marketing or related field and three years of office management or administrative work experience; or an equivalent combination of education and experience which demonstrates ability to effectively perform the duties of the position. Experience in general aviation or FBO support preferred. Valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD / GENERAL AVIATION**

COORDINATOR, PAGE FIELD

GRADE: 13

MAJOR FUNCTIONS

This position requires advanced professional, secretarial and clerical skills in connection with the efficient operation of a general aviation airport. The position requires strong communication and organizational skills in order to provide effective administrative support for the department director, maintenance manager, and operations manager in a team environment. The position requires a significant amount of independent judgment, organization and work with minimal oversight and direction. A significant amount of time in this position is spent on creating purchase orders, paying invoices and reconciling a multi-million dollar operating budget.

GENERAL POSITION DUTIES

Handles routine matters independently with knowledge of the overall mission of the department and division. Routes more technical matters to the proper personnel for consideration; however, independently answers routine inquiries not involving technical knowledge. Receives emergency phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Port Authority individuals, divisions, departments, etc. Provides escorts to visitors attending on-airport meetings, if necessary.

Maintains appointment calendars, communicates appropriately via telephone and in person with internal staff and outside contacts and relays messages and instructions from management to subordinates. Compose letters/correspondence for signature. Sorts and distributes incoming mail according to established procedures. Prepares and reviews outgoing mail for distribution, insuring that all necessary background material is attached.

Responsible for file management to include: electronic recordkeeping of current files and proper storage and tracking of paper files with disposition of obsolete files.

Prepares and processes travel expense/reimbursement reports, makes reservations and develops itineraries for the department director, department managers and maintenance staff.

Prepares bi-weekly timesheets for payroll and codes/processes payment of P-Card purchases for all department card-holders.

Complete special projects as assigned by general aviation director, maintenance manager and operations manager. Prepare documents and spreadsheets as needed. Maintain agendas, schedules and minutes for strategic planning and business meetings.

DEPARTMENT-SPECIFIC DUTIES

Generate purchase orders, monitor approval process and complete all paperwork involved in operating budget. Monitor and reconcile all employee P-Card purchases. Maintain the department petty cash fund and coordinate employee work shoe purchase program.

**PAGE FIELD/GENERAL AVIATION
COORDINATOR, PAGE FIELD
Page 2**

DEPARTMENT-SPECIFIC DUTIES (cont.)

Provide budgetary assistance to general aviation director for budget forecasts and annual operating budget preparation. Tracks utility expenditures and alerts maintenance to fluctuations or variances that could reflect issues for repair. Act as a liaison to department personnel to keep them mindful of current object code spending and overall budget status. Initiates fund transfers as required to maintain appropriate object code balances as necessary throughout the year.

Provide administrative support for management and personnel, coordinates the performance evaluation process for the maintenance department, providing appropriate notifications and follow-up with managers, and prepares eRPAs for the maintenance department new hires, retirements, re-classes, promotions, annual performance evaluations which requires the highest level of confidentiality and trustworthiness. Generate, submit and monitor employee workers' compensation claims, acting as liaison between employee and human resources and in compliance with HIPAA laws.

Submit travel requests, makes reservations, itineraries and processes travel expense/reimbursement reports for general aviation director, chief pilot, maintenance manager, operations manager and maintenance personnel.

Maintain inventory records for the airport, initiates the fixed asset property control form for new capital purchases, and originates the disposition forms for outgoing inventory.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling, and punctuation. Considerable knowledge of department rules, regulations, practices and procedures. Knowledge of accounts payable and budget preparation. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions within departmental policy and to relieve the managers and director of clerical detail. Familiarity with department terminology. Knowledge of personal computer, word processing software, spreadsheets, recording, telephone, copy machine and facsimile machine.

Training and Experience: Graduation from high school or GED required. Secretarial courses and three years advanced secretarial and clerical experience preferred. Possession of a valid Florida driver's license is required. The ability to type 60 correct words per minute on a typing test administered by human resources is required. Any combination of education and experience which demonstrates ability to perform duties effectively may be accepted.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT**

COORDINATOR, SPECIAL PROJECTS

GRADE: 12

MAJOR FUNCTION

This position supports the goals and objectives of the Development Services Department. Work is performed under the direct supervision of the Departments Development Coordinator and the Director of the Development Services Department, Division Director and the Deputy Executive Director, with technical guidance from other Port Authority staff members. This position is responsible for preparing, tracking, automating and administering all Development Division reports and presentation material, as well as assisting in the administration of the Development Division's Computer Aided Drafting (CAD) and Portal systems.

GENERAL POSITION DUTIES

Employee prepare, distribute and administer various reports for the Development Division to provide the status of airport projects and as a management tool to keep airport projects on schedule, under budget and fully coordinated. In addition, this position will prepare PowerPoint and other presentation materials for public speaking engagements, agency committee meetings, FAA and FDOT presentation and reports, etc. In addition, duties to include CAD activities and will assist in coordination between all other Port Authority Departments for CAD services.

Examples of Essential Duties:

- preparation of various Development Division reports, presentations, and award-related applications
- providing assistance to Development Coordinator with CAD/GIS activities including user support, training, compiling and maintenance/database management of CAD and other graphic files
- providing assistance to Development Coordinator with creating, revising, storing, plotting, updating, and transmitting of CAD files and other drawings to others
- providing assistance to Development Coordinator with administration of the Developmental Portal

MINIMUM QUALIFICATIONS

Requires any combination of education and experience equivalent to: Graduation from high school, and one-year experience preparing reports and presentations, and advanced working knowledge of computer programs such as Microsoft Office, PowerPoint, Microsoft Project, etc. Possession of a valid Florida driver's license is required.

**DEVELOPMENT SERVICES DEPARTMENT
SPECIAL PROJECTS COORDINATOR – CAD/GIS/PROJECT REPORTING/PORTAL
Page 2**

Supplemental Information:

- Previous employment or exposure working with multiple departments is desired
- Strong written and oral communication skills are essential
- Ability to understand and follow complex oral and written instructions
- Ability to problem-solve and troubleshoot computer based application errors and coordinate software adjustments
- Ability to establish and maintain effective professional and courteous working relationships with other Port Authority staff members, consultants and the public
- Bending, stooping, and lifting may be required with this position
- Perform any other assigned duties and responsibilities

10/09, 10/13

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AVIATION SECURITY & TECHNOLOGY DEPARTMENT**

CREDENTIALING SUPERVISOR – ID OFFICE

**GRADE: 15
FLSA: NON-EXEMPT**

MAJOR FUNCTION

This is a professional and highly responsible supervisory position that supervises a team of employees involved in various security credentialing duties related to airport access control requirements and duties involved with maintaining regulatory compliance with the TSA-approved Airport Security Program. Position serves as an authorized designee of the Airport Security Coordinator (ASC) in the capacity of a Trusted Agent (TA) who is responsible for the integrity and confidentiality of Sensitive Security Information (SSI); ensures compliance with Lee County Port Authority procedures and guidelines; maintains compliance with Department of Homeland Security (DHS) directives and correspondence; supervises the administration and integrity of computer-based training programs related to airport safety and security requirements; ensures the highest quality of customer service through monitoring and training of trusted agents; coordinates scheduling of staff; assists in new hire selection and training; responsible for performance evaluations and professional development of subordinate staff.

GENERAL POSITION DUTIES

Responsible for training and qualifying Signatory Authority (SA) officials in compliance with their regulatory responsibilities regarding vetting and approving employment of individuals seeking access media at Southwest Florida International Airport (RSW).

Responsible for supervising and conducting duties associated with collecting fingerprints and ID applications used for airport access and background investigations; responsible for collection and reconciliation of fees associated with ID application process.

Interprets Criminal Records History Check (CHRC) results and determines the security threat of ID badge applicants; provides applicant's CHRC results to ASC or designee for disqualification, adjudication and/or further vetting.

Responsible for administering all required airport security-related training programs associated with obtaining access ID media at RSW.

Supervises and conducts duties associated with ID issuance and file retention.

Conducts audits and creates reports associated with the administrative functions of the RSW ID Office and works directly with Finance to process billing.

AVIATION SECURITY & TECHNOLOGY DEPARTMENT CREDENTIALING SUPERVISOR – ID OFFICE

Page 2

Under the direction of the ASC or designee, creates, manages and assigns various access control system groups and privileges ID holders.

Maintains databases, conducts computer inquiries, analyzes data to identify trends and patterns, retrieves and disseminates information and reviews case reports.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of security program and policies covering airport security. Ability to communicate effectively, in both verbal and written form. Ability to effectively present information and respond to questions from upper management, subordinates and the general public. Ability to supervise, schedule and evaluate employees. Willingness to assume responsibility for decisions made. Ability to retain and recall information. Ability to be objective, to think, react, and respond quickly and make on-the-spot decisions. Ability to work independently. Skill in applying knowledge acquired in Airport Security Training. Knowledgeable of airport facilities and operations. Must have basic computer and office software knowledge. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear.

Training and Experience: Be a citizen of the United States or possess a Naturalization Certificate or I.N.S. Employment Eligibility Verification. High school diploma/GED; three to five years experience in general clerical work and/or related experience in airport badging or crime analysis. Must successfully pass competency screening, background check and drug screening.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

CREW CHIEF, AIRFIELD

GRADE: 16

MAJOR FUNCTION

This skilled position works under the direct supervision of the Airfield Supervisor and Airfield/Grounds Manager. This is a working position responsible for handling the day- to- day work assignments and duties pertaining to the Airport's Airfield lighting, Airfield Systems, Airfield Vault, Regulators, Generators, NAVAIDS and other associated Airfield equipment as required. In addition, this position assists the Landside Crew with the preventive maintenance, corrective maintenance, troubleshooting and repair of building systems, roadways, roadway lighting, HVAC and other Airport related infrastructure and/or systems as required or directed.

GENERAL POSITION DUTIES

This position provides the oversight and maintenance of the Airport's Airfield lighting, Airfield Systems, Airfield Vault, Regulators, Generators, NAVAIDS and other associated Airfield equipment to include, but not limited to, airfield pavement, rubber removal, installation or eradication of pavement markings, etc.

In addition, this position assists the Landside Crew with the preventive maintenance, corrective maintenance, troubleshooting and repair of the various buildings throughout the airport to include, but not limited to: building systems, Mechanical, Electrical and plumbing, roadway markings, pavement repairs, roadway lighting, Fire Alarm Systems, HVAC and other Airport related infrastructure and/or systems as required or directed.

The Crew Chief reviews and inspects work in progress and upon completion for compliance with instructions and for serviceability of equipment repaired or installed. Provides supervisory oversight, control and training of subordinates and assists the supervisor and manager in the evaluation of employee performance. Reviews and comments on projects and formulates parts lists/take offs and orders materials as required. Provides advice to the supervisor and manager and notifies them of any developing or existing problems immediately. This position must be able to assume the duties of the Airfield Supervisor during periods of his / her absence and shall understand and implement LCPA Personnel Policies & Procedures at all times.

MAINTENANCE DEPARTMENT
CREW CHIEF, AIRFIELD
Page 2

This position performs all other work as required or directed. Must be able to work and communicate with other departments and organizations. Has thorough working knowledge of current safety practices, FAR Part 139, and security procedures. This work is performed using various specialized tools, power equipment, diagnostics equipment, meters and other testing equipment as necessary.

The Crew Chief may be required to work any shift and weekends, as well as be on an Emergency "On Call" rotation schedule, and may be required to attend educational workshops/seminars either locally or out-of-town.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the practices, methods, materials and tools commonly used in maintaining Airfield Systems, electrical and building trades. Knowledge of the occupational hazards and safety precautions of the trades. Ability to read, interpret and work from blueprints, wiring diagrams, rough sketches, specifications and operating manuals. Skilled in the repair and maintenance of all related equipment. Ability to maintain accurate records and paperwork as required. Ability and willingness to work unusual hours, (i.e., nights, weekends, holidays, and "on-call") when required. Ability to perform manual labor occasionally under adverse weather conditions. Ability to follow written and oral instructions. Ability to climb a ladder and work at elevated heights, lift weight up to 50 lbs., bend and be able to operate various types of industry related equipment. Ability to communicate freely using two-way radios, sometimes in very noisy environments.

Ability and willingness to assume responsibility and to provide supervisory control and training of subordinates.

Training and Experience: High school diploma/GED and a minimum of 3 years experience directly working on Airfield Lighting and other Airfield systems in addition to knowledge of FAA Part 139 is required as well as five years experience as an electrician, HVAC mechanic or other major trade, or an equivalent combination of training and experience. Computer literate with experience in Microsoft Windows applications desirable.

Licenses and Certificates: Possession of valid Florida driver's license required. Florida Commercial driver license (CDL) desirable. Possession of valid certificate of competency, minimum of Journeyman in one of the major building maintenance trades is desired, (i.e., air conditioning, electric, plumbing, etc.). AAAE ACE certified or able to acquire certification in one year.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION MAINTENANCE
DEPARTMENT**

CREW CHIEF, LANDSIDE (A/F)

GRADE: 16

MAJOR FUNCTION

This skilled work involves installation, preventive maintenance, troubleshooting and repair of various building, parking lot and street lighting, signs, electrical equipment and/or systems; using hand tools, power tools and various measuring and testing instruments. Review/inspect work in progress and upon completion for compliance with instructions and for serviceability of equipment repaired or installed. Review projects, formulate parts lists/take offs and order materials. Provide limited supervisory support and training of subordinates and assist the supervisor in the evaluation of employee performance.

GENERAL POSITION DUTIES

Preventive maintenance, corrective maintenance, troubleshooting and repair of the various buildings throughout the airport to include building systems, mechanical, electrical and plumbing, roadway markings, pavement repairs, signs, roadway and parking lot lighting, fire alarm systems, HVAC and other airport related infrastructure and/or systems as required or directed.

Provides supervisory oversight and training of subordinates and assists the supervisor and manager in the evaluation of employee performance. Provides advice to the supervisor and manager and notifies them of any developing or existing problems immediately. This position must be able to assume the duties of the airfield supervisor during periods of his / her absence and shall understand and implement LCPA Personnel Policies & Procedures at all times. This position performs all other work as required or directed. Must be able to work and communicate with other departments and organizations. This work is performed using various specialized tools, power equipment, diagnostics equipment, meters and other testing equipment as necessary.

The crew chief may be required to work any shift and weekends, assist the airfield crew chief as needed, as well as be on an emergency "on call" rotation as required; and will be required to attend educational workshops/seminars either locally or out of town.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the practices, methods, materials and tools commonly used in electrical and building trades. Knowledge of the occupational hazards and safety precautions of the trades. Knowledge of current safety practices and security procedures. Ability to read, interpret and work from blueprints, wiring diagrams, rough sketches, specifications and operating manuals. Ability to follow written and oral instruction. Ability to maintain accurate records and paperwork. Skilled in the repair and maintenance of all related equipment. Ability to perform manual labor occasionally under adverse weather conditions. Ability to climb a ladder and work at elevated heights, lift weight up to 50 lbs., bend and be able to operate company equipment. Ability to communicate freely using two-way radios, sometimes in very noisy environments.

MAINTENANCE DEPARTMENT

CREW CHIEF, LANDSIDE (A/F)

Page 2

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Abilities and Skills: Ability and willingness to work unusual hours; i.e., nights, weekends and holidays when required. Ability and willingness to assume responsibility; and to provide supervisory training of subordinates.

Training and Experience: High school diploma / GED required and five years' experience as an electrician, HVAC mechanic or other major trade preferred; or an equivalent combination of training and experience may be considered. Maintenance and repair of airport airfield lighting systems preferred. Experience with Microsoft Windows and Maximo applications desirable. Knowledge of FAA Part 139 desirable.

Licenses and Certificates: Possession of valid certificate of competency, minimum of Journeyman in one of the major building maintenance trades; i.e., air conditioning, electric, plumbing is desired. Possession of valid Florida driver's license required, Florida Commercial Driver License (CDL) and AAAE ACE certification desirable. Possession of or ability to obtain Intermediate and Advanced Maintenance of Traffic within six months is required.

11/05, 03/11, 10/13, 1/18

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

CREW CHIEF, GROUNDS

GRADE: 16

MAJOR FUNCTION

This is highly responsible lead work in directing the overall maintenance and repair of Airport landscaping operations of an air carrier airport. Work is performed under the direction of the Maintenance Grounds Supervisor.

GENERAL POSITION DUTIES

- Plan and coordinate the operation of maintenance, repairs, and related projects of airport grounds with the Grounds Supervisor.
- Make periodic inspections and oversees the repair and maintenance of irrigation systems, integrated pest management system, fertilization programs, related tools and equipment and general appearance of all Airport facilities and grounds.
- Assist in determining the need for materials and supplies necessary for the proper maintenance, repair and operation of mechanical, electrical equipment, and capital equipment and the purchase of same.
- Monitoring and coordination of the performance and compliance of outside contract services, including periodic inspections and submitting written reports of same.
- Leads skilled personnel in the maintenance of landscapes.
- Review of specifications, sketches and blueprints for new landscapes, renovation activities proposed for Airport for compliance with all applicable laws and construction codes and Port Authority standards.
- Lay out and estimates time and materials for cost landscape projects; assists Grounds Supervisor with planning of projects; assigns work and follows progress of work through completion of same.
- Control and maintain divisional purchasing for all supplies and materials required in the performance of construction projects.
- Perform other related work as may be required or directed.
- May be required to work any shift and weekends.

MAINTENANCE DEPARTMENT
CREW CHIEF, GROUNDS
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of materials and methods commonly used for facilities and in landscaping activities, particularly as related to airports. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to lay out and direct the work of a crew performing these activities. Ability to understand and carry out written and oral instructions. Ability to follow written and oral instructions. Ability to establish effective working relationship with employees and the public. Ability to prepare reports, maintain accurate records and paperwork, as required. Skill in the use of various tools and equipment used in the operation of landscaping tasks. Knowledge of light/heavy equipment used in landscaping, large mowing equipment, and construction type equipment. Knowledge of safe boating skills as required performing Aquatic Pest control operations. Swimming skills and knowledge of watercraft flotation devices essential. Ability to climb a ladder and work at elevated heights; lift weights of up to 50 lbs., bend and operate necessary equipment. Ability to work in all weather climates and perform manual labor occasionally under adverse weather conditions. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Ability to read, interpret and work from blueprints, wiring diagrams, rough sketches, specifications and operating manuals. Skill in the repair and maintenance of all related equipment. Ability and willingness to work unusual hours; i.e. nights, weekends and holidays when required.

Training and Experience: High school diploma/GED and three years experience in facilities and grounds maintenance and equipment operation. Minimum of one year experience in supervisory or lead capacity.

Licenses and Certificates: Possession of a valid Florida commercial driver license Class B required. Competency in electrical, plumbing, etc. or an Associate Degree in a related field. Possession of Limited Lawn & Ornamental Pesticide License or obtain one within 90 days of employment. Possession of a Restricted Pesticide applicator's License with Aquatic, Right-of-Way, Natural Areas, and Public Health categories and Arborist Certification is desirable.

09/04, 03/11, 10/13, 10/15

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION**

CREW CHIEF, AIRPORT MAINTENANCE

GRADE: 16

MAJOR FUNCTION

This skilled position works under the direct supervision of the maintenance supervisor and senior manager. This position is responsible for directing day-to-day work assignments and duties pertaining to maintenance of the airfield lighting and vault, regulators, generators and NAVAIDS. In addition, this position leads the crews tasked with preventive maintenance, corrective maintenance, troubleshooting and repair of building systems, roadways, roadway lighting, signage, HVAC and other airport related infrastructure and/or systems as required or directed.

GENERAL POSITION DUTIES

The crew chief is responsible for the oversight and maintenance of the airport's airfield lighting and vault, regulators, generators and NAVAIDS. The crew chief will lead the crews tasked with the preventive maintenance, corrective maintenance, troubleshooting and repair of the various buildings throughout the airport to include, but not limited to: building systems, mechanical, electrical and plumbing, roadway and airfield markings, pavement repairs, roadway lighting, fire alarm systems, HVAC and other airport related infrastructure and/or systems as required or directed.

The crew chief reviews and inspects work in progress and upon completion for compliance with instructions and for serviceability of equipment repaired or installed and assumes overall responsibility for successful completion of the crew's work. Provides supervisory oversight, control and training of subordinates and assists the maintenance supervisor and senior manager in the evaluation of employee performance. Reviews and comments on projects and formulates parts lists/take offs and orders materials as required. The crew chief will monitor and coordinate work with outside contractors. Provides advice to the maintenance supervisor and senior manager and notifies them of any developing or existing problems immediately. This position must be able to assume the duties of the maintenance supervisor during periods of his/her absence and shall understand and implement LCPA Personnel Policies & Procedures at all times.

The crew chief performs all other work as required or directed. Must be able to work and communicate with other departments and organizations. Has thorough working knowledge of current safety practices and security procedures. This work is performed using various specialized tools, power equipment, diagnostics equipment, meters and other testing equipment as necessary.

The crew chief may be required to work any shift and weekends, as well as be on an emergency "on call" rotation schedule and will be required to attend educational workshops/seminars either locally or out-of-town.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the practices, methods, materials and tools commonly used in maintaining airfield systems, electrical and building trades. Ability to train and supervise others in the safe maintenance and repair of airport systems and infrastructure. Knowledge of the occupational hazards and safety precautions of the trades. Ability to read, interpret and work from blueprints, wiring diagrams, rough sketches, specifications and operating manuals. Skilled in the repair and maintenance of all related equipment. Ability to maintain accurate records and paperwork as required. Ability and willingness to work unusual hours, (i.e., nights, weekends, holidays, and “on-call”) when required. Ability to perform manual labor occasionally under adverse weather conditions. Ability to follow written and oral instructions. Ability to climb a ladder and work at elevated heights, lift weight up to 50 lbs., bend and be able to operate various types of industry related equipment. Ability to communicate freely using two-way radios, phones and electronic mail. Ability and willingness to assume responsibility and to provide supervisory control and training of subordinates.

Training and Experience: High school diploma/GED required; three years experience directly working on airfield lighting and five years experience as an electrician or equivalent combination. HVAC mechanic or other major trade, training and experience desirable. Computer literate with experience in Microsoft Windows applications and Google Apps desirable.

Licenses and Certificates: Possession of valid Florida driver’s license required. Florida Commercial driver license (CDL) desirable. Possession of valid certificate of competency, minimum of Journeyman in one of the major building maintenance trades is desired, (i.e., air conditioning, electric, plumbing, etc.). AAAE Airport Certified Employee (ACE) Airfield Lighting Maintenance Program certified or able to acquire within one year of hire date.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

CREW CHIEF, TERMINAL

GRADE: 16

MAJOR FUNCTION

This skilled work in the installation, preventive maintenance and repair of Heating, Ventilation, Air Conditioning (HVAC) and electrical equipment and/or systems, using hand tools, power tools and various measuring and testing instruments. Work is reviewed by the supervisor who inspects work occasionally while in progress and upon completion for compliance with instructions and for serviceability of equipment repaired or installed. This position leads the crew on its shift and assumes the duties of the shift supervisor during periods of his or her absence. This person will advise and notify the shift supervisor of developing or existing problems and possible solutions. Limited supervisory duties, as required.

GENERAL POSITION DUTIES

Maintenance, installation, service and repair of HVAC and electrical equipment and systems to include replacement, adjustment and calibration of parts, components and complete systems.

Performs all phases of troubleshooting, preventive maintenance inspections and maintain records, as required.

Monitors vendor service contracts relative to equipment or systems within specified Airport locations and coordinates with the Maintenance Contracts Manager.

Coordinates training or instruction of employees required to monitor or maintain related equipment and systems.

Ensure that pertinent safety precautions and practices are followed and used.

Limited supervisory control of subordinates as directed by supervisor.

Trains subordinates in all phases of work.

Performs other related work as may be required or directed.

Assists the Manager and Supervisor with administrative personnel items such as discipline, performance appraisals, payroll, leave approvals, etc.

May be required to work any shift and weekends.

**MAINTENANCE DEPARTMENT
CREW CHIEF, TERMINAL
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the practices, methods, materials and tools commonly used in the HVAC and electrical trades. Ability to read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals. Skill in the repair and maintenance of all related equipment. Ability to maintain accurate records/paperwork as required. A working knowledge of Windows based computers for the Facilities Management Systems (Metasys). The ability to monitor and troubleshoot chillers, terminal lighting, electrical system and all related equipment. Ability to work unusual hours. Ability to follow written and oral instructions. Ability to establish effective working relationship with employees and the public. Ability to climb a ladder and work at elevated heights, lift weight of up to 50 lbs., bend and ability to operate equipment. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Thorough knowledge of all pertinent safety practices, security procedures.

Training and Experience: High school diploma/GED and five years experience as an HVAC mechanic, electrician or plumber; or an equivalent combination of training and experience. Experience in the maintenance and repair of, aircraft loading bridges, and baggage conveyor systems preferred.

Licenses and Certificates: Possession of valid Florida driver license. Possession of valid certificate of competency for Lee County or the State of Florida. Minimum Journeyman in one of the major building maintenance trades; i.e., air conditioning, electric, plumbing, etc., or an Associate Degree in a related field desirable.

09/04, 03/11, 10/13. 06/18

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

CREW CHIEF, MAINTENANCE SYSTEMS

GRADE: 16

FSLA: NON-EXEMPT

MAJOR FUNCTION

This skilled position will be responsible for directing and supporting the systems crew with maintenance of the public address system, Cernium Exit Sentry, UPS, CCTV, security, building automation, jet bridge controls, locksmith, electrical systems and other various equipment. The crew chief will inspect work in progress and upon completion for compliance with instructions and for serviceability of equipment repaired or installed. This position leads the crew on all shifts and assumes the duties of the shift supervisor during periods of his/her absence. This position will advise and notify the shift supervisor of developing or existing problems and possible solutions; assist with the evaluations of the technicians; and attend meetings as necessary.

GENERAL POSITION DUTIES

Assist the maintenance systems supervisor with: training programs relative to the overall improvement of the terminal maintenance section; project planning and development of preventative maintenance programs and procedures for each type of repair category; and monitoring of vendor service contracts relative to equipment or systems within specified airport locations.

Ensure that pertinent safety precautions and practices are adhered to by the crew. Provide technical assistance to other LCPA departments when called upon. Maintain accurate records of work orders, purchase requests, spreadsheets, equipment repair logs and equipment asset logs. Performs other duties as assigned and may be required to work unusual hours.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Considerable knowledge of the practices, methods, materials and tools commonly used in the electronics and electrical trades; and all pertinent safety practices and security procedures. Ability to: follow written and oral instructions; read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals; maintain accurate records/paperwork; and establish effective working relationship with employees and the public. Knowledge of Windows based computers for the facilities management systems. Ability to climb a ladder and work at elevated heights, lift weight of up to 50 lbs., bend and ability to operate equipment.

MAINTENANCE DEPARTMENT
CREW CHIEF, MAINTENANCE SYSTEMS
Page 2

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: High school diploma/GED required; five years experience in the maintenance field, preferably as an electrician's helper; or a combination of training and experience may be considered. Experience with creating job descriptions, planning, scheduling, training, budgeting, warehouse inventories and OSHA safety requirements. Experience in the repair of airport support systems including paging, GPU, UPS, building automation, access control, PLC's, duress systems and other related equipment.

Licenses and Certificates: Possession of valid Florida driver's license required. Associate's degree in electronics or electrical desirable or a minimum Journeyman in one of the major building maintenance trades i.e., air conditioning, electric, plumbing, etc. Certificates in management or supervisor classes preferred. Problem solving training desirable.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS & SAFETY DEPARTMENT**

CUSTOMER CARE ASSOCIATE, P/T

GRADE: 6

MAJOR FUNCTIONS

The customer care associate provides world-class service to all airport patrons by means of welcoming guests, anticipate and respond to their needs; and enhance the overall guest experience at Southwest Florida International Airport.

GENERAL POSITION DUTIES

Augment TSA staff at the security checkpoints by means of greeting passengers and directing them to the appropriate queue line, assisting with queue line management; and answering any customer service related questions.

Assist with the operation of the Automated Passport Control (APC) kiosks within the international arrivals building during international flights.

Assist with the Port Authority's lost & found program during weekends, holidays and other times as needed.

Conduct terminal inspections and reports any discrepancies to the appropriate department for correction through the work order process.

Ensures compliance with various customer service initiatives, such as the "Get Along Little Doggie" program.

Assist passengers with wayfinding, as well as answer any general airport related questions.

Facilitate professional assistance to airport patrons in need of police or medical aid.

Assist with any terminal related projects as needed.

OPERATIONS & SAFETY DEPARTMENT
CUSTOMER CARE ASSOCIATE, P/T
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Successful candidates should possess the following attributes and abilities:

1. Demonstrate a high degree of customer service skills with external and internal customers.
2. Customer Service skills to include the ability to professionally respond to various questions and situations under stressful conditions and make sound decisions under pressure.
3. Excellent verbal, written and interpersonal communication skills, including the ability to read, write and clearly speak English to communicate with people of diverse social and cultural backgrounds; and to establish and maintain working relationships with tenants and customers.
4. Be able to multitask and deal with a variety of challenges in a busy, noisy work area.
5. Possess a high degree of common sense.
6. Be able to understand and carry out oral and written directions and establish and maintain effective relationships with fellow employees and those contacted in the course of work to promote a professional image of the department.
7. Bilingual is a plus.
8. Candidates will be required to stand and walk for sustained periods of time.

Training and Experience: Successful candidates should possess the following:

1. Be 18 years of age or older and possess a valid Florida driver license.
2. Ability to pass the appropriate TSA security background check.
3. Must successfully complete the US Customs & Border Protection security background application and check and receive a customs seal.
4. High school diploma/GED required; and two years in aviation and/or customer service preferred.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS**

CUSTOMER SERVICE AGENT

GRADE: 8

SUMMARY OF ESSENTIAL DUTIES, RESPONSIBILITIES & EXPECTATIONS

This is an entry level position with the expectation to progress to Customer Service Specialist.

- Effectively communicates with customers (flight crew, aircraft owners, & passengers) in the delivery of service requests.
- Processes sales transactions for the purchase of fuel and ancillary aircraft services (ramp & hangar parking, ground power, lavatory service, water service, catering) as well as gift shop purchases.
- Answers incoming calls on a multi-line telephone in a courteous and professional manner.
- Prepares and replenishes a variety of amenities (coffee, tea, popcorn, cookies, hot dogs etc.) for customers to enjoy.
- Conduct frequent lobby, café, and restroom walk-through to ensure customer amenity availability and cleanliness levels are maintained, and address deficiencies with same.
- Communicates with aircraft using proper aviation terminology via aviation band radio to coordinate arrival times and service needs.
- Receives and processes customer requests such as hotel and rental car reservation, catering orders and transportation services.
- Performs shift closeouts and balances.
- Completes fuel reports and concierge request scheduling.
- Assists line service staff by wing walking, delivering catering to aircraft, and assisting with passenger luggage and rental cars.
- Escorts various private and company personnel unfamiliar with the airport grounds as requested to ensure safety and security compliance.
- Remains current on recognizing General Aviation aircraft manufacturer's models.
- Greets customers, flight crews, passengers and tenants in a friendly and welcoming manner.
- Displays a positive and professional attitude at all times while maintaining acceptable grooming standards and wearing the uniform with pride ensuring the highest level of safety, security and customer service is maintained at all times.
- Occasionally operate company vehicles in the performance of company business.
- Accurately and completely input customers' arrival, departure and service requests into the concierge software application.

INCIDENTAL DUTIES

- Performs a variety of minor building maintenance upkeep tasks such as restroom cleaning, attendance to spills inside/outside the FBO, and other general cleanliness duties as needed.
- Position requires individual to work varying shifts including days, nights, weekends, holidays and "on-call" scheduling as necessary. Schedule restrictions may apply during seasonal timeframes.
- Maintains currency on essential authority communications by monitoring email daily & responding as required.
- Position requires individual to effectively use his/her time while working as scheduled.
- Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED Receives direction from Shift Lead, Line Service Supervisor, Customer Service Supervisor, General Manager or other higher level supervisory or management personnel within the LCPA.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); related aviation or customer service experience preferred.

KNOWLEDGE & SKILLS REQUIRED FOR THE ROLE

- Ability to read, understand, and apply documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Basic knowledge of general aviation aircraft and different types of aviation fuel highly desirable.
- Must possess above average customer service skills and have the ability to effectively communicate with others at all times.
- Ability to multi-task with ease.
- Must be a self-motivator with the desire to always follow up with customers in the delivery of service requests.
- Requires exceptional organizational skills and attention to detail.
- Must practice a high level of confidentiality.
- Completion of NATA Safety 1st Customer Service online training modules within 90 days of hire.
- Must know airport layout & technical details within 120 days of hire.
- Must complete Avfuel Customer Service Training program within 10 months of hire.
- Must successfully complete annual recurrent training examination with a score of 90 or higher.
- Must be able to communicate clearly on a two-way radio.

LANGUAGE SKILLS

Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

DRIVERS LICENSE REQUIREMENTS:

- A current, valid Florida Drivers License with full privileges (not suspended or revoked).
- Must maintain a valid State of Florida driver's license or possess a valid out-of state driver's license and obtain the State of Florida drivers license within 30 days of employment
- A driving record that meets the Authority's driving standards.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to handle and resolve challenges involving unusual situations in a professional manner.

COMPUTER SKILLS

Must have basic working knowledge of personal computers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may occasionally be exposed to fumes or airborne particles, a high noise environment and outside weather conditions. Employee may occasionally be requested to assist line service staff with aircraft related duties.

04/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

DEPUTY CHIEF

GRADE: 28

MAJOR FUNCTION:

This confidential position reports directly to the chief of police and is responsible for ensuring the safety of all persons and property of the Lee County Port Authority through the enforcement of laws, regulations, counter terrorism practices and police-related traffic operations. This position may assume the responsibilities and functions of the chief of police during the incumbent's absence and is responsible for the daily management of the police operation/support services divisions. The deputy chief is responsible for ensuring both divisions are in line with and supporting the department's mission.

GENERAL POSITION DUTIES:

The deputy chief maintains a variety of internal and external contacts. These include tenants and employees in order to provide guidance on police matters; law enforcement and governmental agencies to discuss matters that affect the Lee County Port Authority; the operations department to ensure compliance with the various rules and regulations of the Port Authority, Federal Aviation Administration, the Transportation Security Administration; and maintains a professional working relationship with Port Authority staff members to coordinate joint activities.

The deputy chief of police must have the ability to express ideas clearly and concisely, both orally and in writing; possess good planning skills; the ability to lead and command personnel and to assign, direct and supervise their work under routine and emergency conditions. In consultation with and approval of the chief of police, hires, disciplines and terminates department employees.

Plans, coordinates, directs and supervises the activities of the support service, law enforcement and professional standards bureaus of the police department. Develops budgets and is accountable for approval and auditing of departmental budgetary expenditures. Provides operational/administrative leadership and effective team building for members of the bureaus that are under the deputy chief's command. Police captains directly report to this position.

Creates and maintains a strong sense of public service and customer relations among airport police department personnel to ensure that the public's needs for information, assistance and counseling are met in a prompt and courteous manner.

Performs other duties as assigned.

AIRPORT POLICE DEPARTMENT
DEPUTY CHIEF
Page 2

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: Ability to communicate effectively with superiors', subordinates and the public in a clear and concise verbal and written form. Ability to formulate plans and schedules. Ability to provide leadership and direction of subordinates. Ability to assume responsibility for decisions made. Ability to retain and recall information. Ability to think, react and respond quickly and make on-the-spot decisions. Skill in the use and care of firearms. Ability to work independently and to be objective. Skill in applying knowledge acquired in airport police/security training. Knowledge of Port Authority jurisdiction. Skill in speaking firmly and persuasively while exercising tact and diplomacy.

Training and Experience: High school diploma/GED required. Must be at least 19 years of age and a citizen of the United States. Must have bachelor's degree from a four-year college or university or willing to obtain within three years of effective promotion date (own initiative). Must successfully pass drug screening, physical exam and background investigation. Must be of good moral character. Must not have been convicted of any felony or a misdemeanor, involving perjury or false statement. Must not have received a dishonorable or undesirable discharge from any of the armed forces of the United States. Position requires State of Florida Police Officer Certification Must possess and maintain a valid current Florida driver's license.

10/14, 05/16, 03/18

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION**

DEPUTY EXECUTIVE DIRECTOR, ADMINISTRATION

GRADE: 33

MAJOR FUNCTION

This is a high level management position which directs the Administration Division. This position advises and guides the Executive Director regarding all Airport financial matters, strategic planning, and organization development as well as directing aviation marketing & communications, properties, human resources and general services. The position requires a high degree of financial knowledge. Strong analytical skills, independent judgment, discretion, and initiative are also required. The Deputy Executive Director of Administration will develop and implement improvements throughout its division and will confer with and advise the Executive Director on organizational matters.

GENERAL POSITION DUTIES

Implements executive policies and directives, delegation of authority, coordination of activities with various intra-governmental entities. Strong sense of public and employee relations. Heavy emphasis in fiscal matters as they relate to sound management decision-making processes as it affects staff department performance. Assuming responsibility in delegation of duties with attainment of desired goals. Positive relationships with Port Authority Boards and general public. Knowledge of various airport activities and federal, state and local laws. Preparation of various reports to be used by the Executive Director and Port Boards in their decision making process. Maintenance of effective communications and coordination within the Authority as well as local management of representative of the airlines, concessionaires, federal agencies and other tenants. This position requires the employee to be on-call 24 hours a day. Due to the nature of the transportation industry, this position will be required to be on-site at any time during an emergency or other events and/or incidents that may impact airport operations.

MINIMUM QUALIFICATIONS

Considerable knowledge of fiscal matters and management methods and techniques. Knowledge of federal and Florida statutes as they apply to government. Ability to analyze data and recommend actions both immediate and long term. Knowledge of personnel rules, regulations, policies and procedures. Ability to plan and review the work of employees performing in various management capacities. Must have excellent written and communication skills. Ability to foster and maintain effective working relationships with all levels of staff internally and externally.

Knowledge, Abilities and Skills: Considerable knowledge of airport modern management methods and techniques. Knowledge of FAA laws, rules and regulations as it relates to airports. Knowledge of fiscal matters as it relates to airports. Knowledge of personnel rules, regulations, policies and procedures. Ability to plan and assign the work of employees performing in various management capacities. Ability to express one's self orally and in writing. Ability to foster and maintain effective working relationships with all lines of personnel internally and externally.

**ADMINISTRATION DIVISION
DEPUTY EXECUTIVE DIRECTOR
Page 2**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from a four year college or university with a degree in Management, Business, Accounting or any other related discipline, with 6-8 years experience in a management position. Masters Degree desirable in one of the following disciplines; management, administration, business, finance or accounting. CPA degree a plus. Any combination of education and experience which demonstrates ability to perform duties effectively may be substituted. Possession of a valid Florida driver license.

04/09, 02/11, 10/13, 01/14

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION**

DEPUTY EXECUTIVE DIRECTOR, AVIATION

GRADE: 33

MAJOR FUNCTION

This is an executive leadership role responsible for directing all aspects of Lee County Port Authority operations. Serves as chief operating officer; work is performed under the general direction of the executive director. This position requires a high degree of independent judgment, discretion, and initiative in the direction of aviation division operations. This position will plan, schedule, assign and supervise the work of staff in carrying out fiscal, administrative, and field work for all aviation departments, specifically airport operations and safety, ground transportation, contract compliance, airport maintenance, airport police, airport rescue & firefighting, contract management, airport security and technology, the Port Authority's general aviation airport, Page Field and the authority's fixed base operation, Base OPS. The position of deputy executive director of aviation coordinates and works in concert with the deputy executive directors of both the administration and development divisions. All three deputy executive directors confer with and advise the executive director in regard to organizational development and strategic planning.

GENERAL POSITION DUTIES

Implements executive policies and directives, delegation of authority and coordination of activities for all airport operations. Oversees budgetary operations, standard operating practices, community involvement and the daily operation of the aviation division. Coordinates and advises the executive director on all matters related to the aviation division, including but not limited to, airport tenant, customer and Port Authority issues including, public complaints, contract compliance matters, airside operations, airport security, physical plant condition, and safety.

Reviews and provides recommended changes to Port Authority and division procedures and policies to provide enhanced service levels to airport customers and tenants. Directs staff assignments and duties to enhance service levels to airport customers and tenants. Oversees staff assignments and duties of individual, but distinctly cooperative programs, which each make up a critical component of airport operations. Responds to evolving security procedures. Prepares future airport leaders and keeps current ones engaged. Ensures delivery of appropriate aviation services to business and corporate aviation customers utilizing industry knowledge, trends, forecasting and participation in the aviation industry. Takes actions necessary to retain institutional knowledge due to a changing workforce. Responsible for organizational development and strategic planning for the aviation division. Reports and maintains accurate cash flow data; monitors and controls division budget.

This position requires the employee to be on-call 24 hours a day. Due to the nature of the transportation industry, this position will be required to be on-site at any time during an emergency or other events and/or incidents that may impact airport operations.

AVIATION DIVISION
DEPUTY EXECUTIVE DIRECTOR, AVIATION
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of airport operations, maintenance management, airport public service departments, and the general aviation industry is required. Must have highly effective communication skills, both written and verbal, be customer focused, possess strong business acumen, critical thinking skills and the ability to manage large groups departments of diverse employees both union and non-union. Must be able to identify and manage internal controls, solve time-sensitive problems effectively and be able to handle a wide variety of challenges and provide solutions.

Training and Experience: • Bachelor's degree from a four-year college or university with a focus in aviation management or a related field, master's degree a plus. Minimum of 7 or more years of recent experience in a senior management level role in management, administration and operations of an airport, a commercial air carrier or general aviation airport facility with increasing responsibility. Any combination of education and experience which demonstrates ability to perform duties effectively may be substituted. Possession of a valid Florida driver's license is required.

04/09, 03/11, 01/14, 01/16, 12/20

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION**

DEPUTY EXECUTIVE DIRECTOR, DEVELOPMENT

GRADE: 33

MAJOR FUNCTION

This is administrative and supervisory work directing all aspects of Port Authority Development projects and programs. Work is performed under the general direction of the Executive Director. This position requires a high degree of independent judgment, discretion and initiative in the establishment, interpretation, application and enforcement of project plans, specifications, contracts, grants, compliance issues, federal and state legislation, planning, permitting and construction work. This position will plan, schedule, assign, and supervise the work of staff in carrying out fiscal, administrative and field work for the areas of Planning/Environmental Compliance, Governmental Affairs/Grants, Engineering/Construction, Development Services, Leasehold Developments, and Contracts/Budgeting. The majority of work involves the planning, funding, permitting, implementation, design, construction, direction and coordination of all Port Authority capital and other budgeted project activities, supporting the operation of a modern organization. Develop and implement improvements in such activities, confer with and advise the Executive Director of organizational matters and staffing.

GENERAL POSITION DUTIES

Directs and implements all phases of a Port Authority capital project, from inception through planning, budgeting, funding, permitting, design, construction, construction administration, construction management to project completion and close-out. Participates in high level contract negotiations and oversees project planning, permitting, funding, design and construction to ensure compliance with federal, State and local laws, rules and regulations as applied to all applicable criteria. Directs and controls Port Authority projects through the utilization of staff, consultants and general contractors. Constantly reviews and changes Port Authority procedures and policies to provide better management of Port Authority projects. Directs staff assignments and duties of individual but distinctly cooperative programs which each make up a critical component of a successful capital project. Reports and maintains accurate cash flow data, monitors and controls project and department budgets. This position requires the employee to be on-call 24 hours a day. Due to the nature of the transportation industry, this position will be required to be on site at any time during an emergency or other events and/or incidents that may impact airport operations. Performs other duties as assigned. Contributes to the positive morale of the Division.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of project management. Ability to handle diverse situations and solve time-sensitive problems effectively. Ability to plan, direct, supervise, coordinate and review the work of technical and professional engineering, architectural, financial, construction, planning and other regulatory agency personnel.

Training and Experience: Graduation from a four-year college or university with a degree in Project Management, Communications, Engineering or related field and a minimum of 5-8 years experience in planning, management, administration, funding, design or construction of large capital projects and programs. Any combination of education and experience which demonstrates ability to perform duties effectively, may be substituted. Possession of a valid Florida driver's license.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
AIR SERVICE DEVELOPMENT DEPARTMENT**

DIRECTOR, AIR SERVICE DEVELOPMENT

GRADE: 29

MAJOR FUNCTIONS

Responsible for developing and implementing programs and activities related to the enhancement of international and domestic passenger and cargo air service at Southwest Florida International Airport. Work is performed under the supervision of the Administration Division Director; position requires independent judgment, discretion, initiative and supervisory ability. Performs related work as required.

GENERAL POSITION DUTIES

Passenger Development: Identifies deficiencies in domestic and international passenger service; analyzes industry trends to target charter and scheduled carriers with potential to profit from new or increased service to deficient markets; establishes and maintains relationships with appropriate airline personnel and tour operators; develops and implements sales and promotion strategies to influence route and service frequency decisions; develops sales and promotion partnerships with regional tourism entities.

Cargo Development: Analyzes regional and state economic trends to determine current and future needs for air cargo service; establishes relationships with regional and state businesses positioned to impact cargo growth; develops and implements marketing strategies to stimulate air cargo growth in the air trade area; identifies passenger and all-cargo carriers with potential to profit from new or increased service; establishes and maintains relationships with appropriate airline personnel; develops and implements marketing strategies to increase air cargo options; develops sales and promotion partnerships with regional business and economic development entities.

Marketing Communications: Develops and implements integrated marketing communications programs to support air service development promotional efforts; identifies target markets, develops appropriate and consistent message objectives and determines appropriate communications vehicles and strategies; solicits support from and provides assistance to industry partners, both financial and in-kind, as appropriate.

Special Events: Develops and implements local and non-local special events and activities to promote air service development; participates and attends as required; solicits support from and provides assistance to industry partners in planning and developing cooperative events and activities.

Aeronautical Leases: Airport representation on current and future aeronautical leases. Participate in lease negotiations with current and potential airline tenants.

AIR SERVICE DEVELOPMENT DEPARTMENT
DIRECTOR, AIR SERVICE DEVELOPMENT
Page 2

GENERAL POSITION DUTIES (cont.)

Industry Liaison: Develops and maintains relationships with domestic and international airlines, airports, representatives of travel and tourism industries as well as business and economic development entities and appropriate local, state and national governmental representatives; maintains updated contact information on all industry and governmental contacts; represents the department on committees and at local, regional, national and international industry functions as required.

Administration: Directs and supervises activities of air service development staff as well as outside agencies and consultants as appropriate; directs required purchasing, personnel and related administrative activities in compliance with Port Authority policies and procedures; develops and implements improvements in such activities; writes proposals and bid specifications as needed; assists with the selection, direction and evaluation of consultants as assigned; selects, directs and evaluates the work of suppliers and vendors required to support air service development efforts; maintains budget responsibility for air service development programs and activities; represents the department of air service development on various internal and external committees; initiates and maintains relationships and contacts with tenants and other Port Authority staff as required; keeps marketing staff informed on air service development activities, especially those that may affect work priorities; confers with and advises the division director on all aspects of air service development activities.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of sales and promotion theory and practice and its application to the travel, tourism or aviation industries; knowledge of the history and development of domestic and international air service as well as an understanding of current industry trends; above average organizational skills; willingness to travel and the ability to adapt to multi-cultural social and business environments; exceptional decision making skills and a high degree of independent thinking; skilled in public contact and oral presentations as well as verbal and written communications; ability to speak, read and write vernacular German a plus; experienced in the operation of a personal computer and related equipment; adept in the use of Microsoft Windows 95 and beyond; extensive knowledge of all Microsoft Office applications – Outlook, Word, Excel, PowerPoint and Access – as well as WinFax Pro; familiarity with the Internet and various search engines required for the research and downloading of information. Position requires significant physical activity including but not limited to: standing, walking, bending, stooping and lifting; requires the ability to work outside for significant periods of time as well as the ability to adjust to various climates and adapt to a variety of working environments.

**AIR SERVICE DEVELOPMENT DEPARTMENT
DIRECTOR, AIR SERVICE DEVELOPMENT
Page 3**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from an accredited four-year college or university with a degree in Marketing, Business Administration, Aviation Management or a related field, and a minimum of five years of increasingly responsible sales and promotion experience in a travel, tourism, airline or airport environment; or, an equivalent combination of education, training and experience; professional accreditation or graduate study beneficial. Valid Florida driver license and current passport required.

09/10, 02/11, 10/13, 05/15, 10/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AVIATION SECURITY AND TECHNOLOGY DEPARTMENT**

DIRECTOR, AVIATION SECURITY AND TECHNOLOGY

**GRADE: 29
FLSA: EXEMPT**

MAJOR FUNCTION

This is a highly responsible administrative and technical position reporting to the aviation division director. The primary functions of this position are to administer and maintain the Airport Security Program (ASP), ensuring it is in full compliance with Transportation Security Administration (TSA) rules and regulations; to serve as the Lee County Port Authority (LCPA) designated liaison to the TSA and to function in the role of the airport's primary Airport Security Coordinator (ASC). This position makes recommendations and ensures the proper use and operation of the airports' Access Control Systems (ACS), Digital Video Management Systems (DVMS), Perimeter Intrusion Detection System (PIDS), and all related security systems, programs and processes.

This position is directly responsible for providing leadership, support, vision and direction to the airport's access control office, airport communications center, and airport security program compliance team. Additionally, this position assists the division director in a variety of upper level division tasks as directed.

GENERAL POSITION DUTIES

Responsible for and knowledgeable of all FAA and TSA federal regulations, advisory circulars and orders applicable to aviation and airport security and other federal, state and local laws applicable to areas of assigned responsibility. Must be successful at building consensus amongst peers and the TSA. Must be a strong communicator, able to make presentations and speak in front of large audiences. Must be able to organize, control and evaluate the work and performance of assigned staff. Must be able to assist airport staff in strategic planning and programming; analyze and make sound recommendations on complex airport operational issues; and make proposals and recommendations clearly and logically.

Works collaboratively with all peers throughout the LCPA, including operations, maintenance, contracts and general aviation directors, as well as ARFF and APD Chiefs, giving special attention to matters related to airport security and the TSA. This position requires a high degree of independent judgment in the establishment, application, interpretation and enforcement of a wide variety of federal, state and local regulations and policies. Work is performed under the general direction of the aviation division director.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Thorough knowledge of principals, practices, methods and techniques of airport safety, security, operations, emergency programs, airport facilities and public administration, including budgeting, contracting and purchasing. Ability to communicate effectively with peers, superiors, subordinates and the public in a clear and concise verbal and written form. Ability to negotiate, formulate plans and schedules; and effectively lead and direct subordinates. Ability to assume responsibility for decisions made. Ability to retain and recall information. Ability to think, react and respond quickly to make on-the-spot decisions. Ability to get support from staff, tenants and other airport partners on all related projects, programs, plans and training efforts.

Training and Experience: Graduation from a four-year college or university with a degree in business management, public administration or related field, preferably in airport/aviation. Ten years of progressively responsible airport experience or an equivalent combination of training, experience and education. Accreditation through the AAAE as an Accredited Airport Executive preferred. Airman Certification preferred. Requires thorough knowledge of commercial and general aviation, 49 CFR 1542, FAR Part 139, industry trends and successful airport policies, practices and principles. Valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT**

DIRECTOR, DEVELOPMENT SERVICES

GRADE: 29

MAJOR FUNCTION

This is a management position that involves the application of professional engineering knowledge and skills to the design development and construction oversight of airport improvement projects. Work is performed under the direction of the Division Director and the Deputy Executive Director, with technical guidance from other division staff.

The Development Services Department plays an essential role in the economic successes of both RSW and Page Field. The department administers a program that establishes early lines of communications with potential tenants/developers, technically reviews proposed developments, successfully coordinates tenant project with other LCPA departments, encourages development on airport through streamlined procedures and communication, establishes ongoing coordination and communication with developers and tenants, fosters relationship with developers and tenants, ensures compliance with all Board adopted policies and procedures related to tenant work, keeps a constant record of tenant work on airport, supports airport tenants in seeking other agency approvals (SWWMD, Lee County, USACOE, RPC, etc.) initiated and manages the LCPA GIS system and program, administers and direct the LCPA Auto CADD graphics area, manages the Development Contracts areas, and directs the LCPA Portal Development.

Evaluates work performances, incorporates disciplinary procedures, and ensures personal development of subordinate staff. Provides leadership to staff, as well as provides support to personnel under his/her direct supervision.

GENERAL POSITION DUTIES

Reviews tenant applications by soliciting comments from appropriate internal staff and collectively coordinating such comments to determine their compliance with the Board adopted Leasehold Development Standards. Fosters early project coordination between the tenant applicant and Port Authority. Continuously monitors relevance and effectiveness of language within the Board adopted Leasehold Development Standards and Development Division's procedural guidelines, and recommends any necessary adjustments. Acts as liaison between tenant applicant, outside permitting agencies, and appropriate specialized Port Authority management and support staff. Participates in the development and implementation of policies, procedures, rules and regulations in accordance with State and Federal requirements. Assures compliance with legal regulations; enforces document specifications; and performs construction inspections. Formulates independent decisions requiring technical discretion and good judgment based on knowledge and experience. Coordinates and assists in the preparation of varied technical engineering studies and other special reports. Assists in the design development of engineering/construction projects; and prepares preliminary and final cost estimates for such projects. Interprets blueprints and specifications determining deviations from specifications.

Performs other duties as assigned. Contributes to the positive morale of the division.

DEVELOPMENT SERVICES DEPARTMENT
DIRECTOR, DEVELOPMENT SERVICES
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Thorough knowledge of fundamental engineering principles and practices; modern methods used in the design and construction of a wide variety of development projects; and plan development methods, practices, and techniques. Ability to establish and maintain effective working relationships with consulting engineers, contractors, external agency officials, leasehold tenants, employees, and the general public. Capability to write effectively and communicate orally; and prepare complex and technical written and oral reports. Knowledge of methods, materials, testing instruments, including engineering computations, computer design methods, and computer aided drafting (CADD). A general knowledge of CPM scheduling is required.

Training and Experience: Graduation from an accredited four-year college or university with major course work in engineering or related field; a minimum 2-5 years experience in engineering or construction; or an equivalent combination of training and experience. Any combination of education and experience, which demonstrate ability to perform duties effectively, may be substituted. EIT/PE preferred. Ability to become a Professional Engineer in the State of Florida desirable. Possession of a valid Florida driver's license.

02/07, 10/13, 10/16

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
ENGINEERING AND CONSTRUCTION DEPARTMENT**

DIRECTOR, ENGINEERING/CONSTRUCTION

GRADE: 29

MAJOR FUNCTION

This is a senior management position responsible for overseeing all aspects of the Engineering and Construction Department and coordinating all engineering and construction projects for the Southwest Florida International Airport and Page Field General Aviation Airport with the primary goal of keeping all projects on schedule, under budget and fully coordinated. Excellent communication skills a must. This position requires a significant amount of experience in managing multi-disciplined architectural, engineering, and construction improvement projects. This management position involves extensive coordination with outside consultants and contractors, staff, other departments and regulatory agencies. This position provides a direct leadership role over the Engineering and Construction Department; provides an effective communicative link to the other respective Port Authority directors and managers; and provides recommendations to executive staff of the Port Authority. This position is supported by other areas within the Development Division, such as Government Affairs and Grants, Planning and Environmental Compliance, Development Services, and Finance. Coordinates with consultants to establish and maintain project schedules, project budgets and milestone projects decisions.

GENERAL POSITION DUTIES

This is a senior management position supporting and implementing engineering and construction programs. This position requires a high degree of independence, effective communication, and savvy negotiation and leadership skills. This individual will direct the area of Engineering and Construction and will manage all aspects of Port Authority Engineering and Construction projects. The main objective of this role is to keep all such projects on schedule, under budget, and well coordinated among all affected parties. This individual will be responsible for the coordination of each project with other Port Authority Divisions, coordination and direction to projects consultants, establishment of project budgets, creation and review of project schedules, coordination of design reviews, construction coordination, and other duties deemed necessary to accomplish Engineering and Construction goals.

This position utilizes the expertise of staff, consultants and other areas of the Port Authority to successfully manage projects. Manages staff, which prepares, negotiates, and implements various types of contracts: engineering/architectural design, construction administration, construction management, and construction management at risk. Oversees the administration of standards, criteria and procedures used in the preparation, quality control review, and enforcement of these contracts.

**ENGINEERING AND CONSTRUCTION DEPARTMENT
DIRECTOR, ENGINEERING/CONSTRUCTION**

Page 2

GENERAL POSITION DUTIES (cont.)

Supervises staff and consultants that provide architectural/engineering and construction specialized knowledge to support preparation of the following: total project budgets, cost estimates, special studies/reports, justification statements for proposed work, basis of assumptions for project work scopes within Capital Improvement Plan; construction documents/specifications; professional service agreements; and other project-related items. Supervises and manages staff responsible for reviewing, interpreting, analyzing, and continually monitoring contract documents during their development to guarantee product remains consistent with Port Authority objectives. Recommends to executive staff procedural and personnel changes that will result in more effective project coordination and communication.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Extensive experience in managing consulting contracts and staff. General knowledge of engineering principles, professional services contracts, construction administration and construction management principles, and other project development concepts and techniques. General knowledge of quality control and quality assurance principles, as well as standard industry methods and techniques applied to architectural/engineering design, construction administration, construction management, and construction management at risk.

Ability to effectively communicate with consultants, contractors, regulatory agencies and staff. Ability to express ideas clearly and concisely, orally and in writing, to individuals and groups, internally and externally of the Authority. Ability to work as key team member in simultaneous complex and time-sensitive construction projects. Ability to make difficult decisions requiring compromise and appropriate political judgment.

Training and Experience: Graduation from an accredited four-year college or university with a degree in Engineering, Architecture, Construction Management/Science or related field. A minimum of five years experience in engineering, construction contract administration/management, program management, or an equivalent combination of training and experience including work with increasingly demanding management responsibility, on large government, public works, or airport improvement projects. Any combination of education and experience, which demonstrates ability to perform duties effectively, may be substituted. A professional engineering license in the State of Florida or the ability to obtain one within one year is desired. Possession of a valid Florida driver license.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

DIRECTOR, FINANCE

GRADE: 29

MAJOR FUNCTION

This is a highly professional senior position involves directing and managing the financial, accounting and budgetary functions for the Lee County Port Authority (LCPA). This position is responsible for managing and maintaining all financial, accounting and budgetary systems involving a large volume of transactions. Also responsible for processing and analyzing all financial records, requiring the applications of established financial and general accounting principles, theories and practices and the application of the specific requirement placed on accounting within a governmental unit.

GENERAL POSITION DUTIES

- Oversees and manages all financial aspects of the LCPA annual \$400M budget and the \$550M Capital Improvement Plan
- Plans, coordinate and directs LCPA financial policies and related fiscal activities
- Supervises, prepares and analyzes airport financial data
- Manages the work of the finance/budget, accounting, and purchasing departments at both airports
- Make recommendations and develop financial strategies for capital development and assists in the development of LCPA's 5-year Capital Improvement Plan
- This position presents financial and budgetary information to airlines, tenants and the Board as necessary
- Manages issuance of airport bonds, including relations with airport financial consultants, financial advisors, underwriters and bond counsel
- Coordinates the successful completion of all internal and external audits
- Manages the LCPA Passenger Facility Charge Program
- Monitor fiscal activities and ensure compliance with applicable Federal, State, County and other municipal requirements.
- Implement and monitor sound cash management practices and ensure compliance with policies and procedures.
- Performs all other duties as assigned

MINIMUM QUALIFICATIONS

Experience, Knowledge, Abilities and Skills: A Bachelor's degree in finance, accounting, business or closely related field is mandatory, and an MBA and/or CPA is preferred. Five to ten years of progressively responsible financial experience necessary. Experience at a commercial airport is required for airport financing and PFC applications. Accredited Airport Executive (AAE) certification from AAAE is a plus. Possession of a valid Florida driver license is required.

Skills in a combination of the following areas:

- Superior organizational, oral, and written communication, proofreading, and critical thinking
- Logical strategic thinker with unquestionable integrity in the commitment to manage the fiscal affairs of a demanding organization
- Consistently demonstrating excellent problem solving skills
- Experience with governmental budgetary practices, long term capital financing practices and modern accounting theory
- Strong analytical skills, well-developed financial analysis capabilities, financial policy analyses, financial planning and development and projections
- Must have knowledge of financial analysis techniques, activity based costing/management, statistics, and related analysis tools

Due to the nature of the transportation industry, this position may be required to be on site at any time during an emergency. Must be available 24/7 if needed.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
GOVERNMENTAL AFFAIRS AND GRANTS DEPARTMENT**

DIRECTOR, GOVERNMENTAL AFFAIRS AND GRANTS

GRADE: 29

MAJOR FUNCTION

This senior management position requires specialized and technical knowledge in managing multi-disciplined government relations and coordination under the general direction of the division director. The director of governmental affairs and grants serves as an advisor to the executive director on relevant legislative issues. Establishes and implements short and long range goals, objectives, policies and operating procedures for the government relations support function. Designs, establishes and maintains an organizational structure and staffing to accomplish the goals and objectives for government relations support function. Monitors and evaluates program effectiveness and implements changes required for improvement.

GENERAL POSITION DUTIES

The director of governmental affairs and grants is the primary liaison with Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT) and Transportation Security Administration (TSA) including representation at local, district, regional and national offices. This individual is responsible for initiating, developing and coordinating grant funded projects and monitoring the activities and expenditures of grant monies. Responsibilities include oversight of all administrative functions for the Port Authority grants, including grant development and application, and the monitoring of grant fund activities and compliance with grant assurances. In successfully obtaining and administering grants, this individual provides presence at local, district, regional and national headquarters offices of the FAA, TSA and other agencies. Coordination activities of this position may require frequent travel.

The director of governmental affairs and grants is the primary liaison with all federal and state governmental offices on all airport issues, including the US Congress, Florida House and Senate, and the Florida Governor's Office. This position will coordinate legislative efforts by working with local, state, and federal governments; develop and maintain relationships with key legislators and their staff/committee and regulators to effectively channel the goals and desires of the organization. As part of this role, the director helps the organization meet legislative goals by creating policy proposals and working with government agencies and citizens. This role also includes performing research and review of all legislation filed at both the state and federal level to determine the possible affect it may have on the operation of the airports. Externally, this individual coordinates with government officials, including senators and house members, advocacy groups and citizens to convey the airport's legislative goals. The director leads the effort to elevate the political and economic profile of the airport facilities with state and federal regulators and policy makers. The director plans and conducts tours with legislative dignitaries to build relationships and advise legislators of facility needs. The position supports the development and execution of aviation (state or federal) advocacy strategies to influence public policy outcomes that may impact the organization's interests.

The director of governmental affairs and grants oversees the Disadvantaged Business Enterprise (DBE) Program and Airport Concession Disadvantaged Business Enterprise (ACDBE) Program to ensure compliance with 49 CFR Part 26 and Part 23 as well as oversees the Port Authority's Women & Minority Business Enterprise (W/MBE) Program. With agency relationships being paramount, this individual is responsible for developing, fostering and maintaining effective working relationships with all levels of local, state and federal government, including Lee County, FDOT, FAA, TSA, state legislators, federal congressmen and senators, and any other funding, compliance or legislative entities.

GENERAL POSITION DUTIES (cont.)

Monitors proposed legislation, both at the federal and state levels, to determine its impact on the Port Authority's airports; coordinates as necessary with the offices of both federal and state legislative delegates. This position is responsible for the preparation of reports and presentations to deliver within the organization and for presentation externally. This individual will write talking points and may serve as a point of contact for the media. This individual must represent the organization at industry forums and events. The position requires active involvement in governmental affairs committee structures within aviation industry trade organizations such as ACI, AAAE, and FAC.

Oversees the administration of the W/MBE, DBE and ACDBE Programs to ensure program goals are established and met in compliance with federal regulation or required regulations. Ensures that certification of new DBE and ACDBE firms is thorough and done in a timely fashion, and that outreach efforts are accomplished for full inclusion of disadvantaged firms in all aspects of projects undertaken by the development division.

Develop and maintain the government affairs and grants operating budget.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Extensive knowledge of grant programs and airport compliance issues. Knowledge of state and federal government organization and legislative processes, including budget and appropriations processes. Knowledge of legislative bill enactment process and bill tracking systems. Ability to research legislative history and the status of pending legislation and to analyze pending and enacted legislation. Ability to review and analyze multi-disciplined governmental documents, contract provisions, legislation and other related documents. Ability to use independent judgment; and manage and impart information to a range of internal and external organizations and constituencies.

Ability to establish and maintain excellent working relationships. Handle diverse situations and politically sensitive problems effectively. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to express ideas clearly and concisely, orally and in writing to individuals and groups, internally and externally, of the Port Authority. Ability to establish and maintain effective working relationships with internal staff, professional consulting firms and county officials, department heads, outside agencies and the general public. Ability to work as key team member on simultaneous complex and time-sensitive planning, design and construction projects. Ability to make difficult decisions requiring compromise and appropriate political judgment.

Training and Experience: Graduation from a four-year college or university with a degree in political science, public administration, marketing, public relations, communications, business management or related field. Eight to ten years of broad based experience with a minimum of five years experience in the administration of funding programs for large capital projects. Experience with increasingly demanding management responsibility on large government, public works or airport improvement projects is desirable. Any combination of education and experience, which demonstrate ability to perform duties effectively, may be substituted. Possession of a valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT**

DIRECTOR, INFORMATION TECHNOLOGY

GRADE: 29

MAJOR FUNCTIONS

This is a responsible professional technical position involving responsibility for planning, scheduling, developing studies, system analysis, and design of new or revising systems for the Authority. Manages the Information Technology Department and supervises its staff. The administrator balances workload between system support, new system analysis and related projects and supervision of staff. The employee coordinates, plans and schedules work with other divisions and departments. Work is performed under the general supervision of the Administration Division Director while exercising considerable independence with minimum daily contact.

GENERAL POSITION DUTIES

Coordinates the activities of Port Authority Systems and programming for optimum effectiveness; evaluates validity and effectiveness of system requests. Enforces documentation standards and guidelines. Researches and corrects all problem areas through the use of established guidelines and work methods. Keeps currently informed of new developments in the systems field. Develops and coordinates the implementation of new systems or system revisions. Monitors system generation and maintenance of the systems used by the Authority. Assists in the technical aspects of planning the selection of hardware and software by making vendor comparisons, writing specifications and testing of such products. Performs related work as required. Supervises the Information Technology staff and manages the departmental budget as directed by the Administration Division Director.

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

INFORMATION TECHNOLOGY DEPARTMENT
DIRECTOR, INFORMATION TECHNOLOGY
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Thorough knowledge of operating characteristics, capabilities and limitations of personal computers, personal computer networks, system analysis, design procedures and techniques. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare oral and written reports.

Training and Experience: Graduation from an accredited four-year college or university with a Bachelors degree in Computer Science or related field. Minimum seven years experience working with computers. Experience should include installation and support of personal computer hardware and software and at least five years of installation and support of personal computer networks; or an equivalent combination of training and experience. Three years experience with a Novell, UNIX or Windows NT network is required.

Licenses/Certificates: Possession of a valid Florida driver license is required. Advanced professional certifications as Certified Novell Engineer (CNE) or Certified Network Administrator (CNA) desired.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

DIRECTOR, MAINTENANCE

GRADE: 29

MAJOR FUNCTION

Highly responsible administrative position planning, directing, and managing the maintenance, upkeep, and cleanliness of all Port Authority facilities, vehicles, and grounds through supervisory personnel and outside contractors. This position requires technical knowledge and considerable latitude for the use of independent judgment but is subject to direction from the Aviation Division Director, for conformance to desired goals and objectives of the Port Authority. Must be familiar with and knowledgeable of all airport mechanical systems including loading bridges, baggage handling systems, HVAC, airfield lighting and heavy equipment. This position is responsible for the fiscal management of a budget in excess of \$10,000,000 and the person filling this position must possess the ability to coordinate and supervise the daily function of the airport's Maintenance Department consisting of 101 personnel.

GENERAL POSITION DUTIES

Direct all phases of airport maintenance and facilities operations to include terminal building facilities and systems, roadway systems, airport grounds, runway and airfield systems, public parking facilities and the fleet.

Oversee scheduled maintenance inspections and establish and direct all preventive maintenance inspections.

Set work priorities and estimate time, labor, and material requirements. Control departmental purchasing matters.

Analyze and recommend cost and quality effectiveness of maintenance contractor services versus in-house services.

Develop specifications for the purchase of airport vehicles and specialized equipment, implementing preventive maintenance programs for them.

Plan, coordinate and control departmental operating, personnel, and capital budgets.

Maintain and direct safety programs; ensure compliance with all federal, state, and local codes regarding the maintenance, construction, and renovation of airport facilities.

This position requires the employee to be on-call 24 hours per day. Due to the nature of the transportation industry, this position will be required to be on-site at any time during an emergency.

MAINTENANCE DEPARTMENT
DIRECTOR, MAINTENANCE
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable technical knowledge in facilities management and in-depth knowledge of building and mechanical trades and associated codes. Must be able to effectively communicate orally and in writing. Ability to establish and maintain effective working relationships with subordinates, superiors, peers, and the public.

Training and Experience: Bachelor's degree from an accredited four-year college or university in Business Administration, Airport Management, or related field and seven (7) years' experience in building trades, general maintenance, electrical, air conditioning, machinery operation, general construction, including experience involving airport systems and applicable Federal Aviation Administration (FAA) Regulations; or any equivalent combination of related training and experience. Accreditation from the American Association of Airport Executives preferred.

10/06, 03/11, 10/13, 01/14, 10/15

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS & SAFETY DEPARTMENT**

DIRECTOR, OPERATIONS & SAFETY

GRADE: 29

MAJOR FUNCTION

The director, operations & safety is an experienced professional who is responsible for leading, planning, and directing the airport operations & safety department. The position requires a high degree of knowledge and independent judgment associated with establishing, applying, interpreting, and enforcing a wide spectrum of federal, state, and local regulations and policies related to airport operations. The position is directly responsible for the airside, terminal and landside operational functions at Southwest Florida International Airport, a medium-hub air carrier commercial service airport. Position reports to the aviation division director.

GENERAL POSITION DUTIES

The department director plans, directs, and approves the development and application of all operational programs as required to ensure full compliance with the FAA-approved Airport Certification Manual and the security requirements outlined in the TSA-approved Airport Security Program. Collaborates and builds strong professional working relationships with other Authority directors and staff, airline and tenant leadership, TSA Federal Security Director, FAA Air Traffic Control Manager, CBP Area Port Director, and all other tenants and business partners of the Authority. Responsible for the application of the Airport Emergency Plan and serves in leadership positions in the Airport Command Center and on-scene during airport emergencies. During Irregular Operations (IROPS), ensures business continuity efforts are fully optimized through the application of Operating Instructions and effective planning and coordination with airport stakeholders. The director facilitates safety risk management panels and participates in safety risk assessments. Responsible for the operational and logistical oversight of the various on-airport and off-airport ground transportation contracts, to include the on-airport parking and shuttle service contractor. The director participates in the development of lease compliance standards, and works closely with Finance, Purchasing, Legal, and Risk Management in the development and solicitation of various Requests for Proposals/Bids/Qualifications. Leads, supports, promotes, and models the airport's highest standards for customer service and ensures those attributes are imbedded in all aspects of staff interaction with public patrons and professional colleagues. Due to the broad span of responsibilities and leadership responsibilities inherent in this position, the director is considered "on-call" at all times.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Thorough knowledge of 14 CFR Part 139 and Part 77, 49 CFR Part 1542/1544, and various local, state, and federal rules and regulations pertaining to airport operations. Considerable knowledge of the principles and practices of airport management. Considerable knowledge of aircraft operational requirements and characteristics. Knowledge of airport construction and maintenance practices and methods. Strong knowledge of airport safety practices and methods. Ability to effectively lead, train, support, and manage a department of highly qualified and professional team members. Ability to successfully plan,

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS & SAFETY DEPARTMENT**

DIRECTOR, OPERATIONS & SAFETY

GRADE: 29

prioritize tasks, and coordinate within and outside of the organization. Ability to effectively delegate tasks and follow-up on their successful, timely completion. Ability to effectively supervise and control the work of subordinates. Ability to exercise sound, independent judgment and to act decisively and quickly in emergencies. Ability to forecast, develop, and manage an operating budget, as well as prepare other detailed technical reports. Ability to communicate effectively, both orally and in writing and facilitate meetings with large groups. Must be able to perform with a high level of discretion and sustain confidentiality. Ability to represent and support the mission of the LCPA in a professional and respectful manner.

Training and Experience: Graduation from a four-year college or university with a degree in aviation management, business, or other related discipline. Graduate degree and accredited airport executive designation desired. Ten (10) years of progressively responsible airport management experience highly preferred and desired. Must possess a valid Florida driver's license.

3/04, 01/14, 01/15, 05/15, 1/20

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD & BASE OPERATIONS**

DIRECTOR, PAGE FIELD

GRADE: 29

MAJOR FUNCTIONS

This is a highly responsible position planning, directing and coordinating the day-to-day business for Page Field Airport and Base Operations (FBO) in accordance with applicable federal, state, and local policies, procedures and regulations. Work is performed independently under general direction of the division director of aviation.

GENERAL POSITION DUTIES

Represents the Port Authority with other governmental agencies, private enterprise and the public. Requires travel and participation in business meetings, conferences and committees on behalf of the Port Authority. Promotes and markets the airport and FBO to tenants and businesses, pilots, the traveling public and the community.

Directs the development and preparation of the capital and operating budgets for Page Field and Base Operations. Monitors compliance to the approved budget throughout the funding year. Develops rates and fees for Page Field tenants, airport users and service providers. Operates Base Operations FBO ensuring all services are provided in a first class manner while maximizing revenues through fair and reasonable application of charges.

Responsible for Page Field lease and contract administration, participates in tenant lease negotiations, monitors compliance with applicable airport minimum standards and leasehold development standards and rules and regulations, reviews tenant agreements for submission to the Board of Port Commissioners for approval. Ensures that Page Field is in compliance with all local, state and federal environmental policies.

Assists in planning and coordinating of airfield construction and development projects, including reviewing and commenting on engineering and development plans, insuring safe and efficient airport operations during construction.

Oversees the operation and maintenance of Page Field, a contract towered regional general aviation reliever airport with over 300 based aircraft. Operates the Port Authority's Fixed Base Operation with fuel sales in excess of 1.5 million gallons annually. Provides for a safe and efficient airport environment for Page Field tenants, users and the public. Coordinates daily and monthly work plan and scheduled maintenance inspections, oversees maintenance projects and plans for capital facility renovations.

GENERAL POSITION DUTIES (cont.)

Maintains an effective and positive relationship with airport personnel, contract tower staff, tenants and the community. Directs and resolves customer and tenant complaints and develops programs to improve customer and community relations. Monitors the cost of inventory and adjusts retail pricing in accordance with approved rates and fees. Prepares and submits plans and recommendations to the division director of aviation designed to improve efficiency, coordination, and profitability of the airport.

The employee may occasionally be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; flammable materials; and vibration. The noise level in the work environment can be very loud.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must have working knowledge of airport operations, general aviation security, fixed based operations and trends, management of a general aviation airport, FAA regulations, safety and operational guidelines. Must have excellent communications and customer service skills. Ability to read, analyze and interpret scientific and technical journals, engineering plans, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management and public groups. Ability to define problems, collect data, establish facts, and draw effective conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Training and Experience: Bachelor's degree from a four year college or university with studies in aviation management or related field is required; graduate degree in business, transportation, aviation science, or related field is desirable; ten (10) or more years of related experience and/or training; or equivalent combination of education and experience. Accredited airport executive designation from the American Association of Airport Executives is desired. Valid Florida Class E driver's license is required. FAA pilot certification desirable.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
PLANNING AND ENVIRONMENTAL COMPLIANCE DEPARTMENT**

DIRECTOR, PLANNING AND ENVIRONMENTAL COMPLIANCE

GRADE: 29

MAJOR FUNCTION

This is a senior management position responsible for coordinating and administering the airport master planning, local land use planning, environmental compliance & permitting, mitigation land management, wildlife management, tall structure permitting, and noise programs for the Southwest Florida International Airport and Page Field Reliever Airport. This position requires specialized and technical knowledge in managing multi-disciplined planning and environmental projects under the general direction of the development division director and deputy executive director. This management position involves extensive coordination with outside consultants and contractors, staff, and other departments and regulatory agencies. This position is supported by other areas within the development division, such as governmental affairs & grants, engineering and construction, and development services; and is expected to frequently coordinate with many other Port Authority departments. The position provides a direct leadership role over the planning and environmental compliance department and is responsible for developing and administering airport master plans, comprehensive plan amendments, full zoning and zoning administrative amendments, project permitting, etc., in compliance with state and federal aviation procedures and regulations. In addition, position is focused on maintaining compliance with environmental regulations and accomplishing goals across programs such as air quality, water quality, waste management, National Environmental Policy Act (NEPA) compliance, and noise. The primary goal is to keep all initiatives on schedule, under budget and fully coordinated. To achieve this goal, coordinates with consultants to establish and maintain project schedules, project budgets and milestone project decisions. Throughout the life cycle of projects, develops and maintains external and internal relationships to promote successful end results. Strives to thoroughly know scope and intent of assigned projects and independently manages all project-related issues. Initiates coordination, as needed with others, to solicit expertise on specific project elements. Supports preparation of total project budgets, cost estimates, special studies/reports, justification statements for proposed work, and basis of assumptions for project work scopes as part of the airport's capital improvement or task work plans.

GENERAL POSITION DUTIES

This position requires a high degree of independence, effective communication, and savvy negotiation and leadership skills. This individual will direct the area of planning & environmental compliance and will manage all aspects of Port Authority planning and environmental compliance projects. This individual will be responsible for the coordination of each project with other Port Authority divisions, coordination and direction to project consultants, establishment of project budgets, creation and review of project schedules, coordination of project reviews, construction coordination when required, and other duties deemed necessary to accomplish planning and environmental compliance goals. This position manages and coordinates professional personnel suggesting and implementing planning and environmental programs, gathering information, analyzing data, preparing plans, and preparing and revising such items as agency permit applications, airports master plan updates, environmental assessments/impact statements, environmental mitigation programs, storm water pollution prevention plans, airport noise compatibility studies, zoning applications, comprehensive plan amendments, transportation plans, and system plans. Recommends programs and approaches to planning and environmental problems and advises on the possible impacts of decision alternatives.

**PLANNING AND ENVIRONMENTAL COMPLIANCE DEPARTMENT
DIRECTOR, PLANNING AND ENVIRONMENTAL COMPLIANCE**

Page 2

GENERAL POSITION DUTIES (cont.)

This position provides general guidance to professional and/or technical staff and acts as a technical advisor to employees in solving difficult assignments, and in reviewing objectives, feasibility, techniques of execution and resultant findings of their work. Manages the activities of staff involved with planning and environmental issues associated with the renovation or expansion of the Port Authority's airports. These activities involve preparing, negotiating, and implementing various types of service contracts: planning, environmental, construction, construction administration, and construction management. Provides contract administration and coordination for various planning and environmental consultants including the oversight of standards, criteria and procedures used in the preparation, quality control review, and enforcement of these contracts. Promotes project excellence by requiring consistent and high-quality products and services from professional consultants and contractors. Evaluates work performances, incorporates disciplinary procedures, and ensures personal development of subordinate staff. Recommends to executive staff procedural and personnel changes that will result in more effective project coordination and communication. Prepares annual budget and ensures expenditures remain within established budget during the fiscal year. Contributes to the positive morale of the division.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Extensive experience in managing consulting contracts and staff. Extensive knowledge of local land use and airport planning principles, regulations, codes and requirements; local, state, and federal environmental/permitting codes, regulations and requirements; professional services contract administration, and other project development concepts and techniques. Ability to review and analyze multi-disciplined planning and environmental documents, contract provisions, technical specifications, and other related documents. Ability to effectively communicate with consultants, contractors, regulatory agencies and staff. Ability to express ideas clearly and concisely, orally and in writing, to individuals and groups, internally and externally of the Port Authority. Ability to establish and maintain effective working relationships with internal staff, professional consulting firms and construction contractors, county officials, department heads, outside agencies and the general public. Ability to work as key team member on simultaneous complex and time-sensitive planning, environmental, and construction projects. Ability to make difficult decisions requiring compromise and appropriate political judgment.

Training and Experience: Graduation from an accredited four-year college or university with a degree in environmental science; biology; urban, regional, or environmental planning; public administration, or related field. A minimum of two to five years experience in airport or local land use planning and/or environmental permitting; Experience including work with increasingly demanding management responsibility, on large Government, Public Works, or Airport improvement projects is desirable. Any combination of education and experience, which demonstrate ability to perform duties effectively, may be substituted. Possession of a valid Florida driver's license.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROPERTIES DEPARTMENT**

DIRECTOR, PROPERTIES

GRADE: 28

MAJOR FUNCTIONS

This is a highly professional leadership position that has responsibility for supervision of staff; requires a stakeholder role in the community and involves directing certain property management, leasing, and related land development negotiations; an emphasis on revenue contracts and related negotiations, as well as other revenue related activities for the Lee County Port Authority. Functions also include assistance in negotiations with the airlines, rental cars, advertisers, concessionaires, and other aviation and non-aviation tenants of LCPA airports.

GENERAL POSITION DUTIES

Leads and directs initiatives for commercial land development. Negotiates business agreements with outside agencies and partners. Oversees the preparation and execution of lease and permit agreements, including documents required for board approval, while supervising and monitoring leasehold activities and compliance with lease and contract provisions in an active property management role. Maintains lease and contract management systems relating to airport property management including leases, permits and special agreements, by overseeing initial contractual submissions (i.e. bonds, letter of credit, insurance). Directs functions related to the airport advertising program to include contracts, inventory, equipment, promotions, etc. Maintains an inventory of all real property transactions and the current status of all leases, contracts and permits. Responds to tenant inquiries regarding lease terms, insurance and bonding requirements. Responsible for ensuring that leased areas are returned in an acceptable and serviceable condition at expiration or termination of lease. Conducts inspections as necessary of all leased and rented airport properties to ensure contract compliance. Insofar as concessions, ensures prices are consistent with those in the local community and that the merchandise has been approved for sale by LCPA. Directs and participates in preparation of departmental operating budget and maintenance of departmental fiscal matters. Ability to assume a leadership role in LCPA airline meetings as well as other tenant meetings and directs and participates in the preparation of any documentation needs for the meetings. Performs and coordinates the required financial analysis for leases and contracts, including return on investment and fair market value considerations. Focuses on maximizing aviation and non-aviation revenues while driving customer satisfaction. Works closely with other LCPA departments including, but not limited to, air service development, finance, communications and Marketing, development services, legal, operations, information technology, risk management and purchasing. Performs other related work as assigned.

**PROPERTIES DEPARTMENT
DIRECTOR, PROPERTIES
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Comprehensive knowledge of modern real estate and /or property management issues, theories, principles and practices with particular reference to airport applications. Considerable knowledge of the principles of public administration. Knowledge of the principles and practices of administrative and business management functions. Ability to prepare reports, presentations, and correspondence. Knowledge of legal practices, procedures and terminology as they relate to property management. Knowledge of the statutes and ordinances governing the lease sale and management of airport real property. Ability to draft legally defensible contractual language and documents, ability to communicate clearly in interpreting and explaining legal documents, rules and regulations. Experience in closing complex commercial, land and real estate transactions. Ability to prioritize multiple major projects. Ability to establish and maintain effective and harmonious working relationships with airport officials and employees.

Training and Experience: Graduation from an accredited college or university with a minimum of a bachelor's degree and at least five (5) years in supervisory capacity required. Valid Florida driver's license or the ability to quickly obtain one is required.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION**

DIVISION DIRECTOR, ADMINISTRATION

GRADE: 31

MAJOR FUNCTIONS

This is administrative and supervisory work directing a major aspect of the Port Authority departmental management staff. Work is performed under the general direction of the Deputy Executive Director of Administration, although the position requires a high degree of independent judgment, discretion and initiative. This position will plan, schedule, assign, and supervise the work of a staff in carrying on fiscal, properties, personnel, marketing, IT, air services development, procurement, budgetary concepts, and administrative activities supporting the operation of a modern organization. Develop and implement improvements in such activities, confer with and advise Deputy Executive Director of organizational matters.

GENERAL POSITION DUTIES

Coordinates and directs work activities and programs of the assigned department staff. Budgetary knowledge, preparation and understanding of department budgeting processes are an aspect of position. Implements executive policies and directives, delegation of authority, coordination of activities with various intra-governmental entities. Strong sense of public and employee relations. Emphasis in Properties Management, lease negotiations, contract development, management and interpretation. Management and support of policies and procedures. Basic knowledge of fiscal matters as it relates to airport management. Assuming responsibility in delegation of duties with attainment of desired goals. Positive relationships with Port Authority Boards and general public. General knowledge of various airport activities. Preparation of various reports to be used by the Deputy Executive Director, Executive Director, and Port Boards in their decision making process. Maintenance of effective communications and coordination between the Authority and local management or representative of the airlines, concessionaires, federal agencies and other tenants. This position requires the employee to be on-call 24 hours a day. Due to the nature of the transportation industry, this position will be required to be on-site at any time during an emergency or other events and/or incidents that may impact airport operations.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of modern management methods and techniques. Knowledge of FAA laws, rules and regulations as it relates to airports. Knowledge of fiscal matters as it relates to airports. Knowledge of personnel rules, regulations, policies and procedures. Ability to plan, assign, review and supervise the work of employees performing in various management capacities. Ability to express one's self orally and in writing. Ability to work cooperatively with all levels of staff, internally and externally.

ADMINISTRATION DIVISION
DIVISION DIRECTOR
Page 2

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from a four year college or university with a degree in Management, Business, Accounting, Finance, Administration or any other related discipline, with six years experience in a management position. Masters Degree desirable in one of the following disciplines: management, administration, business, finance or accounting, but a Masters Degree may be substituted with equivalent managerial experience. Possession of a valid Florida driver license.

04/09, 02/11, 10/13, 01/14, 5/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION**

DIVISION DIRECTOR, AVIATION

GRADE: 31

MAJOR FUNCTIONS

This is a supervisory position supporting and implementing programs established by the aviation deputy executive director. This position requires a high degree of communications, negotiations, and leadership skills, acting as a second-in-command to the aviation deputy executive director in the oversight of all aviation departments, specifically airport operations, airport maintenance, airport police, airport rescue & firefighting, contract management, aviation programs and technology, and the Port Authority's General Aviation Airport, Page Field, inclusive of Base Operations. The division director will provide recommendations to the deputy executive director and executive director and will implement procedures to ensure the highest level of service to the customers and tenants of the Southwest Florida International and Page Field Airports.

GENERAL POSITION DUTIES

Assists the deputy executive director in overseeing budgetary operations, standard operating practices, community involvement, and the daily operation of the Port Authority's aviation departments. Coordinates and advises the deputy executive director regarding airport tenant, customer, and Port Authority issues including public complaints, airside operations, airport security, physical plant condition, and safety.

Provides recommendations to the deputy executive director related to staffing and organizational assignments. Reviews and provides recommended changes to Port Authority and division procedures and policies to provide enhanced service levels to the airports' customers and tenants.

Performs other duties as assigned. Contributes to the positive morale of the division.

This position requires the employee to be on-call 24 hours a day. Due to the nature of the transportation industry, this position will be required to be on-site at any time during an emergency or other events and/or incidents that may impact airport operations.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of airport operations, safety and security procedures, maintenance management, airport public service organizations, and the general aviation industry. Must have highly effective communication skills, both written and verbal. Ability to handle diverse situations and solve time-sensitive problems effectively.

Training and Experience: Graduation from a four-year college or university with a degree in aviation management or a related field and a minimum of ten to twelve years of experience in management, administration, and operation of air carrier and general aviation airport facilities and fixed base operations. Any combination of education and experience may be substituted that demonstrates the ability to perform the above duties effectively. Possession of an FAA pilot license and accreditation by the American Association of Airport Executives is highly desirable. Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION**

DIVISION DIRECTOR, DEVELOPMENT

GRADE: 31

MAJOR FUNCTIONS

This is a supervisory position supporting and implementing programs established by the Deputy Executive Director for all areas within the division. This position requires a high degree of communication, negotiation and leadership skills and will act as a second in command assisting the Deputy Executive Director with all aspects of Port Authority Development projects and programs. Even though administratively responsible for all duties performed by the division, this position will focus on keeping projects on schedule, keeping projects under budget and effectively coordinating projects with all affected parties. The Division Director will provide recommendations to the Deputy Executive Director and the Executive Director and implement procedures to ensure Port Authority Development projects remain on schedule and under budget. This will include, but not be limited to, coordination of each project with other Port Authority Divisions and Departments, coordination and direction to the project A&E consultant, establishment of project budgets, coordination of design reviews, construction coordination, and other duties deemed necessary to accomplish department goals.

GENERAL POSITION DUTIES

Assists the Deputy Executive Director of Development in implementing and managing all phases contained within the life cycle of a Port Authority project - from inception, through planning, budgeting, funding, permitting, design, construction, construction administration, construction management to project completion and close-out. Coordinates and advises the Deputy Executive Director during high level contract negotiations. Responsible for recommending, implementing and managing project programs and procedures to ensure Port Authority projects stay on schedule and under budget. Provides recommendations to the Deputy Executive Director related to staffing and organizational assignments which will help accomplish division goals. Constantly reviews and provides recommended changes to Port Authority procedures and policies to provide better management and tracking of Port Authority projects. Performs other duties as assigned. Contributes to the positive morale of the division. This position requires the employee to be on-call 24 hours a day. Due to the nature of the transportation industry, this position will be required to be on-site at any time during an emergency or other events and/or incidents that may impact airport operations.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of project management and the impacts that grant funding, permitting, design and construction have on project schedules and budgets. Ability to handle diverse situations and solve time-sensitive problems effectively.

Training and Experience: Graduation from a four-year college or university with a degree in Project Management, Communications, Engineering or related field and a minimum of 3-6 years experience in management, administration, funding, design or construction of large capital projects and programs. Any combination of education and experience which demonstrates ability to perform duties effectively, may be substituted. Possession of a valid Florida driver's license.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
ENGINEERING AND CONSTRUCTION DEPARTMENT**

ENGINEER

GRADE: 21

MAJOR FUNCTION

This position supports the efforts of the engineering and construction department. Work is performed supporting the senior manager of engineering and construction and the department director of engineering and construction and is responsible for assisting in all daily aspects of the engineering and construction department within the Lee County Port Authority. The position is responsible for coordinating engineering and construction projects for the Southwest Florida International Airport and the Page Field General Aviation Airport. The primary goal of this individual is to keep all projects on schedule, under budget and fully coordinated. Excellent communication skills are a must. This position requires a significant amount of experience in the management of multi-disciplined architectural, engineering, and construction improvement projects and contracts.

As this is a supervisory position responsible for managing numerous design and construction consultant and construction contracts, very little actual design is involved with this position. This position involves extensive coordination with outside consultants and contractors, staff, other Port Authority departments, and regulatory agencies. This position is supported by other areas within the development division, such as governmental affairs and grants, planning and environmental compliance, and development services. This position also involves coordination with various consultants and contractors to establish and maintain project schedules, project budgets and milestone project decisions.

Throughout the life cycle of projects, develops and maintains external and internal relationships to promote successful project completion. Strives to thoroughly understand and interpret project scopes and intent of assigned projects and manages all project-related issues. Initiates independent coordination, as required with others, to solicit expertise and/or needs on specific project elements. Promotes project excellence by seeking consistent and high-quality products and services from professional consultants and contractors.

GENERAL POSITION DUTIES

This position supports and implements airport engineering and construction programs and requires a high degree of independence, effective communication, negotiation and leadership skills. The main objective of this position is to keep all such projects on schedule, under budget, and well coordinated among all affected parties; contract scopes and fees, establishment of project budgets, review of project cost estimates and schedules, coordination of design reviews, construction management and administration coordination.

ENGINEERING AND CONSTRUCTION DEPARTMENT ENGINEER

Page 2

GENERAL POSITION DUTIES (cont.)

This individual will be responsible for the coordination of each project with other Port Authority divisions, including but not limited to coordination and direction of project consultants, negotiating consultant deemed necessary to accomplish department goals. This position utilizes the expertise of staff, consultants and other areas of the Port Authority to successfully manage projects. This position prepares, negotiates, and implements various types of contracts: engineering/architectural design, construction administration, and construction management related services. The position also oversees the administration of standards, criteria and procedures used in the preparation, quality control review, and enforcement of these contracts.

Manages consultants that provide architectural/engineering and construction related services to support preparation of the following: total project budgets, cost estimates, special studies/reports, justification statements for proposed work, basis of assumptions for project work scopes within capital improvement plan; construction documents/specifications; professional service agreements; and other project-related items. Provides recommendations to the department director related to procedural and personnel changes that will result in more effective project coordination and communication within the department. Performs other duties as assigned. Contributes to the positive morale of the department/division.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Experience in managing professional service contracts and projects. General knowledge of engineering principles, professional services contracts, construction administration and construction management principles, and other project development concepts and techniques. General knowledge of quality control and quality assurance principles, as well as standard industry methods and techniques applied to architectural/engineering design, construction administration, construction management, and other construction related services.

Ability to effectively communicate orally and in writing to individuals and groups, internally and externally of the Port Authority; to work as a key team member on simultaneous complex and time-sensitive engineering and construction projects; and the ability to make difficult decisions requiring compromise and appropriate political or strategic judgment.

ENGINEERING AND CONSTRUCTION DEPARTMENT
ENGINEER
Page 3

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Bachelor's degree in engineering, architecture, construction management/science or related field and a minimum of three years experience in engineering, construction contract administration/management, program management, or an equivalent combination of training and experience may be considered. A professional engineering license is desired but not required. Valid Florida driver's license required.

08/08, 03/11, 10/13

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**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
PLANNING AND ENVIRONMENTAL COMPLIANCE DEPARTMENT**

ENVIRONMENTAL SPECIALIST

GRADE 21

MAJOR FUNCTION

This position supports the environmental efforts of the Planning & Environmental Compliance Department and work is performed under the direction of the Planning and Environmental Compliance Department Director. This position is responsible for overseeing the coordination of environmental-related projects and permitting/compliance items for the Lee County Port Authority (LCPA) with oversight responsibilities at the Southwest Florida International Airport (RSW), Page Field (FMY), the LCPA's 7,000 acre off-site mitigation park, and other on-site mitigation areas at RSW. Work requires extensive coordination, cooperation, and communication with consultants, contractors, tenants, permitting agencies and other LCPA staff to assist with and track different aspects of environmental programs, permitting, and permit compliance.

GENERAL POSITION DUTIES

Following is a list of major duties:

- Tracks and maintains permit submission, renewal, expiration, compliance items, and other key milestones in an Environmental Management System.
- Oversees the National Pollution Discharge Elimination System (NPDES) and Spill Prevention Control Countermeasures (SPCC) programs at FMY & RSW.
- Coordinates and documents storage tank registrations/test/repairs/compliance.
- Provides guidance and oversight of hazardous materials management.
- Responds to spills and assists with remediation projects.
- Coordinates land management and hydrologic monitoring programs at RSW and Mitigation Park.
- Oversees LCPA's hazardous wildlife management program and Hazardous Wildlife Working Group.
- Administers continual wildlife monitoring program per Federal Aviation Administration protocol and participates in on-going hazardous wildlife monitoring.
- Helps track environmental-related legislation, policies, and guidelines and assists in developing and implementing means to achieve compliance for the airports and tenants.
- Monitors local code requirements related to environmental considerations and recommends changes, if warranted.
- Assists in environmental planning, assessments, auditing, and reporting activities.
- Works cooperatively with consultants to negotiate professional service contracts for various types of environmental projects.
- Assists with LCPA sponsored and tenant Federal, State and Local permitting efforts.

- Manages irrigation and dewatering permitting and compliance.
- Maintains positive working relationships with Federal, State and Local regulatory personnel.
- Handle complex tasks requiring discretion and the use of judgement and initiative.
- Participates in the analysis, development, and implementation of policies, plans, programs, objectives, and technical systems.
- Assists in preparation of industry award applications for environmental-related work.
- Contributes to the positive morale of the Development Division.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Excellent organizational skills and ability to coordinate multiple projects with varying priorities a must. General knowledge of environmental regulations/requirements. Ability to review and analyze environmental technical reports and papers for completeness and accuracy. Ability to present information clearly in oral and written form. Ability to establish and maintain effective working relationships with internal staff, professional consulting firms, construction contractors, environmental remediation contractors, and permitting/compliance agency staff. Ability to spend time in the field both on RSW and FMY airport property and at the offsite 7,000 acre mitigation park. Field visits may require use of a 4 wheel drive vehicle.

Training and Experience: Graduation from an accredited four-year college or university with a degree in an environmental, natural science, or related field. Experience in aviation environmental matters, as well as a master's degree considered a plus. A minimum of 3 years of experience in the environmental, permitting, or related field. Any combination of education and experience, which demonstrates ability to perform duties effectively, may be substituted. Requires possession of a valid Florida driver's license within 60 days of employment.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

EQUIPMENT OPERATOR, GROUNDS

GRADE: 9

MAJOR FUNCTION

This is skilled work in the operation of moderately complex power, maintenance and construction equipment. Position requires rotation among several specialized pieces of equipment as workload changes and for scheduled procedures. Work assignments are generally received daily and work is reviewed during performance or upon completion depending upon the nature of duties being performed.

Maintains airport landscape and grounds. This is accomplished by mowing grass with tractors with rotary or flail mowers or riding type mowers, mowing vegetation along fence lines, ditches, and canals for drainage, sight lines, and aesthetics. Tree pruning using chain saws, pruning equipment, bucket trucks, and chippers. Operates excavation equipment: excavators, loaders, backhoes, and hauling equipment. Performs functions related to landscape and turf maintenance using many types of heavy and light equipment and hand tools. All duties are performed under safe operating conditions. May work with a crew or independently.

GENERAL POSITION DUTIES

To perform this job successfully, an individual must be able to perform each of the following essential duties and responsibilities satisfactorily. Other duties may be assigned.

- Mow grass along airport rights-of way and performs tree trimming.
- Operate tractors with broom, grading equipment, and/or mowing attachments.
- Operate many and all heavy and light equipment that may be required depending on situation and circumstances, including relieving or replacing absent operators.
- Perform minor operator maintenance of equipment and transports equipment, as needed.
- Drive and operate other vehicles and equipment [pickup trucks, dump trucks, loaders, backhoes, runway sweepers, skid steer loaders with attachments, and riding lawn mowers] as needed.
- Participate in laboring work of the crew as workloads demand.
- Perform daily inspections on assigned equipment including lubrication and minor maintenance.
- Perform drainage maintenance as required.
- Operate hand and power tools.
- The employee must be able to pick up, push, pull or move a 50-pound object. That object may consist of tools, equipment, or materials used in grounds day-to-day activities.
- Concrete construction, such as repair/build catch basins, installation of pipe, and head wall repair.
- Perform all other duties as required.
- May be required to work any shift and weekends.

**MAINTENANCE DEPARTMENT
EQUIPMENT OPERATOR, GROUNDS
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: The items listed below are representative of the knowledge, skills, and/or abilities that may be used to perform the essential job functions.

- Ability to read and write to complete various forms required for reports.
- Ability to perform routine tasks and understand and follow oral instructions.
- Skill in the operation of trucks and wheeled tractors.
- Knowledge of traffic regulations and the skill to set up a safe work zone.
- Preferred experience operating chainsaws, wood chipper, and weed eaters, and experience in tree trimming and various vegetation.
- Ability to interact with the public in a professional manner.
- Considerable knowledge of the operation, maintenance limitations, and safety precautions of operation, repairs, and adjustment of equipment in the field and service of such equipment.
- Proficient in two-way radio communications and knowledgeable of regulations and procedures as related to airport operations in very noisy environments at times.
- Physical strength and agility sufficient to operate heavy equipment over rough terrain.
- Ability to perform manual labor occasionally under adverse weather conditions.
- Ability to climb a ladder and work at elevated heights; lift weights of 50 lbs., bend and operate airport equipment.
- Perform tree trimming, litter, and debris clean up.
- Perform related work as required.
- Must have 20/40 correctable vision in both eyes.
- Able to stand, crawl, sit, or kneel at various times throughout the day.
- May work long hours outdoors in all types of weather.
- Sufficient physical stamina to perform related common labor duties.
- Able to work flexible hours under emergency situations. Ability to read, write, and follow instructions in the English language.
- Able to effectively communicate with other team members.
- Able to hear within normal parameters.
- Required overtime work as needed in emergency situations.

Training and Experience: High school diploma/GED and two years of experience in the operation of equipment similar to that which will be assigned or an equivalent combination of training and experience.

Licenses and Certificates: Possession of valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
EXECUTIVE DIRECTOR'S OFFICE**

EXECUTIVE ASSISTANT

GRADE: 19

MAJOR FUNCTION

This is independent work consisting of administrative tasks and assignments varied in nature to support the management endeavors of the Office of the Executive Director. Duties include coordinating efforts between the executive director and deputy executive directors, their division directors and administrative support personnel.

GENERAL POSITION DUTIES

Proofreads correspondence and work of staff members prepared for the approval and signatures of the executive director and recommends revisions. Reads and disseminates incoming correspondence to the responsible departments for appropriate action. Prepares department budget for the director's approval. Performs purchasing functions and maintains payroll documents and bookkeeping records for department. Coordinates appointments with representatives of government and aviation agencies, airlines and the financial community. Maintains and retrieves files for review. Schedules all travel arrangements.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Capacity to work independently and exercise good judgment within established laws and policies. Considerable knowledge of administrative practices and office procedures. Ability to communicate with officials and staff members. Significant business English, proofreading and bookkeeping skills. Knowledge of Port Authority policies and practices. Ability to type 60 wpm (when required of the position).

Training and Experience: Graduation from an accredited four year college or university with a degree in business or public administration, English, public relations or related field and three years of office management or administrative work experience; or an equivalent combination of training and experience may be considered.

09/03, 03/11, 10/13, 01/18

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

FINANCIAL PROJECT ANALYST

GRADE: 17

MAJOR FUNCTIONS

This is a professional accounting position primarily responsible for tracking, monitoring and reporting of Port Authority capital projects. In addition, this position provides tracking for all federal and state grants, passenger facility charges, as well as other funding sources related to capital projects. Furthermore, this position coordinates year end grant revenue and expenditures for single audit purposes. Duties include developing and maintaining modern and economical procedures for tracking, reporting and documenting financial information related to Port Authority capital projects. Duties are performed independently under the direction of the finance manager and the director of finance, with assignments and oversight by the development deputy executive director and division director.

GENERAL POSITION DUTIES

Advise the finance department, and members of the development department regarding project revenues, project expenditures, available project budgets, pending project revenues and expenditures, etc. Tracks and reports all project budget information on all development projects to provide managers with financial information.

Track and report on all grants timely and effectively. Coordinate all required grant activity (i.e. draws) with governmental affairs and when appropriate required state and federal agencies. Work closely with the development department contracts representative to ensure adequate funding for all development contracts. Maintain project budget data and preparation of financial documents for issuance of payment.

Assist in developing, implementing and monitoring procedures, practices, policies, systems and programs necessary to control the efficient, effective and timely administration of all project budgets. Maintain reports, correspondence, records and documents related to the financial administration of development projects. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of basic accounting principles and financial software. General knowledge of governmental auditing, accounting techniques and requirements. Ability to establish and maintain effective working relationships with consultants, contractors, governmental agencies and Port Authority departments. Ability to effectively communicate financial matters to project management personnel. Ability to function effectively with a minimum amount of direct supervision. Ability to express ideas clearly and concisely, orally and in writing. Meticulous attention to details.

FINANCE DEPARTMENT
FINANCIAL PROJECT ANALYST
Page 2

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Any combination of training and experience equivalent to graduation from a four-year college with a degree in accounting, finance or a related field and four years project financial experience desirable. Airport experience preferred. Possession of a valid Florida driver's license is required.

03/06, 02/11, 10/13, 10/18

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

FIRE SAFETY INSPECTOR

GRADE: 17

MAJOR FUNCTION

This is a managerial and confidential employee position, as defined by Florida Statue 447.203. Position is 40 hours per week and works under direction of the fire chief. He/she will conduct airport-wide fire safety inspections, oversee the testing of fire safety systems, and participate in plans review and airport emergency operations. Responsibilities require technical knowledge and analysis of the local, state and federal regulations governing various aspects of fire prevention, fire protection systems and fire safety inspections to ensure compliance with regulatory laws and guidelines. It is essential for employee to be proficient in driving a command-type vehicle, communicate using a two-way radio, walk around fire scenes and job sites, climb ladders and stairs, and complete the physical requirements set forth by the department for this position.

GENERAL POSITION DUTIES

He/she maintains a schedule of inspections for all businesses, facilities and operations located at the Port Authority airports, and conducts inspections on all new construction and remodeling projects. Employee must possess good communication skills and demonstrate a willingness to maintain harmonious relations with supervisory and management personnel airport-wide. He/she must be persuasive in promoting fire safe conditions to airport tenants through motivational skills rather than legal ramifications. As assigned, the employee shall represent the fire chief at all plans review functions.

The fire safety inspector is responsible for maintaining a system of records and reports for all assigned duties, which require that he/she, possess good organizational skills, precise report writing and record keeping capabilities. Employee will participate in department training classes related to fire safety functions, as well as participate in meetings, seminars and workshops to maintain and improve job-related knowledge, skills and applicable certifications.

This employee coordinates updating the prefire plans and maintains the preplan books in all emergency response vehicles.

Under direction of the chief, the fire safety inspector will provide input into the development and updating of General Orders for departmental policies and procedures that are applicable to staff and bargaining unit employees. He/she must effectively manage his/her specialty project areas, participate in preparing assigned budgetary items and submit input for the overall budget process, as requested. The Fire Safety Inspector must maintain assigned budget accounts and complete Purchase Order Requisitions (PORs) for needed purchases. Perform all other duties as assigned.

AIRCRAFT RESCUE FIRE FIGHTING DEPARTMENT
FIRE SAFETY INSPECTOR
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skill: The fire safety inspector must have a working knowledge of Building and Fire Codes as governed by local, state and federal regulations, and fire investigation procedures. Employee must be familiar with general building and operational inspection procedures. Must be computer literate with the ability to effectively communicate both verbally and in writing, as well as prepare accurate and timely reports. Must be able to interact with and maintain good working relations with all levels of the Port Authority and Airport hierarchy. The ability to plan ahead, prepare reports and set up an efficient recordkeeping system is necessary for effective job performance.

Training and Experience: Required is a High School graduation or GED equivalent; a Florida Class 'D' noncommercial driver license (or higher); Florida State Certified Fire Inspector; and working knowledge and practical experience in fire inspections, plans review, sprinkler systems, alarm systems; must meet minimum standards in F.S. 633. This position does not require Florida State Fire Fighter Certification and is not a "Special Risk" classification with the Florida Retirement System.

06/04, 02/11, 05/13, 10/13

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

FLEET AND EQUIPMENT ADMINISTRATOR

GRADE: 22

MAJOR FUNCTION

This position is responsible for the operation, maintenance, and repair of all airport vehicles and mobile equipment at the Southwest Florida International Airport. This employee manages the computerized fuel system and associated fuel system reporting and leads, motivates, and guides mechanics, senior mechanics, mechanics supervisor, and senior fabricator. Work is performed independently under the direction of the manager, programs and resources, senior manager, maintenance administration, and the department director.

GENERAL POSITION DUTIES

Serves as the fuel system administrator for the Port Authority's fleet fueling systems daily to ensure all sites are functioning normally. Monitors all fuel tank readings weekly and ensures fuel is ordered and delivery is promptly received. Prepares and submits all monthly fuel reports to the Finance Department.

Ensures compliance with FAR Part 139, Florida statutes, LCPA personnel and purchasing policies, LCPA Operating Instructions, and other applicable regulation.

Ensures the preventive maintenance and corrective repair of vehicles and equipment are conducted safely and efficiently.

Encourages professional development of mechanics, senior mechanics, mechanics supervisor, and senior fabricator.

Builds and maintains positive working relationships with all airport stakeholders, co-workers, and the traveling public.

Contributes to the positive morale of the department and performs special projects and other duties as assigned.

Performs vehicle and equipment inspections and initiates project and maintenance work. Conducts follow up to verify appropriate tasks are completed.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Thorough knowledge of principles and skills involved in maintaining fleet vehicles and equipment, understanding of FAR Part 139 requirements, safety requirements, and security requirements. Knowledge of budgeting, public purchasing, LCPA procurement procedures, computer applications, and work order process.

MINIMUM QUALIFICATIONS (CONTINUED)

Ability to keep accurate work records and establish new preventative maintenance programs for all types of vehicles and equipment. Ability to create accurate oral and written reports and work independently with little oversight and guidance. Ability and willingness to assume responsibility and work unusual hours, i.e., evenings, weekends, and holidays, as necessary. Ability to effectively communicate orally and in writing, sometimes in very noisy environments.

This position is exempt from the Fair Labor Standard Act and is required to periodically work non-standard work schedules as planned and directed by the manager, programs and resources, senior manager, maintenance administration, or department director. The employee is occasionally exposed to high, precarious places. The noise level in the work environment can be very loud. This position is considered an emergency employee in regards to recall accountability and performance of duties associated with emergency conditions as established by the executive director.

Training and Experience: High school diploma or GED, and a minimum of six years of experience in fleet maintenance, building trades, general maintenance, electrical, machinery operation or maintenance management, or any combination of education and experience. Four years of supervisory experience preferred.

Licenses and Certificates: Possession of a valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION**

GENERAL MANAGER, BASE OPERATIONS

GRADE: 25

MAJOR FUNCTIONS

This position requires advanced business management, technical, financial and marketing experience required to manage and grow a dynamic general aviation terminal and flight support operation. The position requires exceptional leadership, communication and organizational skills to lead an experienced team of technical and customer service professionals in the delivery of products and services to business, commercial, government and recreational aviation customers. This is a senior management position requiring strategic planning, strong organizational and change management skills.

GENERAL POSITION DUTIES

Direct management and operational responsibility for a world-class general aviation terminal and flight support operation at Page Field.

Provides leadership and guidance in providing uncompromising customer service.

Oversees all aspects of flight support operations including line service, customer service, fuel sales, customer retention, new business development, quality assurance, retail sales, safety and environmental compliance.

Reviews, develops and implements processes and procedures to ensure standardization of product and service delivery, quality assurance, and effective inventory and financial controls.

Develops programs to evaluate and improve customer satisfaction.

Assists in development of marketing concepts, programs and materials; conducts sales and marketing visits to current and prospective customers; represents the Port Authority at trade shows and through participation in professional organizations. Provides oversight and guidance to the marketing coordinator.

Monitors market conditions, industry trends and identifies growth opportunities.

Conducts periodic market analysis of pricing, products and services.

Interacts with customers and airport businesses on a regular basis to measure customer satisfaction and to identify opportunities to improve processes and services.

**PAGE FIELD/GENERAL AVIATION
GENERAL MANAGER, BASE OPERATIONS
Page 2**

GENERAL POSITION DUTIES (cont.)

Responsible for financial management including budgeting, monitoring of expenditures and forecasting.

Develops internal operational and financial reports for analytical use.

Encourages staff to provide suggestions to improve processes, operations, safety and identify growth opportunities.

Establishes a culture of safety and quality through daily observation, shift briefings, ongoing training, safety meetings and regular audits. Ensures compliance with operational regulations and safety best practices.

Manages hangar rentals, occupancy and wait list.

Oversees initial and recurrent training programs including line service, customer service, security, safety and airport driver.

Conducts employee performance reviews, interviews and counseling. Maintains good discipline and positive employee relations.

Completes special projects as assigned.

Acts as General Aviation Director in his or her absence.

The employee may occasionally be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; flammable materials; and vibration. The noise level in the work environment can be very loud.

Bending, stooping and lifting may be required to perform this position. This position requires occasional work during evenings, weekends and holidays.

**PAGE FIELD/GENERAL AVIATION
GENERAL MANAGER, BASE OPERATIONS
Page 3**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must possess excellent communications skills. Must have ability to produce presentations and articles for publication that conform to established style and format. Must be skilled at delivering effective presentations to top management and public groups.

Must have experience working in a dynamic airport environment and demonstrate familiarity with FAA and airport regulations. Must respond to incidents, inquiries or complaints and resolve issues acting as the senior management representative.

Training and Experience: Bachelor's degree from an accredited college or university with a major in business administration, aviation, transportation or related field. Six years or more progressive FBO management experience; or any equivalent combination of related training and experience. Private pilot license or higher preferred. Possession of a valid Florida driver's license is required within 30 days of hire.

07/13, 09/13, 10/13. 02/18

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT**

GIS COORDINATOR

GRADE: 21

MAJOR FUNCTION

This position will support the efforts of the development services department. Work will be performed under the direct supervision of the department director, division director and deputy executive director with technical guidance from other division staff members. The GIS coordinator is responsible for maintaining the division's enterprise wide Geographic Information Systems and will act as a liaison between other LCPA departments for GIS services to develop GIS solutions for Southwest Florida International Airport and Page Field.

GENERAL POSITION DUTIES

Examples of Essential Duties and Responsibilities:

- Create new and maintain existing GIS layers and exhibits utilizing ESRI ArcGIS Server 10.x (or newer), ArcSDE, ArcGIS Online.
- Perform field work and data collection utilizing the department's handheld GPS unit.
- Develop and manage scripts for data analysis and systems integration.
- Perform GIS analysis as assigned utilizing geospatial analyses methods.
- Edit and maintain ESRI Shape Files and associated databases.
- Supporting development of airport master planning, land use/zoning, environmental, system planning, airfield planning, terminal planning, and airspace planning studies.
- Prepare, convert, load and manage spatial data files – including coordinating and executing updates to the GIS SDE repository. Types of data will include aerial imagery, CADD files, scanned documents, shape files and other spatial datasets.
- Create and plot Aerial Imagery and GIS exhibits utilizing ESRI ArcView, ArcMap and the department's printers and large format plotter.
- Create and use spatial data related to transportation, real property, elevation, and public utilities.
- Compiling and updating mapping/cartographic data to determine land use, elevation and general relationship of existing physical features.
- Implement, enforce and maintain the Port Authority adopted GIS and Remote Sensing Standards.
- Change management of processes & workflows to insure data is kept updated – integration into design & construction specifications & checklists.
- Assist the department director with coordinating GIS professional services contracts.
- Investigate emerging GIS practices, equipment and software and make recommendations to the department director.
- Determine staff needs for desktop GIS applications and provide users with technical support, software configuration and training.

DEVELOPMENT SERVICES DEPARTMENT
GIS COORDINATOR
Page 2

GENERAL POSITION DUTIES (cont.)

- Coordinate and manage GIS requests in a timely, professional manner and maintain a database of GIS requests.
- Develop, administer and maintain a database of all GIS files for other staff use in one central repository.
- Additional GIS duties will include creating, revising, storing, plotting and transmitting drawings and files for the development division and other LCPA staff.
- Represent the department at meetings and conferences as they relate to GIS.
- Providing support and user training for the web-based GIS to users within the organization.
- Design, develop, document and test applications, programs and systems. Provide sound technical expertise in developing innovative and effective solutions to a variety of complex projects.
- Develop, implement, coordinate and maintain internal technical standards.
- Assist in the development of Internet mapping applications.
- Perform all other assigned duties.

MINIMUM QUALIFICATIONS

Knowledge, skills and abilities:

- Considerable knowledge of GIS concepts, methods and technologies.
- In-depth data and application development skills/experience particularly with ESRI's suite of software products.
- Experience with ArcServer, SDE and ArcIMS.
- Knowledge of Internet mapping applications, Flex Builder, Silverlight, HTML5, .NET and Java Script (knowledge of object-oriented programming techniques) is highly desirable.
- Familiarity with supporting applications (CADD, image processing, Internet, etc.).
- Experience in administering and maintaining GIS software licensing issues is desired.
- The candidate must have a strong background in GIS software. A working understanding of programming language is important in order to integrate databases, store and manipulate tabular data, generate maps and troubleshoot the system.
- Exemplary written and verbal communication skills.
- Candidate should be a self-starter, work well in a team-based environment, maintain a high degree of professionalism and integrity, and be reliable and dependable.
- A Certified GIS Professional (GISP) is a plus.

Training and Experience: Bachelor's degree in geographic information systems, geography, urban & regional planning, computer science engineering or a closely related field required; a minimum of five years of professional experience in Geographic Information Systems hardware & software preferred; or a combination of related training and experience may be considered. Valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS AND SAFETY DEPARTMENT**

GROUND TRANSPORTATION AGENT- I

GRADE: 8

MAJOR FUNCTION

The primary objectives for a ground transportation agent I are customer service and property/service condition inspections. A ground transportation agent I assists the airport community and general public in locating desired method of transportation while ensuring commercial transportation companies operate in accordance with established standards, rules, regulations and ordinances. Work is performed under moderate supervision with unusual situations referred to the landside manager or other designated representative.

The position requires inside and outside work with extended periods of standing, sitting, and/or walking in all weather conditions. Employee may work a rotating and/or permanent shift. The duties require agent presence during all hours of flight arrival activity.

GENERAL POSITION DUTIES

Dissemination of general ground transportation information to the public and transportation operators. Ensure the safe, convenient and efficient operation of services in terminal front, rental car and parking areas of the airport. Assists with contracting and monitors all commercial vehicle operations and permitting. This includes but is not limited to: taxis, limos, for-hire vehicles, TNCs and courtesy hotel or off-airport service providers. Collect applicable fees from ground transportation operators. Issue access media and program it for billing as needed. Process and maintain daily operation logs. Grant/monitor complimentary parking as authorized in Lee County Port Authority procedures. Reconcile operations logs and fees collected into the office for processing. Prepare documentation for monthly billing. Assist with the enforcement of Lee County Port Authority Rules and Regulations as they relate to ground transportation. Perform routine inspections throughout the landside area and portions of the terminal, as well as on taxi/limos/shuttle buses for safety and contract compliance. Inspections will include monitoring for safety conditions and hazards which are required to be entered into the software application which tracks this area.

Assist with contract management for the taxicab concession and any other ground transportation contract or agreement. Monitor commercial vehicle operations and parking areas, keeping reserved areas clear of unauthorized vehicles. Monitor the concession operated parking lots and parking shuttle bus service. Monitor rental car operations and activities while ensuring the facility meets all Lee County Port Authority standards. Maintain appropriate logs as they pertain to ground transportation or other landside activities. Keep ground transportation information booth clean and neat. Perform other related paperwork functions, assigned projects and inspections as required. Assist with other terminal customer service responsibilities including but not limited to: lost and found, international passenger kiosk, TSA line queuing, baggage handling system issues, IROPS, diversions, etc. Perform other duties as assigned.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS AND SAFETY DEPARTMENT**

GROUND TRANSPORTATION AGENT- I

GRADE: 8

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Ability to communicate effectively with the general public, maintaining tact and good judgment while promoting exceptional customer service. Ability to establish and maintain pleasant working relationships with the general public and employees at RSW. Ability to operate standard office equipment such as calculator, scanner, copy machine, facsimile machine, lamination machine, digital camera, telephone, personal computer, smart phone, and radio. Ability to operate a Segway personal transporter. In depth knowledge, understanding and familiarity with computer programs such as Microsoft Word, Microsoft Excel, and Google products such as email, Google Docs and Google Sheets. General understanding and familiarity with computer programs such as MS PowerPoint, MS Publisher, and MS Access. Ability to follow written and oral instructions.

Knowledge of basic math, business English, spelling, punctuation and ability to accurately conduct financial transactions. Ability to prepare routine documents and compose grammatically accurate business letters and memoranda. Ability to fully understand all of the airport rules and regulations pertaining to commercial ground transportation and airport parking, as well as department operating instructions, practices and procedures. Ability to explain established transportation rates, airport rules, regulations and routine information in a prompt and courteous manner to the public as well as to those persons or companies who may violate the procedures. Must display considerable poise, tact, patience and courtesy while dealing with the public. Ability to maintain composure during emergency situations and to convey information, sometimes under adverse conditions. Ability to research and present projects in a clear precise manner as may be assigned. Familiarity with aviation and ground transportation related terminology. Provide support to manager, senior manager and operations agents. Ability to maintain complex computerized records and prepare periodic reports from such records. Must be capable of maintaining and updating both the insurance records and the database of commercial transportation providers.

Training and Experience: High School graduation/GED and two years customer service or commercial transportation experience required. Working experience or knowledge of airport ground transportation operations is desirable. Bilingual desirable. Knowledgeable or willing to learn the local area, e.g. tourism/attractions, hotels, roadways, county services, etc. Possession of a valid Florida driver's license is required. Ability to pass the appropriate TSA security background check is required.

01/09, 03/11, 09/13, 10/13, 2/16, 01/17, 01/19, 04/19, 7/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS & SAFETY DEPARTMENT**

GROUND TRANSPORTATION AGENT II

**GRADE: 9
FLSA: NON-EXEMPT**

MAJOR FUNCTION

A ground transportation agent II assists the general public in locating desired methods of transportation while ensuring commercial transportation companies operate in accordance with established standards, rules, regulations and ordinances. Work is performed under moderate supervision with unusual situations referred to the landside manager or other designated representative. A ground transportation agent II must have basic clerical skills. The position requires good communication and organizational skills in order to provide effective support to the landside manager or other designated representative.

The position requires inside and outside work with extended periods of standing, sitting, and/or walking in all weather conditions. Employee may work a rotating and/or permanent shift. The duties require agent presence during all hours of flight arrival activity.

This position is a step up from the entry-level ground transportation agent I position, based on experience and training, to allow for individuals (if they so chose and qualify) to move along various career paths within the operations department or Lee County Port Authority (LCPA).

This position is responsible for the training of new ground transportation agent I as assigned. This position will also perform all roles and functions of a ground transportation agent I.

GENERAL POSITION DUTIES

Responsible for accurately completing work denoted within the various landside operations programs. Perform in depth inspections of the functional areas and adjacent areas. Ensure the proper operation of equipment and monitors the timely repair of any malfunctions. Respond appropriately to terminal outages, such as, but not limited to power outages. Knowledge of operations procedures and the ability to up-line notifications appropriately. Perform a day or night shift on their own while being able to act independently and make good decisions. Attend meetings and training as assigned by the manager and provides recommendation for the improvement of the team from the knowledge gained at these events. Review operations instructions, general orders and other procedures and provides suggestions for their improvement. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills:

Successful candidates should possess the following attributes and abilities:

- Demonstrate the skills and knowledge required of a ground transportation agent I at a high degree of accuracy;

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Abilities and Skills:

- Meet the knowledge, ability and skill requirements of a ground transportation agent II
- Demonstrate a high degree of customer service skills with both external and internal customers
- Multitask and deal with a variety of challenges
- Communication skills to include the ability to retain and relay information received under stressful conditions, respond to calls quickly and calmly, and make sound decisions under pressure
- Understand and carry out oral and written directions and establish and maintain effective relationships with fellow employees and those contacted in the course of work to promote a professional image of the department

Training and Experience:

- Must have been employed as a ground transportation agent I for at least eighteen consecutive months with the LCPA with good performance evaluations.
- Must have completed:
 - o ICS 100, ICS 200, ICS 700, and ICS 800
 - o Two or more Guest First modules
- Is able to perform landside and non-secure area terminal inspections and respond to terminal power outages
- Is knowledgeable of procedures and has the ability to make up-line notifications
- Satisfactorily performs a day or night shift on their own while being able to act independently and make good decisions
- Must have completed any other LCPA mandatory training

Schedule: Ability to work different shifts (weekends, nights, holidays, and relief shifts) 24/7 depending upon needs of the department and may be adjusted periodically; will be required to work rotating shifts; will be required to work weekends, nights, and/or holidays.

Ground transportation agents II work an 80 hour (ten hour shifts primarily but one schedule is eight hour shifts) bi-weekly work week. Schedules may be rotated. This position is subject to holdover or recall on a 24-hour basis for essential services and emergencies.

Longevity/Promotability – Complete eighteen months of service as a ground transportation agent I with the LCPA. Satisfactory performance evaluations. Recommendation from his/her supervisor and approval up the chain of command. Disciplinary action will be reviewed.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT**

HUMAN RESOURCES GENERALIST

**GRADE: 19
EXEMPT**

MAJOR FUNCTIONS

This is a professional position which supports the goals, objectives and policies of the Human Resources Department and Port Authority. The Generalist position requires broad-based experience and knowledge in every aspect of Human Resources to include payroll, HRIS, unemployment, worker's compensation, etc. Understands the legal application of federal and state laws regarding human resources. The position requires strong communication and organizational skills and requires independent judgment and the ability to work with all HR customers.

GENERAL POSITION DUTIES

Works in KRONOS and PDS, processes and runs payroll. Manages payroll historicals, balances and submits payroll. Runs related monthly reports and maintains the organizational charts.

Manages the administration of the LCPA employee worker's compensation program. Submits claims, manages employee medical care, follows up with employees regarding doctor visits and work restrictions. Coordinates closely with WC carrier regarding employee injuries, claims, and release for return to work status.

Maintains the departmental budget; audits monthly billing statements to ensure accuracy, processes purchase orders/requisitions, and related payments. Generates departmental invoices, processes Sun Trust statement and pays bills.

Manages the Tuition Reimbursement Program. Processes new applications, verifies managerial approvals, processes reimbursements when classes are completed after calculating proper amounts.

Responsible for managing unemployment. Completing claims information and serving as the company representative for unemployment hearings.

Responsible for working in the PDS/HRIS system for the Port Authority. Edits and runs Crystal Reports. Manages Excel spreadsheets for a variety of reasons including insurance billings, workers' compensation rates, PTO, etc.

Manages the partnership with Lee Convenient Care for worker's compensation injuries, pre-employment physicals, and drug testing.

HUMAN RESOURCES DEPARTMENT HUMAN RESOURCES GENERALIST

Page 2

Assists with NEOGOV job postings as necessary. Serves as a backup for all other staff (Benefits, Admin and HRIS) when needed. Assists with special events as necessary and performs all other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Ability to coordinate a multitude of projects while paying close attention to detail. Must have excellent oral and written communication skills. Must have hands-on experience with KRONOS Timekeeping System, Crystal reports, Google and Microsoft Office. Must be highly organized, detail oriented with the ability to communicate effectively both orally and in writing. Able to work with all types of people and at all levels. Ability to interpret and apply policies, regulations and procedures. Excellent verbal and written communication skills.

Training and Experience: High School Diploma or Equivalent required. Bachelor's degree in Human Resources is a plus, but not required. Three to five (3-5) years of experience, or any combination of education and experience which demonstrates ability to perform duties effectively. All-inclusive experience as a generalist is highly desirable. Membership in aviation and human resource professional organizations accompanied by SPHR, SHRM-SCP, or PHR, SHRM-CP certification is highly desirable. A valid Florida driver license is required.

ADA COMPLIANCE

Physical Ability: Light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to twenty pounds.

Sensory Requirements: The ability to perceive and differentiate visual cues or signals. Tasks require the ability to communicate orally and in writing.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT**

IT ASSET COORDINATOR

GRADE: 13

MAJOR FUNCTIONS

This is a responsible technical and clerical position involving maintenance and development of the IT asset management program, software license compliance, hardware/software procurement, first level support and triage of IT service requests/incidents. The employee coordinates work with other departments and plans his/her schedule through the supervision of the information technology service desk manager. Maintains and develops systems for tracking the Lee County Port Authority's hardware and software, as the IT asset coordinator.

GENERAL POSITION DUTIES

Coordinate the asset management activities of procurement, deployment, tracking, and disposal of hardware/ software through its useful life cycle. Administer the asset management database and repository.

Coordinate the disposal of all surplus IT asset(s).

Perform annual inventories and audits of hardware/software as scheduled or needed.

Audit asset configuration data, ensuring accurate configuration information. Review configuration information after changes for accuracy.

Manage software license lifecycle. Provides reports to the department director on software utilization and license compliance. Use asset management software to restrict use of software to licensed users.

Evaluate, assign and resolve incoming service requests and incidents. Troubleshoot computer related hardware and software problems. Provide first point of contact resolutions for problems and uses appropriate technical support as necessary.

Review purchasing requests from departments and provides quotes as needed, initiate informal and formal quotes by telephone and mail; and conducts research for various departments to obtain product information.

Perform other duties as assigned.

INFORMATION TECHNOLOGY DEPARTMENT

IT ASSET COORDINATOR

Page 2

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Frequently lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of operating characteristics, capabilities and limitations of personal computers. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Procurement and budget coordination experience. Considerable knowledge of user application software packages including Microsoft Office, Windows 7, VMware, JD Edwards, Google Apps Administration, MS Internet Explorer, MS Organizer, and Maximo IT Service Management software.

Training and Experience: High school degree / GED required; and associate's degree in computer science or related field preferred with a minimum one-year experience working with computers; or equivalent combination of training and experience may be considered. Experience should include software and hardware procurement, as well as, the ability to install and support personal computer hardware and software.

Licenses/Certificates: Possession of a valid Florida driver's license is required. ITIL Foundation certification highly desired.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT**

IT DESKTOP ENGINEER

GRADE: 18

MAJOR FUNCTION

This is a professional technical position involving all functions of the desktop platform necessary to deliver a best-in-class desktop environment through new innovations, sound designs and enterprise standards development. The incumbent balances work load between system support, new system analysis and related projects. The incumbent coordinates, plans and schedules work with vendors, as well as port authority divisions and departments. Work is performed under the general supervision of the IT Technical Systems Manager while exercising considerable independence with minimum daily contact with the manager. Supervises IT Support Specialists assigned to IT Technical Systems.

GENERAL POSITION DUTIES

Development and implementation of enterprise desktop designs, processes and solutions necessary to ensure a well-managed desktop platform.

Development and implementation of strategies associated with managing the desktop platform.

Development, documentation and periodic review of enterprise desktop standards for the operating system, desktop hardware and peripherals, enterprise print strategy, management tools, application packaging, desktop tool development, software distribution and core desktop applications. Ensure adherence to enterprise desktop standards through periodic reporting and compliance programs.

Develop and implement strategies needed to integrate acquisitions or remove divestitures from the desktop platform.

Development, maintenance and review of an enterprise desktop technology roadmap on a quarterly basis going out 3-5 years.

Analyze, identify and implement enhancements and/or solutions to improve the overall support of the desktop platform in a timely manner.

Assist and/or conduct feasibility engagements around new innovations and/or technologies to ensure that desktop strategies are incorporated early in the project/program management and/or software development lifecycle management process.

Act as a third level of support or subject matter expert as required in the incident management process.

INFORMATION TECHNOLOGY

IT DESKTOP ENGINEER

Page 2

GENERAL POSITION DUTIES (cont.)

Act as a platform owner or subject matter expert within the asset, change, configuration or provisioning management processes.

Provide technical guidance, leadership and mentorship to junior desktop services personnel.

Develop and work with management to implement training plans for desktop services personnel.

Develop course material and conduct training sessions on desktop processes, strategies, solutions and enhancements as needed.

Develop and present business cases and returns on investment as required.

Develop and present project plans, desktop budgets or charter/scope as required.

Provide 1st level / 2nd level support to end-users in troubleshooting and resolving of desktop PC/Server problems (hardware, software and application) and related peripherals printer, scanner, PDA etc).

Perform installation, setup, configuration, migration, upgrading and maintenance of desktop PC/virtual desktop, OS, software and related peripherals.

Provide technical support, troubleshooting and problem resolution on escalated issues.

Implement procedures for software and baseline image deployment.

Utilize software deployment tools such as Microsoft SCCM and Altiris to download, stage and deploy software updates.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of all functions of the desktop platform. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

**INFORMATION TECHNOLOGY
IT DESKTOP ENGINEER
Page 3**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: HS diploma/GED required; Bachelor's degree in computer science or related field with ten years experience preferred to include: five years experience technical leadership on the desktop platform and a SME or project leader on medium to large IT projects, ten years experience in Windows technologies and in engineering enterprise solutions for the desktop platform; or equivalent combination of training and experience.

Licenses/Certificates: Possession of a valid Florida driver's license is required.

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

08/12, 10/13, 02/15

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS**

LINE SERVICE AGENT

GRADE: 8

SUMMARY OF ESSENTIAL DUTIES, RESPONSIBILITIES & EXPECTATIONS

This is an entry level position with the expectation to progress to Line Service Technician. Essential duties, responsibilities and expectations include the following:

- Effectively communicates with pilots and flight crew prior to performing general aircraft servicing.
- Coordinates the use and application of ground support equipment, general facilities, and maintenance duties.
- Operates fuel truck & performs fueling of fixed and rotor wing aircraft according to industry specifications and to Lee County Port Authority fuel program and procedures.
- Checks and adds proper oil/fluids in accordance with the specification of the aircraft as requested by the customer.
- Checks and adjusts tire pressure, performs lavatory service, and operates ground power units as requested.
- Provide aircraft servicing and courtesy assistance to airport users in accordance with established standards and procedures
- Under supervision, performs and assists with towing of aircraft on the ramp to secure tie-down areas and ready ramp locations, and tows aircraft into and out of hangars using appropriate tug and tow bars for specific aircraft.
- Directs aircraft to proper parking areas and provides lead-in/lead-out marshaling assistance.
- Performs daily and monthly fuel truck, GSE and vehicle safety inspections. Ensures vehicles are in safe operating order and are running properly.
- Escorts various private and company personnel unfamiliar with the airport grounds as requested to ensure safety and security compliance.
- Assists with daily fuel farm inspections including performing pre-loading and quality control inspections. Performs accurate fuel quality control tasks and maintains error-free records.
- Conducts airfield material condition inspections and advises Shift Lead and/or Line Service Supervisor of all noted discrepancies. Responds to provide assistance with disabled aircraft on airfield and other airport emergencies as directed.
- Tops-off equipment fuel tanks and ensures ground service equipment is maintained, serviced and in safe operating condition.
- Remains current on recognizing General Aviation aircraft manufacturers' models and remains qualified on all aircraft ground handling procedures; reviews new and updated operational manuals for various aircraft to remain current on specifications and servicing requirements.
- Works cooperatively with Customer Service Representatives to ensure all crew requests such as ice, coffee, catering and newspapers are fulfilled.
- Greets flight crews, passengers and tenants in a friendly and welcoming manner.
- Displays a positive and professional attitude at all times while maintaining acceptable grooming standards and wearing the uniform with pride ensuring the highest level of safety, security and customer service is maintained at all times.

INCIDENTAL DUTIES

- Performs a variety of minor building maintenance upkeep tasks such as restroom cleaning, attendance to spills inside/outside the FBO, and other general cleanliness duties as needed.
- Assists maintenance staff with tasks such as mowing, string trimming, painting, or other similar tasks during non-seasonal times as staffing allows.
- Maintains currency on essential authority communications by monitoring email daily & responding as required.
- Position requires individual to work varying shifts including days, nights, weekends, holidays and “on-call” scheduling as necessary. Schedule restrictions may apply during seasonal timeframes.
- Position requires individual to effectively use his/her time while working as scheduled.
- Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED Receives direction from Shift Lead, Line Service Supervisor, Customer Service Supervisor, General Manager or other higher level supervisory or management personnel within the LCPA.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); related aviation or customer service experience preferred.

KNOWLEDGE & SKILLS REQUIRED FOR THE ROLE

- Basic knowledge of general aviation aircraft and different types of aviation fuel highly desirable.
- Must possess above average customer service skills and have the ability to effectively communicate with others at all times.
- Must be able to communicate clearly on a two-way radio.
- Must complete NATA Safety 1st online training modules within 30 days of hire.
- Must achieve NATA Safety 1st Certification within 10 months of hire.
- Must know airport layout & technical details within 120 days of hire.
- Must successfully complete the Page Field Movement Area Driver Course written and practical tests within 120 days of hire.
- Must successfully complete annual recurrent training examination with a score of 90 or higher.
- Must be able to safely operate a fire extinguisher, tow tugs and tow equipment, various hand tools, radios, ground power units, fuel pumping systems, fuel trucks and other vehicles.

LANGUAGE SKILLS

Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

DRIVERS LICENSE REQUIREMENTS:

- A current, valid Florida Drivers License with full privileges (not suspended or revoked).
- Must maintain a valid State of Florida driver's license or possess a valid out-of state driver's license and obtain the State of Florida drivers license within 30 days of employment
- A driving record that meets the Authority's driving standards.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to handle and resolve challenges involving unusual situations in a professional manner.

COMPUTER SKILLS

Must have basic working knowledge of personal computers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; talk or hear. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions including extreme heat; risk of electrical shock, flammables and vibration. The noise level in the work environment is usually very loud.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS**

LINE SERVICE TECHNICIAN

GRADE: 10

SUMMARY OF ESSENTIAL DUTIES, RESPONSIBILITIES & EXPECTATIONS

This is a foundational position with the expectation to progress to Line Service Specialist. Performs all essential duties and responsibilities of a Line Service Agent in addition to the following duties:

- Serves as a role model to employees demonstrating positive interpersonal skills.
- Evaluates, prepares and submits recommendations designed to improve safety, security & efficiency.
- Manages the daily ramp schedule and activities by planning ahead for aircraft parking, utilizing appropriate Base Operations procedures in absence of Line Service Specialist, Shift Lead, or Line Service Supervisor.
- Conducts aircraft towing, ensuring all aircraft are appropriately and safely moved on the ramp and into/out of hangars following Base Operations procedures.
- May perform tenant inspections for compliance with Page Field Minimum Standards and rules and regulations.
- May serve as Shift Lead, directing all work tasks, daily ramp schedule, and line service personnel in providing service to customers during a given shift and reporting directly to the Line Service Supervisor.
- Qualified to perform Base Operations morning opening and nightly closeout procedures and conduct all pre-closing/opening inspections.
- Assists the Line Service Specialist, Shift Lead and/or Line Service Supervisor in the training, development and orientation of new employees.
- May respond to disabled aircraft, aircraft alerts or airport emergency in accordance with established procedures.

INCIDENTAL DUTIES

- Performs a variety of minor building maintenance upkeep tasks such as restroom cleaning, attendance to spills inside the FBO, and other general cleanliness duties as needed.
- Position requires individual to work varying shifts including days, nights, weekends, holidays and “on-call” scheduling as necessary. Scheduling restrictions may apply during seasonal timeframes.
- Maintains currency on essential authority communications by monitoring email daily & responding as required.
- Position requires individual to effectively use his/her time while working as scheduled.
- Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED Receives direction from Shift Lead, Line Service Supervisor, Customer Service Supervisor, General Manager or other higher level supervisory or management personnel within LCPA.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and a minimum of one year of Line Service Agent experience. Eligibility for promotion to Line Service Technician requires the following:

- Must have been NATA Safety 1st certified for minimum of one year.
- One full year of consecutive service as a Line Service Agent without a safety or service incident.
- Maintaining an above average annual performance evaluation.
- Maintaining an exemplary attendance record.
- Must successfully complete Avfuel Line Service & Customer Service Training Program.
- Successful completion of written exam testing knowledge of Base Operations/Page Field policies & procedures with a score of 90 or higher.
- Successful completion of hands-on practical exam with pass/fail scoring.

KNOWLEDGE & SKILLS REQUIRED FOR THE ROLE

Must possess the knowledge & skills necessary as a Line Service Agent in addition to the following.

- Must have a full working knowledge of all operational aspects of line service.
- Must have a full working knowledge of Base Operations and Page Field safety and operational regulations as well as all Operations Instructions.
- Must successfully complete annual recurrent training examination with a score of 90 or higher.
- Must have excellent communication and customer service skills.

Failure to maintain position standards & qualifications may result in reclassification to previous job title and pay grade.

LANGUAGE SKILLS

Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

DRIVERS LICENSE REQUIREMENTS:

- A current, valid Florida Drivers License with full privileges (not suspended or revoked).
- Must maintain a valid State of Florida driver's license or possess a valid out-of state driver's license and obtain the State of Florida drivers license within 30 days of employment
- A driving record that meets the Authority's driving standards.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to logically resolve or seek resolution to problems involving several concrete variables in standardized situations. Ability to handle and resolve challenges involving unusual situations in a professional manner.

COMPUTER SKILLS

Must have basic working knowledge of personal computers. Must be able to create Microsoft Excel spreadsheets and craft Microsoft Word documents.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; talk or hear. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions including extreme heat; risk of electrical shock, flammables and vibration. The noise level in the work environment is usually very loud.

04/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS & SAFETY DEPARTMENT**

LOST AND FOUND AGENT

GRADE: 6-84

MAJOR FUNCTIONS

To assist the Lee County Port Authority in its efforts to return lost or abandoned property located on LCPA properties to the rightful owner of lost property. Ability to use specialized computer programs to record and maintain full accountability of all property turned in or recovered. Ability to communicate and deal effectively with the public, while maintaining tact, good judgment, and promoting exceptional customer service. Must possess and maintain the highest level of integrity. The lost and found specialist is responsible to the manager, terminal operations.

GENERAL POSITION DUTIES

Will be responsible for the recording, storage, and ultimate disposition of all lost or abandoned property located on Lee County Port Authority properties as required under Florida State Statutes. Will be responsible for all documentation, including, chain of custody documentation. Use all available information to identify ownership of the property, and contacting the owner. Arrange for shipping of property to the owner if necessary. Process all unclaimed property at the end of its hold period for donation, sale or use by the department. Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of general policies, practices, and procedures of the Port Authority or the ability to learn within a reasonable amount of time. Ability to establish and maintain a pleasant working relationship with the general public and employees at RSW and FMY. Daily work will involve general office type duties with some standing and response to various locations as required.

Training and Experience: High school graduation or GED required. Must pass a competency screening, drug screening, and background investigation. Upon employment, must possess and maintain a valid Florida driver's license.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

MAINTENANCE SUPERVISOR, AIRFIELD

GRADE: 19

MAJOR FUNCTION

This is a highly responsible supervisor position directing the overall maintenance and repair of airport lighting, mechanical and electrical systems, equipment and pavement, of a medium hub commercial airport. Work is performed under the direction of the airfield and grounds manager.

GENERAL POSITION DUTIES

Plans and coordinates the operation, maintenance, repair, cleaning, construction and renovation of airport electrical and mechanical equipment.

Makes periodic inspections and oversees the maintenance and repair of buildings, parking lots, parking garage, roadways, public infrastructure and other assigned areas.

Oversees and inspects the maintenance and repair of airfield lighting, navigational aids, pavement, painting and markings to ensure adherence to FAA Standards.

Determines the need, as well as, purchase necessary materials and supplies for maintenance, repair and operation of mechanical and electrical equipment.

Monitoring and coordination of the performance and compliance of outside contract services, including, periodic inspections and submission of written reports.

Supervises skilled personnel in the construction, remodeling, renovation or repair of airfield and public infrastructure, including pavement, electrical, sewer, and mechanical equipment and other systems.

Review of specifications, sketches and blueprints for new construction, remodeling or renovation activities proposed for the airport for compliance with all applicable codes and Port Authority standards.

Estimates time and materials for cost construction projects; assists airfield and grounds manager with planning of projects; assigns work and follows progress of work through completion; and budget preparation, purchasing, and personnel issues.

Controls purchasing and usage for all supplies and materials required in the performance of maintenance and repair projects.

Responsible for inventory control of airfield warehouses, tools, equipment and tracking labor hours.

May be required to work any shift and weekends and must be accessible by telephone 24 hours a day in the event of an emergency.

Responsible for ensuring employees meet Port Authority training goals and promoting education in related fields.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of materials and methods commonly used for airfield maintenance and infrastructure activities, particularly as related to airports. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to lay out and direct the work of a crew performing these activities. Ability to understand and carry out written and oral instructions. Ability to establish effective working relationship with employees and the public. Ability to prepare reports and keep records. Skill in the use of various tools and equipment and in the operation of landscaping tasks. Ability to climb a ladder and work at elevated heights; lift weights of up to 50 lbs., bend and operate necessary equipment. Ability to work in all weather climates. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Ability to perform administrative personnel functions such as discipline, performance appraisals, payroll, and leave, etc. Knowledge of personal computers, software packages such as Microsoft Office, Maximo Asset Management, or other software products. Ability to assume the duties of the airfield and grounds manager during periods of his or her absence.

Training and Experience: High school diploma/GED and three years experience in facilities and equipment operation. Minimum of one year experience in a supervisor or lead capacity. Knowledge of FAR 139 requirements.

Licenses and Certificates: Possession of a valid Florida commercial driver's license. Possession of a valid certificate of competency for Lee County or State of Florida, minimum journeyman in one of the major building maintenance trades, i.e., air conditioning, electrical, plumbing, etc., or an associate degree in a related field desirable. AAAE's ACE Airfield Lighting Maintenance certification is desired.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

MAINTENANCE SUPERVISOR, GROUNDS

GRADE: 19

MAJOR FUNCTION

This is highly responsible supervisor work in directing the overall maintenance and repair of landscaping operations of a medium hub commercial airport. Work is performed under the direction of the Airfield and Grounds Manager.

GENERAL POSITION DUTIES

Plans and coordinates the operation, maintenance, repair, cleaning, construction and renovation of airport.

Makes periodic inspections and oversees the repair and maintenance of irrigation systems, ponds, trees, plantings, fencing, and the general appearance of all airport grounds.

Determines the need for materials and supplies necessary for the proper maintenance, repair and operation of grounds and irrigation equipment and the purchase of same.

Monitoring and coordination of the performance and compliance of outside contract services, including periodic inspections and submitting written reports of same.

Supervises skilled personnel in the construction, relocation, renovation, or repair of irrigation systems, ponds, trees, fencing, and plantings, or other facilities, including structural, electrical and mechanical equipment and systems.

Review of specifications, sketches and blueprints for new construction, remodeling or renovation activities proposed for either airport for compliance with all codes and Port Authority standards.

Lays out and estimates time and materials for cost construction projects; assists Airfield and Grounds Manager with planning of projects; assigns work and follows progress of work through completion of same, budgets, purchasing, and personnel issues.

Controls and maintains shift purchasing for all supplies and materials required in the performance of maintenance projects.

Performs other related work as may be required or directed.

May be required to work any shift and weekends.

MAINTENANCE DEPARTMENT
MAINTENANCE SUPERVISOR, GROUNDS
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MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of materials and methods commonly used for facilities and in landscaping activities, particularly as related to airports. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to lay out and direct the work of a crew performing these activities. Ability to understand and carry out written and oral instructions. Ability to establish effective working relationship with employees and the public. Ability to prepare reports and keep records. Skill in the use of various tools and equipment and in the operation of landscaping tasks. Ability to climb a ladder and work at elevated heights; lift weights of up to 50 lbs., bend and operate necessary equipment. Ability to work in all weather climates. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Ability to perform administrative personnel functions such as discipline, performance appraisals, payroll, leave, etc. Ability to assume the duties of the Airfield and Grounds Manager during periods of his or her absence.

Training and Experience: High school diploma/GED and three years experience in facilities and grounds maintenance and equipment operation. Minimum of one year experience in supervisor or lead capacity.

Licenses and Certificates: Possession of a valid Florida commercial driver license. Possession of a valid certificate of competency for Lee County or State of Florida, minimum Journeyman in one of the major building maintenance trades, i.e., air conditioning, electrical, plumbing, etc., or an Associate Degree in a related field desirable.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION MAINTENANCE
DEPARTMENT**

SUPERVISOR, MAINTENCE RESOURCES

**GRADE: 19
NON-EXEMPT**

MAJOR FUNCTIONS

This highly responsible supervisory position directs the maintenance and repair of all vehicles and equipment assigned to the departments at Southwest Florida International Airport. This position will plan, prioritize, assign, supervise, review and participate in the daily operation of the vehicle maintenance facility; and work with the CMMS Supervisor on a preventative maintenance program to ensure compliance with manufacturers specifications. Work is performed independently under general direction of the resources manager.

GENERAL POSITION DUTIES

- Supervise, prioritize and schedules duties of assigned personnel
- Organize, implement and direct vehicle maintenance operations and activities
- Maintain records in Computerized Maintenance Management System (CMMS)
- Initiate requisitions of parts for the repair of vehicles and equipment
- Implement and monitor safety practices and schedules recurring safety training
- Conduct in-service training programs for employees with equipment suppliers
- Prepare written evaluations for all vehicle maintenance staff
- Review all completed work orders
- Inspect and performs test drive of equipment and vehicles
- Provide technical assistance to mechanics
- Diagnose and participate in the repair of equipment when necessary
- Coordinate preventative and corrective maintenance work with other departments routinely
- Order parts, supplies and tools and provide cost estimates to the resources manager
- Monitor and coordinate the performance and compliance of vendors and contracted services
- Perform other related work as required or directed

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Knowledge of materials and methods commonly used in the repair and servicing of vehicles maintenance equipment. Knowledge of the occupational hazards and standards. Ability to designate and direct the work of a vehicle maintenance staff. Ability to understand and carry out written and oral instructions. Ability to prepare accurate records and submit oral and written reports. Ability to establish effective working relationships with employees and the public. Skilled in the use of various tools and equipment. Ability to climb a ladder and work at elevated heights, bend, lift weights of up to 50 lbs. and operate necessary equipment. Ability to work in all-weather climates. Ability to communicate freely using two-way radios in very noisy environments.

**MAINTENANCE DEPARTMENT
SUPERVISOR, MAINTENANCE RESOURCES**

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MINIMUM QUALIFICATIONS (cont.)

Ability to perform administrative personnel functions such as discipline, performance appraisals, and leave request scheduling, etc. Knowledge of personal computers, software packages such as Microsoft Office, CMMS program or other software products.

Training and Experience: High school diploma/GED and four years experience in the repair and maintenance of light and heavy automotive and power driven equipment required; and a minimum of three years experience in a supervisory or lead capacity preferred; an equivalent combination of training and experience may be considered.

Licenses and Certificates: Possession of a valid Florida driver's license.

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**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

MAINTENANCE SUPERVISOR, TERMINAL

GRADE: 19

MAJOR FUNCTION

This is highly responsible supervisory position tasked with directing the overall maintenance and repair of the airport terminal building, new ARFF Facility, rental car building and adjacent facilities. Supervises skilled personnel in the construction, remodeling, renovation, and/or repair of buildings, offices or other facilities, including structural, electrical and mechanical equipment and systems throughout the facilities. Ensures the effective use of the Computerized Maintenance Management System (CMMS), MAXIMO, by his/her shifts and assists the terminal manager with the oversight of the terminal storerooms and inventory policies and procedures.

GENERAL POSITION DUTIES

Plans and coordinates the operation, maintenance, repair, cleaning, construction and renovation of airport buildings and equipment on assigned shift.

Makes periodic inspections and oversees the repair of duct work, fans, motors, filters, pumps, air handling equipment, fire alarm systems, electric doors, security doors, centrifugal and reciprocating air conditioning systems, escalators, elevators, baggage belts, building lighting, and general appearance of all airport facilities.

Monitoring and coordination of the performance and compliance of outside contract services, including periodic inspections and submitting written reports of same.

Reviews specifications, sketches and blueprints for new construction, remodeling or renovation activities proposed for the airport for compliance with all applicable building and construction codes and Port Authority standards. Controls and maintains shift purchasing for all supplies and materials required in the performance of maintenance projects.

Ability to perform administrative personnel tasks such as discipline, performance appraisals, payroll, leave, etc. Ability to assume the duties of the terminal manager during periods of his or her absence.

Determines the need for materials and supplies necessary for the proper maintenance, repair and operation of mechanical and electrical equipment and the purchase of same. Controls and maintains shift purchasing for all supplies and materials required in the performance of maintenance projects.

Supervises skilled personnel in the construction, remodeling, renovation, or repair of buildings, offices or other facilities, including structural, electrical and mechanical equipment and systems.

MAINTENANCE DEPARTMENT
MAINTENANCE SUPERVISOR, TERMINAL
Page 2

GENERAL POSITION DUTIES (Cont.)

Lays out and estimates time and materials for cost construction projects; assists Terminal Manager with planning of projects; assigns work and follows progress of work through completion of same, budget, purchasing, and personnel issues.

Performs other related work as may be required or directed.

May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of materials and methods commonly used for facility maintenance activities, particularly as related to airports. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to lay out and direct the work of a crew performing these activities. Ability to understand and carry out written and oral instructions. Ability to establish effective working relationship with employees and the public. Ability to prepare reports and keep records. Ability to climb a ladder and work at elevated heights; lift weights of up to 50 lbs., bend and operate necessary equipment. Ability to work in all weather climates. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Ability to perform administrative personnel tasks such as discipline, performance appraisals, payroll, leave, etc.

Training and Experience: High school diploma/GED and three years experience in facilities maintenance and equipment operation. Minimum of one year experience in a lead or supervisory capacity.

Licenses and Certificates: Possession of a valid Florida commercial driver's license. Possession of a valid certificate of competency for Lee County or State of Florida, minimum journeyman in one of the major building maintenance trades, i.e., air conditioning, electrical, plumbing, etc., or an Associate Degree in a related field desirable.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
TERMINAL MAINTENANCE DEPARTMENT**

MAINTENANCE SYSTEMS SUPERVISOR

Grade: 19

MAJOR FUNCTION

The maintenance systems supervisor is responsible for supporting the maintenance and upkeep of the airport's electronic, computerized and automated equipment. This position involves supervising a crew of technicians, developing preventative maintenance procedures, coordinating contracted services when needed, developing and scheduling related training programs, determining parts inventory supplies and project planning.

GENERAL POSITION DUTIES

Oversees the overall maintenance and repair of the airport's electronic, computerized and automated systems, which include: security access control, CCTV, public announcement system, plc's, vfd's, 400 Hz ground power units, building UPS units, exit sentry systems, TSA duress systems, gate controllers and fire alarm systems.

Develops and implements training programs relative to the overall improvement of the terminal maintenance department. Plans/develops preventative maintenance programs and work procedures for each type of repair category. Determine and purchase components needed for inventory supplies; plans projects, reviews specifications, scope of work and manpower requirements for work assignments.

Assists the terminal maintenance manager with the development of the annual operating and capital budgets. Provides technical assistance to other LCPA departments when called upon. Maintains accurate records of work orders, purchase requests, spreadsheets, equipment repair logs and equipment asset logs.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Must have extensive knowledge in the laser, digital, analog, communications, network analysis, and semiconductor sectors of electronics. Knowledge in the standard practices of electronic circuit analysis and repair down to the component level. Must be able to interpret schematic diagrams and perform complex circuit analysis and modification. Must be skilled in the use of various related test equipment. Must be skilled in the use of programming utilities involving automated equipment.

**MAINTENANCE DEPARTMENT
SYSTEMS SUPERVISOR**

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MINIMUM QUALIFICATIONS (cont.)

Training and Experience: High school diploma/GED required; graduation from an accredited four year college or university with a degree in electrical systems, computer science electronics or electrical engineering preferred and a minimum of 10 years experience in the industrial electronics industry plus a minimum of 5 years experience in supervising a crew of repair technicians in an airport environment or large facility; or an equivalent combination of education and experience.

Licenses and Certificates: Possession of a valid Florida driver's license.

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**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

MAINTENANCE WORKER, GROUNDS

GRADE: 7

MAJOR FUNCTION

This work involves various landscaping, grounds and irrigation tasks. Employee performs labor tasks requiring the use of tools/equipment and the operation of vehicles and trailers. Essential tasks include: pulling weeds, mulching, pruning, plant installation, edging, mowing, litter and debris pickup, pesticide/fertilization application in a safe and professional manner and assisting in the maintenance and repair of various irrigation systems. Work assignments are generally received daily and work is reviewed during performance or upon completion depending upon the nature of duties being performed.

Employee is required to assist in work zone set-up and operate a pickup truck and trailer. Perform related work as required including duties of the laborer classification; may be assigned to operate equipment on an occasional or temporary basis.

GENERAL POSITION DUTIES

To perform this job successfully, an individual must be able to perform each of the following essential duties and responsibilities satisfactorily. Other duties may be assigned.

- Perform duties such as: weed, mulch, plant, prune, litter and debris pick up.
- Operate hand and power tools.
- Operate light duty truck with a trailer.
- Maintain equipment in safe, clean, and proper working condition.
- Operate riding mower.
- Assist in the maintenance and repair of irrigation systems.
- Perform related duties as assigned.
- May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: The items listed below are representative of the knowledge, skills, and/or abilities that may be used to perform the essential job functions.

MAINTENANCE DEPARTMENT
MAINTENANCE WORKER, GROUNDS
Page 2

Knowledge, Abilities and Skills (cont.):

- Ability to operate gas powered trimmers, edger, blower, riding mower and other related equipment.
- Ability to set up work zone under direction of team leader.
- Ability to read, write and follow instructions in the English language.
- Skilled in the operation of light trucks while pulling a trailer.
- Ability to interact with the public in a professional manner.
- Skilled in the operation of tools and equipment and handling materials of the pesticide applicator, landscape, and irrigation trade.
- Proficient in two-way radio communications and knowledgeable of regulations and procedure as related to airport operations sometimes in very noisy environments.
- Ability to work outdoors in all kinds of weather.
- Able to stand, walk, bend, crawl, sit and work overhead for various times throughout the day.
- Ability to climb a ladder and work at elevated heights, bend and operate airport equipment.
- Must be able to pick up, push, pull or move a 50-pound object. That object may consist of tools, equipment or materials used in day-to-day Grounds activities.
- Must have 20/40 correctable vision in both eyes.
- Communications skills using the spoken word.
- Able to work flexible hours under emergency situations.
- Able to effectively communicate with other team members.
- Overtime work as needed in emergency situations.

Training and Experience: High school diploma/GED required; one year experience in landscape maintenance and/or irrigation maintenance preferred; or an equivalent combination of training and experience.

Licenses and Certificates: Possession of valid Florida driver license required.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
AIR SERVICE DEVELOPMENT DEPARTMENT**

MANAGER, AIR SERVICE DEVELOPMENT

Grade 23

MAJOR FUNCTIONS

Responsible for the development and implementation of marketing activities, tactics and activities related to the continued development of international and domestic passenger growth and cargo air service at Southwest Florida International Airport. Work is performed under the supervision of the Director of Marketing; position requires initiative, independent judgment, discretion and supervisory ability. Performs related work as required.

GENERAL POSITION DUTIES

Passenger Development: Identifies opportunities for new and or expand existing domestic and international passenger service; analyzes industry trends to target charter and scheduled carriers with potential to profit from new or increased service to deficient markets; establishes and maintains relationships with appropriate airline personnel and tour operators; develops and implements sales and promotion strategies to influence route and service frequency decisions; develops marketing partnerships with regional tourism entities.

Cargo Development: Analyzes regional and state economic trends to determine current and future needs for air cargo service; establishes relationships with regional and state businesses positioned to impact cargo growth. Markets the airport's air cargo facilities and land to trade delegations, businesses and potential new air cargo carriers.

Industry Liaison: Participates in activities required to develop and maintain relationships with industry partners as directed by department director. Includes, but is not limited to: membership in various industry organizations; attendance at designated meetings and industry-sponsored events; coordination of and participation in related programs such as trade shows or sponsorship activities. Coordinates and maintains updated list of industry contacts with administrative coordinator.

Administration: Supervises administrative coordinator to ensure completion of assigned purchasing, invoicing and payment activities in compliance with Port Authority policies and procedures; maintains budget responsibilities for individual projects as assigned by department director; represents the department on various internal and external committees as assigned by the department director; conducts research, compiles information, designs and produces a variety of complex internal reports and works with administrative coordinator on design and production as directed by department director; initiates and maintains relationships and contacts with tenants and other Port Authority staff as required;

**AIR SERVICE DEVELOPMENT DEPARTMENT
MANAGER, AIR SERVICE DEVELOPMENT
Page 2**

GENERAL POSITION DUTIES CONTINUED:

establishes appropriate working relationships and lines of communication with all aviation marketing personnel keeps department director informed on all activities especially those that may affect work priorities and working relationships with department consultants and other Port Authority departments; provides budgetary and financial input as required by department director; may recommend revisions in administrative procedures within the Marketing Department; drafts correspondence for review and signature; maintains inventories on promotional items and publications, recommends and processes reorders upon approval of the department director.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Entry level knowledge of and familiarity with promotion theory and practice and its application to the travel, tourism or aviation industries; entry level knowledge of history and development of domestic and international air service; organizational skills; willingness to travel and the ability to adapt to multi-cultural social and business environments; ability to make decisions as well as think and work independently; good public contact skills; ability to communicate effectively in both verbal and written form; ability to speak, read or write vernacular German a plus; experienced in the operation of a personal computer and related equipment; adept in the use of Microsoft Windows 95 and beyond; extensive knowledge of all Microsoft Office applications – Outlook, Word, Excel, PowerPoint and Access – as well as WinFax Pro; familiarity with the Internet and various search engines required for the research and downloading of information; ability to operate a scanner and a 35mm and digital camera. Position requires significant physical activity including but not limited to: standing, walking, bending, stooping and lifting; requires the ability to work outside for significant periods of time as well as the ability to adjust to various climates and adapt to a variety of working environments.

Training and Experience: Graduation from an accredited four-year college or university with a degree in Marketing, Business Administration, Aviation Management or a related field, and at least one year of work experience or two years of internship in a travel, tourism, airline or airport environment; or, an equivalent combination of education, training and experience. Valid Florida driver license and passport required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

MANAGER, AIRFIELD/GROUNDS MAINTENANCE

GRADE: 24

MAJOR FUNCTION

This is a highly responsible supervisory position directing the daily activities, operation, maintenance and repair of all irrigation, airfield lighting, exterior signage, roadways, parking lots, taxiways, runways at a medium hub air carrier airport. Responsible for the supervision of all airfield and grounds operations to include personnel. Ensures payment packages are prepared correctly and in a timely manner. Establishes and maintains procedures for ordering, receiving, supplies and materials purchased for the proper maintenance of all airfield and grounds at SWFIA. Responsibilities also include managing the airfield and grounds budget to ensure purchasing procedures are followed and funds are available in the appropriate account strings. Monitors all departmental outsource contracts for compliance. Work is performed independently under general direction of the Department Director, Maintenance.

GENERAL POSITION DUTIES

Manages skilled personnel in the maintenance, repair and operation of all airport airfield and grounds equipment, materials. Manages airfield and grounds personnel. Ordering, receiving of all parts, materials, and equipment to maintain Southwest Florida International Airport.

Ensures that personnel in the division are trained in and follow all established safety and proper maintenance techniques while maintaining the airfield and grounds.

Ensures all maintenance on the airfield is within FAR Part 139 compliance.

Understands and adheres to all operational policies established by the Federal Aviation Administration and Lee County Port Authority. May be required to work any shift and weekends.

MAINTENANCE DEPARTMENT
MANAGER, AIRFIELD/GROUNDS MAINTENANCE
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Thorough knowledge of principles and skills involved in the management of airfield and grounds not limited to familiarity of FAR Part 139 requirements, safety requirements, and security requirements.

Knowledge of budgeting, purchasing and procurement procedures, payment procedures, computer applications and work order process. Ability to keep accurate work records and to establish new preventative maintenance programs for all types of vehicles and equipment. Ability to create oral and written reports.

Ability to establish specifications for new equipment, systems and contract services that may be required in the performance of all maintenance responsibilities. Ability and willingness to assume responsibility and work unusual hours; i.e. evenings, weekends and holidays. Ability to communicate freely using two way radios, sometimes in very noisy environments.

Training and Experience: High school diploma/GED required. Seven years of experience in building trades, general maintenance, electrical, machinery operation and general construction. Experience in maintenance management. Minimum five years of experience in a supervisory capacity.

Licenses and Certificates: Possession of a valid Florida driver's license. AAE accreditation desirable.

09/04, 03/11, 10/13, 9/19

**Lee County Port Authority
Aviation Division
Aviation Security & Technology Department**

Manager, Airport Security Compliance

GRADE: 24

MAJOR FUNCTIONS

As a leader within the Aviation Security & Technology Department (AS&T), manages the processes, programs, procedures, and personnel of both the Airport Communications Center (AirComm) and the Access Control Office. Maintains close coordination and oversight of department objectives with subordinate staff to ensure the airport's security posture and the Authority's regulatory compliance is maintained. Serves as an Alternate Airport Security Coordinator and assists the Department Director with managing and communicating security objectives with internal and external stakeholders. Direct reports include the AirComm Supervisors and the Credentialing Supervisor.

GENERAL POSITION DUTIES

Reviews and recommends updates/revisions to the Airport Security Program (ASP) to the Airport Security Coordinator. Works closely with LCPA, airlines and airport tenants to ensure full compliance with the ASP and actively promotes the airport's security awareness culture.

Supervises and mentors subordinate staff to ensure optimum performance is sustained within the department. Ensures all administrative duties and functions within Aircomm and the Access Control Office are current and adhered to. In consultation with staff and the department director, seeks and develops improvements to administrative duties and functions. Works closely with internal and external stakeholders to ensure the department's continuity of operations is optimized and operational efficiencies are sustained.

Reviews security trends and recommends strategies designed to strengthen the effectiveness of the security compliance program. Participates in security violation hearings and recommends appropriate corrective action for those who fail to maintain minimum security standards.

Ensures all Operating Instructions and functional guidelines relative to AirComm and the ID Office are up-to-date and properly adhered to.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Working knowledge of 49 CFR Part 1542; Airport Access Control Systems; CCTV Systems; Designated Aviation Channeling Services; ID Management Systems; Computer Automated Dispatch Systems; Radio Communications systems; and various other communications and event management platforms. Ability to communicate effectively

Revised 07/19

**Lee County Port Authority
Aviation Division
Aviation Security & Technology Department**

Manager, Airport Security Compliance

GRADE: 24

with all levels of LCPA staff, airlines, airport tenants, and the public. Ability to formulate plans, schedules, and direction for subordinates. Ability to sustain mental agility through effective retention and recollection of information; sound decision making; and rational reaction and response. Ability to work independently and to be objective. Extensive knowledge of airport operational systems and processes.

Training and experience: Bachelor's degree from an accredited university with a degree in Homeland Security, Aviation Management, Public Administration, or Criminal Justice, and five years progressively responsible experience in airport/aviation security desired. Experience may substitute for education on a two year experience for every one year of college level education. Airport Security Coordinator training or ability to complete training required within three months of appointment. Must possess and maintain a valid Florida driver's license. Must successfully pass background investigation and drug screening. Must be able to fulfill all requirements to acquire and maintain unescorted access into all regulated areas of the airport. CJIS certification, or the ability to obtain CJIS certification within six months required. Professional accreditation or certification through AAAE, ACI-NA, or ASIS is preferred.

07/19

Revised 07/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS DEPARTMENT**

MANAGER, AIRSIDE OPERATIONS

GRADE: 23

MAJOR FUNCTION

This is professional work in coordinating the activities associated with Airside Operations to ensure safe and efficient operation of vehicles, aircraft and associated equipment, construction, and coordination of all activities relating to aviation. This position manages the Lee County Port Authority's FAR Part 139 Certification Program to ensure compliance with Federal standards. This manager is the immediate supervisor of Lee County Port Authority duty agents. In addition to the duties illustrated below, this position is responsible for developing Operations budget, ensure programs are current in relation to industry standards, completes special projects as required, and ensure effective management and operations' program control elements.

GENERAL POSITION DUTIES

Coordinate activities to ensure compliance with Airports Rules and Regulations, Operations Instructions, and the Airport Certification Manual. Develop and implement procedures to enhance efficient aircraft flow and placement on the terminal apron, coordinate activities for operation of the Flight Information Display System gate management program including timely distribution of an accurate Flight Schedule. Develop, maintain, and administer the employee endorsement programs of passenger loading bridge, AOA driving, pushback, baggage handling.

Works as support to other Port Authority departments and outside agencies on hazardous wildlife and noise abatement issues.

Shift and weekend work required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the operations of an air carrier airport. Have knowledge of the laws, rules and regulations, with the ability to effectively apply them to the Airport's operation. Must be able to plan, assign and review the work of the Airports Operations staff. Have the capacity to establish and maintain effective working relationships with various levels of management, officials, as well as the general public. Capable of working without supervision with the ability to make independent judgments and establish workable policies. Ability to maintain records and prepare reports. Ability to plan and coordinate diverse activities. Ability to clearly communicate ideas, both verbally and in writing.

**OPERATIONS DEPARTMENT
MANAGER, AIRSIDE OPERATIONS
Page 2**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from an accredited four-year college or university with a degree in Aviation Management, Business Administration or related field, and ten years experience. Must have experience using two-way radio, personal computer with knowledge of Microsoft Office products and Google. Knowledge in CAD is desirable. Possession of a valid Florida driver license is required. Private pilot license, AAAE CM or ACE is also desirable. Lifting, standing, climbing stairs, walking long distances required

05/07, 03/11, 10/13, 04/14, 01/16

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

MANAGER, BUDGET

GRADE: 24

MAJOR FUNCTIONS

An employee in this class prepares the annual budget document and procedures, monitors the annual budgeted expenses and revenues through out the year, analyzes financial and statistical data in relationship to the budget, manages the monthly distribution of the airport statistical and concession reports and assists with the reconciliation of year end financial statements. This includes the preparation of budget narratives and presentations for the airlines and to the Board of Port Commissioners. Work is performed under the general direction of the Finance Director.

GENERAL POSITION DUTIES

Prepares the budgetary document and procedures, in order to interpret financial data presented, and then, determine the amount of funding for a particular department and the organization as a whole. Analyzes the impact of current and anticipated revenue in relation to budgetary policy and fiscal plans; assist in financial management analysis of on-going functions within departments; reviews and analyzes financial data and budget preparation of assigned departments.

Manages the distribution of the monthly airline statistical reports and the airport concessionaire gross sales report. This includes analyzing the data submitted for accuracy, and writing a narrative of the monthly activity.

Manages in restructuring budgetary activities in accordance with new or revised directives; writes concise and brief narratives concerning department or divisional organizational structure, scope of activities, and budgetary impact; may work independently or supervise subordinates as assigned; attends meetings, workshops and seminars as authorized or directed. Does related work as required.

Work involves management of Port Authority budgetary programs. The position is responsible for assisting Finance Director in the development of measurable objectives in the delivery of service and determining the proper resource allocation in budgetary terms to achieve these objectives. This includes recommendations on the Rates and Fees charged to the airlines. Reviews budget submissions, audits performance data and oral analyses and recommendations regarding the budget submissions. Evaluates and analyzes periodic reports of performance data and budget status, preparing and presenting analyses and recommendations. Performs studies as assigned regarding programs, management systems, staffing and related matters. Works within established policies, procedures and guidelines; however, performs with considerable independence requiring sound judgment and initiative.

**FINANCE DEPARTMENT
MANAGER, BUDGET**

Page 2

GENERAL POSITION DUTIES (cont.)

Reviews and refines program objectives prepared by Department Directors and Division Heads to assure that they are meaningful and are measurable. Reviews reasonableness and validity of underlying assumptions used in estimating and projecting future performance reports. Monitors compliance with budgeted expenditures and revenues in relation to budget projections.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of accounting and budgetary principles, practices and procedures; current techniques of budgetary concepts applicable to governmental agencies; organization theory. Principles and practices of budget preparation and administration. Ability to analyze financial transactions and prepare statistical and narrative reports; interpret budgetary format incorporating new legislation with the financial impact on budgets; supervise the work of subordinates if required; maintain effective working relationships with department heads and elected officials; communicate effectively, both orally and in writing.

Facility in applying statistics and mathematics. Ability to isolate and analyze significant trends and practices from detailed records and factual materials. Ability to perform comparative analysis of fiscal and operational performance data. Ability to work effectively with others requires judgment, diplomacy, tact, and firmness. Skill in ascertaining and verifying pertinent facts from personal contact. Observation and examination of records and data. Ability to interpret and apply laws, rules and practices affecting the administration and preparation of budgets. Knowledge of principles and practices of budget preparation and administration.

Training and Experience: Bachelor's degree from an accredited four year college or university and three years experience in accounting, auditing, or progressively responsible budget development and research, one year of which must have involved development of budgetary procedures in a governmental agency; or an equivalent combination of training and experience. Possession of a valid Florida driver license is required.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
COMMUNICATIONS & MARKETING**

MANAGER, COMMUNICATIONS

GRADE: 23

MAJOR FUNCTIONS

Responsible for developing and implementing general and specific programs designed to keep the public and special interest groups informed of all activities conducted or proposed by the Lee County Port Authority. Work is performed under the supervision of the Director of Public Affairs; position requires independent judgment, discretion, initiative and supervisory ability. Performs related work as required.

GENERAL POSITION DUTIES

Media Relations: Develops, implements and evaluates the regular dissemination of public information via media outlets within the air trade area; establishes and maintains effective relationships with area media representatives; functions as the initial media contact and screens and evaluates media enquiries; provides responses and reviews with or refers to director as appropriate; directs activities required to respond to media inquiries; functions as primary media spokesperson in the absence of the department director; ensures department representation and input in disaster planning activities; assists department director in coordinating media response to airport emergencies; in the absence of the director, this position is on 24-hour call for airport emergencies and media inquiries.

Publicity: Identifies publicity opportunities and develops recommendations for communications and promotions programs targeted to consumer and trade audiences at the local, state, national and international level; establishes and maintains effective relationships with local, national and international trade and industry contacts.

Community Relations: Plans and produces VIP tours/escorts and special programs; provides airport presentations to community groups as requested by department director; develops information programs and procedures to respond to inquiries, complaints and information requests from community organizations, members of the public, representatives from various tourism agencies, commerce organizations as well as local, regional and state governmental agencies; supports the needs of representatives from these entities regarding special needs utilizing airport facilities.

Employee Relations: Identifies and provides recommendations for communications programs to meet employee information needs.

**COMMUNICATIONS & MARKETING
MANAGER, COMMUNICATIONS
Page 2**

GENERAL POSITION DUTIES (cont.)

Special Events: Develops and produces special events and promotional activities required to support the Port Authority's public affairs, public information, community relations and promotional activities, both local and non-local activities including but not limited to: trade shows, press receptions, fam trips and tours; participates and attends as required; provides assistance in planning and implementation to other departments and tenant representatives as needed to support their special event needs; solicits support from and provides assistance to industry partners in planning and developing cooperative events and activities.

Communications: Develops and produces integrated communications programs to support public affairs, promotional and public information efforts; identifies target markets, develops appropriate and consistent message objectives and determines appropriate communications vehicles and strategies; supports and assists other LCPA departments with development and production of communications programs.

Web Site: Directs and supervises the development, improvement and maintenance of the RSW and FMY web sites.

Industry Liaison: Develops and maintains relationships with appropriate representatives of domestic and international airlines and airports, representatives of travel and tourism industries as well as business and economic development entities and appropriate local, state and national governmental representatives; maintains updated contact information on all industry and governmental contacts; represents the department director on committees and at local, regional, national and international industry functions as required.

Administration: Supervises activities of public affairs staff as well as outside agencies and consultants as appropriate; manages required purchasing, personnel and related administrative activities in compliance with Port Authority policies and procedures; develops and implements improvements in such activities; writes proposals and bid specifications as needed; assists with the selection, direction and evaluation of consultants as assigned; selects, directs and evaluates the work of suppliers and vendors required to support public affairs and communications efforts; maintains budget responsibility for public affairs programs and activities; represents the department of public affairs on various internal and external committees; initiates and maintains relationships and contacts with tenants and other Port Authority staff as required; keeps aviation personnel informed on public affairs activities, especially those that may affect work priorities; confers with and advises the department director on all aspects of public affairs activities.

**COMMUNICATIONS & MARKETING
MANAGER, COMMUNICATIONS
Page 3**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of public affairs and communications theory and practice and its application to the travel, tourism or aviation industries; knowledge of the history and development of commercial aviation as well as an understanding of current industry trends; above average organizational skills; willingness to travel and the ability to adapt to multi-cultural social and business environments; exceptional decision-making skills and a high degree of independent thinking; skilled in public contact and oral presentations as well as verbal and written communications; experienced in the operation of a personal computer and related equipment; adept in the use of Microsoft Windows 95 and beyond; extensive knowledge of all Microsoft Office applications – Outlook, Word, Excel, PowerPoint and Access. Familiarity with the Internet and various search engines required for the research and downloading of information. Position requires significant physical activity including but not limited to: standing, walking, bending, stooping and lifting; requires ability to work outside for extended periods of time as well as the ability to adjust to various climates and adapt to a variety of working environments.

Training and Experience: Graduation from an accredited four-year college or university with a degree in Public Relations, Communications or a related field; a minimum of five years of increasingly responsible public affairs supervisory experience in a travel, tourism, airline or airport environment; or, an equivalent combination of training and experience; graduate study or professional accreditation beneficial; valid Florida driver's license and current passport required.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT
MANAGER, CONTRACTS**

MANAGER, CONTRACTS

Grade: 24

MAJOR FUNCTION

This is a professional position assisting with preparing, coordinating, monitoring, administering, and managing various types of contracts and purchase orders for the Port Authority's division of development. These contracts and purchase orders support the work of the engineering/construction/planning and environmental compliance/governmental affairs & grants, and development services departments. Duties include developing and maintaining modern and time efficient procedures for preparing and coordinating the review and approval of contract documents. Duties are performed independently under the general direction of the director of the development services department, with whom the employee confers on matters affecting Port Authority policy. Provide general support services to the division director and the deputy executive director of development.

GENERAL POSITION DUTIES

Administration of various professional services agreements, purchase orders, construction-related contracts and other contracts. Assist with the development, review, preparation, execution, award and administration of professional agreements, construction-related contracts and other contracts. Prepare and coordinate contract changes and prepare financial documents for issuance of payment. Provide assistance and administrative support services to Port Authority departments to ensure that the conditions, provisions and terms established for construction contracts and professional service contracts adequately address, cover and protect the Port Authority's contractual interest. Efforts involve extensive coordination requiring effective communication skills with purchasing, risk management, minority business development and finance departments, as well as outside local, state, and federal agencies. Ensure that all contracts are developed, awarded and administered in accordance with applicable Port Authority ordinances and policies and applicable laws and requirements of federal and state governmental agencies as well as professional procurement standards. Assist in developing, implementing and monitoring procedures, practices, policies, systems and programs necessary to control the efficient, effective and timely administration of all documents, records and activities involved in the administration of the Port Authority's development division's contract documents. Coordinates and prepares scopes of work, task authorizations and contract amendments to ensure proper contract management against authorized costs and approvals. Collect and maintain reports, correspondence, records and documents related to the administration of construction documents. Coordinates approval of contract changes with governmental affairs staff to obtain required agency approvals and leads coordination efforts to arrange and document regularly scheduled meetings to obtain execution of such contract changes.

**DEVELOPMENT SERVICES DEPARTMENT
MANAGER, CONTRACTS
Page 2**

GENERAL POSITION DUTIES (cont.)

Responsible for the distribution and archiving of the development division's electronic and paper contract documentation. Job duties may include converting hard copies to electronic copies, setting up document management procedures, filing, performing audits, updating and archiving documents, meeting with vendors and troubleshooting documentation issues. Work with development staff to prepare documents for solicitations including request for bids, request for quotes, requests for letters of qualifications and other solicitations. Coordinate with development staff and purchasing department to prepare schedules for meetings associated with solicitations. Assist the division director in scheduling contracts and contract amendments for approval as agenda items for the regularly scheduled airports special management committee and board meetings. Ensure that all required documentation is in place to support required board approvals. Implement measures to track contract expiration dates for all development division contracts. Advise department director of suggested initiatives to improve contract procedures, policies and overall administration. Position requires ability to supervise staff including contracts coordinator position overseeing accounts payable/receivables. Provide oversight of staff including employee evaluation and assignment of duties. Contribute to the positive moral of the division. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of principles, regulations and standards applicable to the administration of all purchase orders, construction contracts and professional services agreements of varying size, amount, scope and complexity. Thorough knowledge of contract laws, applicable regulations and procedures established by the Port Authority. Ability to prepare and interpret complex agreements and contracts. Establish and maintain effective working relationships with consultants, contractors, governmental agencies and Port Authority departments. Ability to function effectively with minimal direct supervision. Ability to express ideas clearly and concisely, orally and in writing.

Training and Experience: Graduation from a two or four year college or university with a degree in business administration, purchasing, accounting, contract management or related field; and a minimum of two years' experience in contract administration, procurement, accounts payable/receivable or a combination of education and experience may be considered. Possession of a valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
GOVERNMENTAL AFFAIRS & GRANTS DEPARTMENT**

MANAGER, DBE

GRADE: 23

MAJOR FUNCTIONS

This is a professional management position supporting the Department Director of Governmental Affairs and Grants responsible for overseeing all daily aspects of the Lee County Port Authority's Disadvantaged Business Enterprise (DBE) Program. Work involves assisting in the development, implementation and oversight of the DBE Program, ensuring that the LCPA adheres to and complies with all applicable federal, state, and local DBE laws, statutes, ordinances, and regulations. This position also develops and recommends policies needed to best comply with all such regulations.

GENERAL POSITION DUTIES

Responsibilities of this position involves the timely and accurate preparation of annual updates to the DBE Program in compliance with Parts 26 and 23 of the Code of Federal Regulation for submission to the Executive Director, Airports Special Management Committee, Board of Port Commissioners and the Federal Aviation Administration (FAA) Civil Rights Office.

Conducts corporate and on-site field reviews as required and processes DBE/WBE applications for certification as needed. Performs the necessary DBE certification/ decertification and compliance monitoring and keeps forms and other certification-related records updated. Coordinates inclusion of all certified DBEs with the State of Florida Department of Transportation BizNet listing.

Prepares reports for all project activities for submission to the FAA Civil Rights Office pertaining to DBE goals for present and projected DBE activities. Work requires ability to perform calculations and possess understanding of methodologies as it relates to DBE goals. Compiles statistical information related to concessions for submission under the ACDBE Program to the FAA Civil Rights Office. Compiles statistical information related to construction projects for submission of the Port Authority's annual overall DBE goal to the FAA Civil Rights Office. Understands race-neutral and race-conscious applications. Compiles and prepares data for departmental, Port Authority, State, and federal reporting purposes.

Communicates with other Port Authority departments to provide guidance on successful compliance with the DBE Program. Provides assistance in contract/quote preparation pertaining to DBE participation and coordinates with other Port Authority departments to set respective individual task and/or contractual DBE goals.

GOVERNMENTAL AFFAIRS & GRANTS DEPARTMENT
MANAGER, DBE
Page 2

GENERAL POSITION DUTIES (cont.)

Assists in identifying available DBE/WBE firms for construction projects. Develops and provides suggestions on Port Authority projects to foster participation by DBE businesses. Work involves coordination with various Port Authority-retained consultants, vendors, and contractors. Prepares and implements procedures for automated tracking of DBE participation.

Recommends, formulates, identifies and implements tools (i.e. website/directory) to improve public awareness of the Port Authority's DBE Program and its opportunities to increase overall participation.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: knowledge of public sector procurement requirements regarding EEO and DBE federal, state or local requirements. Thorough knowledge of FAA guidelines pertaining to 49 CFR Part 26, Part 23, Part 21 and Part 152.

Training and Experience: Graduation from a four year college or university with major course work in Business Administration, Public Administration, or Social and Behavioral Sciences or a related field, or an equivalent combination of training and experience. Two years experience in personnel management, human relations investigations, minority business development or DBE procurement programs required. Possession of a valid Florida driver license is required.

Americans with Disability Specifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
ENGINEERING AND CONSTRUCTION DEPARTMENT**

ENGINEER/CONSTRUCTION MANAGER

GRADE: 21

MAJOR FUNCTION

This position supports the efforts of the Engineering and Construction Department. Work is performed supporting the Sr. Manager of Engineering and Construction and the Department Director of Engineering and Construction and is responsible for assisting in all daily aspects of the Engineering and Construction Department within the Lee County Port Authority. The position is responsible for coordinating engineering and construction projects for the Southwest Florida International Airport and the Page Field General Aviation Airport. The primary goal of this individual is to keep all projects on schedule, under budget and fully coordinated. Excellent communication skills are a must. This position requires a significant amount of experience in the management of multi-disciplined architectural, engineering and construction improvement projects and contracts.

As this is a supervisory position responsible for managing numerous design and construction consultant and construction contracts, very little actual design is involved with this position. This position involves extensive coordination with outside consultants and contractors, staff, other Port Authority departments, and regulatory agencies. This position is supported by other areas within the Development Division, such as Governmental Affairs and Grants, Planning and Environmental Compliance, and Development Services. This position also involves coordination with various consultants and contractors to establish and maintain project schedules, project budgets and milestone project decisions.

Throughout the life cycle of projects, develops and maintains external and internal relationships to promote successful project completion. Strives to thoroughly understand and interpret project scopes and intent of assigned projects and manages all project-related issues. Initiates independent coordination, as required with others, to solicit expertise and/or needs on specific project elements. Promotes project excellence by seeking consistent and high-quality products and services from professional consultants and contractors.

GENERAL POSITION DUTIES

This position supports and implements airport engineering and construction programs and requires a high degree of independence, effective communication, and savvy negotiation and leadership skills. The main objective of this position is to keep all such projects on schedule, under budget, and well coordinated among all affected parties.

ENGINEERING AND CONSTRUCTION DEPARTMENT ENGINEER/CONSTRUCTION MANAGER

Page 2

GENERAL POSITION DUTIES (cont.)

This individual will be responsible for the coordination of each project with other Port Authority Divisions, including but not limited to coordination and direction of project consultants, negotiating consultant contract scopes and fees, establishment of project budgets, review of project cost estimates and schedules, coordination of design reviews, construction management and administration coordination and other duties deemed necessary to accomplish Department goals.

This position utilizes the expertise of staff, consultants and other areas of the Port Authority to successfully manage projects. This position prepares, negotiates, and implements various types of contracts: engineering/architectural design, construction administration, and construction management related services. The position also oversees the administration of standards, criteria and procedures used in the preparation, quality control review and enforcement of these contracts.

Manages consultants that provide architectural/engineering and construction related services to support preparation of the following: total project budgets, cost estimates, special studies/reports, justification statements for proposed work, basis of assumptions for project work scopes within Capital Improvement Plan; construction documents/specifications; professional service agreements; and other project-related items. Provides recommendations to the Department Director related to procedural and personnel changes that will result in more effective project coordination and communication within the department. Performs other duties as assigned. Contributes to the positive morale of the department/division.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Experience in managing professional service contracts and projects. General knowledge of engineering principles, professional services contracts, construction administration and construction management principles, and other project development concepts and techniques. General knowledge of quality control and quality assurance principles, as well as, standard industry methods and techniques applied to architectural/engineering design, construction administration, construction management, and other construction related services.

Ability to effectively communicate with consultants, contractors, regulatory agencies and staff. Ability to express ideas clearly and concisely, orally and in writing, to individuals and groups, internally and externally of the Authority. Ability to work as a key team member on simultaneous complex and time-sensitive engineering and construction projects. Ability to make difficult decisions requiring compromise and appropriate political or strategic judgment.

ENGINEERING AND CONSTRUCTION DEPARTMENT
ENGINEER/CONSTRUCTION MANAGER
Page 3

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from an accredited four-year college or university with a degree in Engineering, Architecture, Construction Management/Science or related field. A minimum of three years experience in engineering, construction contract administration/management, program management, or an equivalent combination of training and experience. Any combination of education and experience, which demonstrates ability to perform duties effectively, may be substituted. A professional engineering license is desired, but not required. Possession of a valid Florida driver's license required.

09/10, 10/13

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

MANAGER, FINANCE

GRADE: 24

MAJOR FUNCTIONS

This professional supervisory position is responsible for accounts receivable and accounts payable, grants, fixed assets, capital projects and passenger facility charges. This position is responsible for independently preparing, analyzing and verifying a large volume of financial transactions; processing and analyzing financial records; and the application of specific established general accounting principles, theories and practices placed on accounting within a governmental unit. This position interfaces with customers on financial matters and will make recommendations for improving internal controls and fiscal policies. Work is performed under the general supervision of the finance director.

GENERAL POSITION DUTIES

Responsibility for independently preparing, analyzing and verifying fiscal records. Recommends changes in procedures and assists in the development of new accounting procedures. Supervises clerical and professional employees in the areas of receivables, payables, general ledger, etc. Instructs employees in established routines of the accounting system. Coordinates and assists with the preparation of financial reports and statements. Interfaces with customers on fiscal matters. Makes recommendations for improving internal controls and fiscal policies. Develops, reviews, and recommends improvement in internal controls. Ability to summarize accounting data and recommend actions based on the data. Performs and coordinates the required financial analysis for the leases and contracts, including return on investment, fair market value considerations and make recommendations as necessary. Interprets laws, rules, regulations and policies and devises methods for their implementation. Directs and inspects the work of subordinates. Performs other duties as may be required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of modern accounting theory, principles and practices as they apply to governmental accounting. Knowledge of Federal and Florida statutes as they apply to governmental accounting. Ability to summarize accounting and financial data, analyze data and recommend actions based on the data; evaluate accounting and financial procedures; interpret laws, rules, regulations and policies. Ability to effectively manage and supervise personnel. Effective analytical skills. Ability to perform personal computer applications and be familiar with general financial and accounting software packages.

**FINANCE DEPARTMENT
MANAGER, FINANCE**

Page 2

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from an accredited four (4) year college or university with a degree in business administration, with major course work in finance or accounting required; five years of professional finance or accounting experience preferred or an equivalent combination of training and experience may be considered. Must have considerable knowledge of modern accounting theories, principles and practices, as they apply to government accounting. Airport experience preferred. CPA or CFGO a plus. Possession of a valid Florida driver's license is required.

04/04, 03/11, 10/13, 07/18

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
GOVERNMENTAL AFFAIRS AND GRANTS DEPARTMENT**

MANAGER, GRANTS

GRADE: 23

MAJOR FUNCTIONS

This is a professional position, reporting directly to the Department Director for Governmental Affairs and Grants. Work involves assisting in the development, application, implementation and oversight of federal and state grants to fund Port Authority capital improvement and operational projects. This position also assists in identifying sources of non-typical funding for various projects and works with other Port Authority departments in preparing funding requests.

GENERAL POSITION DUTIES

Major duties of this position include the daily coordination and communication with representatives of the Federal Aviation Administration (FAA) in the Orlando District Office, as well as representatives of the local Air Traffic Control Tower and Airways Facilities. This position is also responsible for the daily coordination and communication with representatives of the Florida Department of Transportation.

This position is responsible for coordination and initiation of all project-related issues and coordinating with other Port Authority departments to solicit and/or provide project or topic-specific expertise. Processes all contract documents for agency approvals, including professional services and construction-related change documents to maintain eligibility for application of grant funds, in a timely fashion to maximize funding potential and opportunities, while ensuring compliance with all grant terms and conditions. Responsible for assisting in the quarterly updates to the Port Authority's Capital Improvement Program and FDOT's Joint Automated Capital Improvement Program (JACIP). Responsible for the preparation of all grant applications for funding of Port Authority construction projects and for submission of all grant required project closeout documentation.

Responsible for initiating, fostering, and maintaining effective working relationships with representatives of federal, state, and local agencies and governmental bodies. Provides guidance to other Port Authority departments on issues related to FAA compliance, requirements, and specifications.

**GOVERNMENTAL AFFAIRS & GRANTS DEPARTMENT
MANAGER, GRANTS**

Page 2

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Considerable knowledge of grant programs and airport compliance regulations. Ability to establish, maintain, and enhance working relationships with internal and external parties. Ability to express ideas clearly, both orally and in written form. Ability to work as part of a team on multiple construction projects and respond in time sensitive situations with appropriate information.

Training and Experience: Graduation from a four-year college or university with major course work in Business Administration, Public Administration, or Political Science or a related field, or an equivalent combination of training and experience. Two years experience in managing or administering grant programs, or experience in developing and funding capital improvement programs. Possession of a valid Florida driver license is required.

Americans with Disability Specifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

03/07, 03/11, 10/13

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT**

MANAGER, HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)

GRADE: 24

MAJOR FUNCTIONS

The HRIS manager is responsible for managing and overseeing the human resources information systems. Will work closely with members of the information technology department. Will ensure that HR data is accurate and the integrity is maintained. Highly professional leadership position reporting to the director of human resources. Manages a wide range of the HRIS functions involved in timekeeping, employee records management and other HR systems. Requires a high degree of professionalism, ethics and integrity.

GENERAL POSITION DUTIES

Manages the department functions of the human resource information management systems (AODocs, PDS, Kronos, etc.)

Writes, maintains and supports a variety of reports or queries utilizing appropriate reporting tools; develops and administers standard reports. Provides support for HRIS including, but not limited to, researching and resolving HRIS problems, unexpected results or process flaws. Collaborates with IT staff in reviewing, testing and implementation of HRIS system upgrades or patches.

Helps maintain data integrity in systems by running queries and analyzing data. Manages and designs the mapping of all HRIS tables to ensure accurate data capture that promotes prudent compliance and enables comprehensive reporting.

Reviews electronic Report of Personnel Action (eRPAs) and personnel requisition forms for new or backfilled positions to ensure proper HRIS data entry functions are available. Manages the allotment of positions available for hiring.

Oversees the payroll process assisting in all aspects as necessary. Provides a second and final review prior to submission.

Ensures accurate operating instructions are available and up to date for all HRIS processes. Develops user friendly procedures, guidelines and documentation. Trains staff and new users on processes and functionality. Answers questions and assists with problems as necessary.

Manages the implementation of various HRIS programs and projects by serving as project manager; analyzes and evaluates new and existing programs, procedures and systems; recommends and implements changes as needed.

Assists the HR director in planning, organizing and directing activities of the department; conducts research and provides information/recommendations relating to HR programs, policies and practices; may assume responsibility of the director in the advent of absence or as directed. Advises the director on organizational policy matters related to the HRIS.

**HUMAN RESOURCES DEPARTMENT
MANAGER, HRIS
Page 2**

GENERAL POSITION DUTIES (cont.)

Takes a leadership role when interfacing with county and clerk management regarding HRIS related issues and implementing new programs. Maintains excellent working relationships with all levels of staff. Must be a problem solver.

All other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Strong understanding of HR processes and data, including eligibility and enrollment rules, benefit procedures in order to ensure correct implementation. Strong understanding of HRMS database structure, functions and processes. Requires exceptional organizational and planning skills. Must be able to work in a team-oriented environment. Requires excellent verbal and written communication skills and experience in intranet concepts and design. Requires proficiency in all Microsoft Office and Google programs. Must possess previous experience with project-related activities. Must be able to effectively train others. Must be able to use logic and reasoning to identify issues and provide conclusions, and form opinions.

Training and Experience: Graduation from a four year accredited college or university with a bachelor's degree in human resources, business management, public administration or related field and a minimum five or more (5+) years of experience with human resource information systems (HRIS) in a comparable position. Membership in aviation and human resource professional organizations accompanied by SPHR, SHRM-SCP, or PHR, SHRM-CP certification is highly desirable

ADA COMPLIANCE

Physical Ability: Light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to twenty pounds.

Sensory Requirements: The ability to perceive and differentiate visual cues or signals. Tasks require the ability to communicate orally and in writing.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Lee County Port Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the port authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT**

MANAGER, IT COMMUNICATIONS

**GRADE: 24
FLSA: EXEMPT**

MAJOR FUNCTIONS

Under the direction of the information technology senior manager the IT telecommunications manager oversees planning and design, and directs the implementation and support, of all telecommunication projects for the Lee County Port Authority. The IT telecommunications manager oversees all aspects of LCPA telecommunications systems including VoIP telephone systems, network infrastructure and fiber optic cabling.

GENERAL POSITION DUTIES

The IT telecommunications manager oversees the installation and maintenance of the LCPA telecommunications system, which includes:

- Work with all departments within the LCPA in the planning and delivery of various telecommunication services in an effort to ensure that the overall system functions to its maximum potential
- Oversee development or modification of various telecommunication services or systems
- Coordinate the design, installation, maintenance, and upgrade of the LCPA's fiber optic system and its supporting facilities
- Setting up servers, routers, and modems and installing software
- Review completed projects to ensure that objectives are met.
- Develop and administers budgets associated with the LCPA's telecommunication Program.
- Prepare required telecommunication reports
- Negotiate contracts with applicable service providers
- Address individual and departmental concerns; troubleshoot and target weak spots in the LCPA's telecommunications system is a priority
- Maintain records of installation, repair, and replacement of parts and equipment
- Research the latest advances in telecommunication technology
- Performs other related duties as required

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Comprehensive knowledge of telecommunications utility operations and related equipment with a demonstrated proficiency in administering telecommunications programs.

**INFORMATION TECHNOLOGY DEPARTMENT
MANAGER, IT COMMUNICATIONS
Page 2**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Bachelor's degree in telecommunications, computer information systems, or business required; five years experience in a position directly responsible for design and administration of voice, data, and/or video broadband networks preferred; or any equivalent combination of education and experience may be considered.

Licenses/Certificates: Possession of a valid Florida driver's license is required. ITIL Certification desired.

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT**

MANAGER, IT SERVICE DESK

GRADE: 24

MAJOR FUNCTIONS

This is a responsible professional technical position involving developing, leading and motivating a team of service desk professionals to deliver excellent technical and non-technical customer service, satisfaction and timeliness. The incumbent coordinates, plans and schedules work with IT staff, vendors and other Port Authority divisions and departments. This position has frequent contact with customers including other Port Authority divisions and departments as well as airport tenants and customers. The incumbent balances workload between customer support, incident management, problem management and escalation, gathering and analysis of IT performance metrics and supervision of other staff. Work is performed under the general supervision of the senior manager of service strategy while exercising considerable independence.

GENERAL POSITION DUTIES

First line escalation point for service desk team and day-to-day staffing issues. Monitor and manage customer service requests and satisfaction surveys. Implement, document and review procedures and processes to improve the service desk functionality and store in the ITSM Knowledge Base.

Line manage the IT service desk team providing first level support, coaching, performance management and supervision ensuring professional development of their role to improve service provision to customers. Promote, champion and drive the use of ITIL best practices across the service desk team. Promote and champion the use of industry best practices in the fields of service desk support and customer service.

Produce weekly reports analyzing all activities of the service desk, highlighting both improved and weak performance. Create working training documents and store in LCPS document management system. Monitor and track all calls logged ensuring that all calls are resolved in accordance with agreed service level agreements and where necessary escalate according to escalation procedures.

Management of the ITSM portal. Manage the ITSM portal ensuring information about incidents are correctly recorded and maintained. Develop manage and maintain a complaints/feedback management system. Develop and demonstrate an understanding of customer and business needs. Resolve escalated customer and vendor issues. Resolve daily issues of a complex scope that impact the team and overall business objectives.

Supervise service desk analysts as directed by the IT senior manager for service delivery.

**INFORMATION TECHNOLOGY DEPARTMENT
MANAGER, IT SERVICE DESK
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of operating characteristics, capabilities and limitations of personal computers, hardware/software installation and configuration including network configuration, troubleshooting techniques, installation and troubleshooting of peripheral devices and support of personal computer network implementation. Experience working with third party support to resolve customer issues. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

Training and Experience: Bachelor's degree in computer science or related field with an equivalent combination of technical training and experience greater than 5 years, including one year experience with Microsoft Windows preferred. Minimum of 3 years' experience including installation and support of personal computer hardware, software, and implementation of computer networks required. Prior IT service desk experience preferred. Experience configuring and managing Service Now desired. ITIL Foundation or higher certification highly desired.

Licenses/Certificates: Possession of a valid Florida driver's license is required. ITIL and Microsoft Certification desired.

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

01/10, 10/13, 09/16, 12/18

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS DEPARTMENT**

MANAGER, LANDSIDE OPERATIONS

GRADE: 23

MAJOR FUNCTION

This is a professional position responsible for managing the activities of the Lee County Port Authority's Airport landside operations. In addition to the duties illustrated below, the position is responsible for developing Operations' staff to act independently within the functional area. Prepares budgets; insures programs are current in relation to Port Authority policy and industry standards; completes special projects as required; and perform other related work. This position makes independent decisions as a representative of the Port Authority Executive Director in the development of regulations and procedures pertaining to Landside Operations. In the absence of a Landside Supervisor, this position directly supervises the Ground Transportation Agents. Work is performed under the general supervision of the Senior Manager of Operations and is reviewed through conferences, reports, and results achieved.

GENERAL POSITION DUTIES

Maintain a constant awareness of and is responsible for assisting with development and maintenance of all permits and obligations the Authority has with its permittees as they apply to the Airport Landside operations. Develops and implements, as directed, policy decisions and operational aspects of Airport landside activities; responsible for ensuring applicable rules, regulations and requirements are being enforced and met. Estimates required funding and personnel requirements necessary for the Landside Operations. Assists with researching, developing, and planning long range plans for the Airport Landside. Responsible for selecting, training and supervising subordinate ground transportation personnel. Performs related work as required and completes specials projects as assigned.

Manage the Lee County Port Authority's Traveler's Assistance Program. Manage the Distressed Passenger Parking Program. Manage and work closely with the Parking Management concession to oversee daily activities and ensure customer and performance service standards are maintained. Manage the administration and billing of the commercial ground transportation operators. Manage and work closely with Taxicab concession to oversee daily activities and ensure customer service and performance standards are maintained. Coordinate with the Rental Care concessions to ensure activities affecting customer service and landside operations are consistent with established rules and/or procedures. Ensure correspondences, statistics, written procedures, etc. are accurately maintained and properly kept, so that all elements and programs of the airport's landside operations are accessible when required.

**OPERATIONS DEPARTMENT
MANAGER, LANDSIDE OPERATIONS
Page 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the operations of an air carrier airport. Knowledge of the laws, rules and regulations effectively applying to the Airport's facilities and operation. Ability to plan, assign and review the work of the Airport Ground Transportation Agents staff assigned to the Port Authority's Landside Operations.

Capacity to establish and maintain effective working relationships with various levels of management, officials, tenants as well as the general public. Capable of working without supervision, as well as, making independent judgments and establishing workable policies. Ability to maintain records, prepare correspondence and reports. Ability to plan and coordinate diverse activities. Ability to clearly communicate ideas, both verbally and in writing.

Training and Experience: Graduation from an accredited four year college or university with a degree in Aviation Management, Business Administration or related field, and four years experience, which includes one year supervisory experience, in a medium hub air carrier facility; or an equivalent combination of training and experience. Must have experience using two way radio, fee computer, and personal computer with knowledge of MS Word, Excel, Access, and PowerPoint. Possession of a valid Florida driver license is required. Private pilot license desirable.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

MANAGER, MAINTENANCE PROGRAMS

GRADE: 23

MAJOR FUNCTIONS

This managerial position is responsible for the oversight of the policies and procedures, departmental safety and functional training, departmental budget creation and reconciliation; and Computerized Maintenance Management Systems (CMMS). Work is performed under the direct supervision of the senior manager, maintenance resources and contracts and the department director. This employee will serve as the direct supervisor of the department's CMMS supervisor and budget coordinator. Employee will work closely with the section managers and department personnel to develop, manage, maintain and provide oversight of the many policies and procedures; and develop, implement and update predictive maintenance programs. Employee must possess the understanding and knowledge of budgetary and purchasing policies and procedures, training programs and safety standards to implement a departmental safety and functional training program. This position performs research and assists the senior manager, maintenance resources and contracts and the department director with the reports, projects and programs. All training shall be done in accordance with FAA, federal and state requirements as applicable by law.

Employee must be familiar with and have a good understanding of the airport's mechanical systems, including passenger boarding bridges, HVAC, building automation, security, fire protection, airfield lighting, FAA Part 139 compliance, department budget, CMMS, predictive maintenance programs and warehouse operations.

GENERAL POSITION DUTIES

- Supervises CMMS Work Control Program and CMMS Operating Instructions.
- Supervises budget creation, forecasts and reconciliation. Tracks and forecasts utility expenditures.
- Analyzes, organizes and standardizes operating instructions and procedures for the department and performs annual audits and evaluations for change of procedures and reviews operating instructions as required.
- Maximizes productivity through proficient use of appropriate software applications and systems employed by the LCPA.
- Researches and develops resources that create timely and efficient workflow.
- Defines and establishes weekly, monthly, quarterly and annual reports for the department's CMMS and training records.
- Works closely with the section managers to standardize job descriptions, functions, position duties and qualifications.

MAINTENANCE DEPARTMENT
MAINTENANCE PROGRAM MANAGER
Page 2

GENERAL POSITION DUTIES (cont.)

- Confers and cooperates with the section managers to ensure operating instructions are implemented and followed.
- Works closely with the coordinator, maintenance support to assist and maintain the department's onboarding program.
- Maintains training records and assists in the development of policies and procedures for worker safety and functional area training.
- Works closely with purchasing department to ensure the contract database is up-to-date and provides timely notifications when they are about to expire. Assists in the development of purchase contract specifications with section managers and purchasing department.
- Provides oversight of the department's fixed assets through the CMMS and coordinates the annual fixed assets audits with the fixed asset clerks, senior manager and department director.
- Works with section managers to develop, implement and update predictive maintenance programs.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Highly proficient in the use of various computer applications, including computerized maintenance management systems, database reporting systems, Microsoft Office and G Suite. Must be able to work independently and retain/recall facts and information when needed. Must be computer and systems literate and possess a good command of the English language with the ability for clear, concise written communications. Must possess excellent verbal communication skills and diplomacy and show a willingness to maintain harmonious relations with Port Authority staff, managers and airport personnel. Shall possess the ability to plan ahead, establish and maintain an accurate and efficient recordkeeping system.

Training and Experience: High school diploma/GED required; and seven years of related experience, which may include building trades, general maintenance, general construction, airport systems, supervisory experience and applicable FAA regulations preferred or a combination of related education, training and experience may be considered. A bachelor's degree from an accredited college in business management, airport management or related field is highly desired. Valid Florida driver's license required. American Association of Airport Executive A.A.E. or C.M. preferred.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT**

MANAGER NETWORK ADMINISTRATION

GRADE: 24

MAJOR FUNCTIONS

This is a professional technical position involving developing, leading and motivating the network administration team which oversees all aspects of network administration and network access security. The incumbent balances workload between system support, new system analysis and related projects and management of the network. The incumbent coordinates, plans and schedules work with vendors and other Port Authority divisions and departments. Work is performed under the general supervision of the information technologies service delivery manager while exercising considerable independence with minimum daily contact with the manager. Supervises work of all network administrators.

GENERAL POSITION DUTIES

Participates in technical project discussions with other departments and vendors. Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; design router administration, including interface configuration and routing protocols. Develops network security standards and enforces standards in project specifications and department requests for change (RFC). Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation. Monitor and evaluate network issues including availability, utilization, throughput, and latency; plan and execute the selection, installation, configuration, and testing of equipment; define network policies and procedures; establish secure connections and firewalls. Responsible for network (WAN, LAN, WLAN) security, intrusion detection and prevention. DNS and DHCP configuration. Responsible for PCI Data Security. Recommends services, products and designs to the senior manager for service design. Performs a broad range of network administration duties of greater technical knowledge and expertise that will enable the incumbent to resolve problems of a recurring or systemic nature requiring less supervision.

Responds to questions and/or problems relative to network usage throughout the user community and takes the necessary action to resolve the problem. Researches and corrects all problem areas through the use of established guidelines. Monitor, analyze and troubleshoot network problems, escalating problems to vendor. Plans, coordinates, assures progress, and provides documentation for subsets of minor/major projects for the purpose of ensuring the efficient and effective functioning of the network. Researches resources and methods (e.g., journals, literature, vendor information, etc.) to maintain current working knowledge of new and emerging technologies as well as district/state/federal rules, regulations, and policies for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure. Performs related work as required.

INFORMATION TECHNOLOGY DEPARTMENT

NETWORK ADMINISTRATOR

PAGE 2

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support network integration and support personal computer network implementation. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

Training and Experience: Graduation from an accredited four year college or university with a bachelor's degree in computer science or related field plus a minimum of five years experience including installation and support of network switches and routers and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years, including one year experience with Cisco network switches. Experience with Extreme Networks and Juniper a plus.

Licenses/Certificates: Possession of a valid Florida driver's license is required. Cisco Certification desired.

09/09, 03/11, 10/13, 11/15, 04/16, 1/21

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION**

MANAGER, OPERATIONS

GRADE: 23

MAJOR FUNCTIONS

This highly responsible management position reports to the director of general aviation. Major functional areas consist of maintaining oversight of all airport operational duties and ensuring a safe, efficient and compliant operating environment exists at all times. Responsibilities include administration of the approved Wildlife Hazard Management Plan (WHMP); ensuring the airport maintains compliance with FAA and FDOT standards; ensuring tenants remain compliant with established Minimum Standards; developing and updating airport Operating Instructions (OIs) and Letters of Agreements (LOAs); and special projects as required.

GENERAL POSITION DUTIES

Coordinate, monitor and manage airport activities to ensure compliance with airport rules and regulations and minimum standards for aeronautical activities.

Oversee, monitor and manage all aspects of airport operations including airfield inspections, emergency planning and response; and compliance with local, state and federal agencies.

Work closely with the maintenance manager regarding condition assessments of airport assets and monitoring of contracted service providers for compliance.

Oversee, lead and manage operational, safety and security aspects of airport construction projects to ensure contractor compliance with the construction safety and phasing plans.

Perform airfield escorts as required.

Issue NOTAMs as required.

Develop and maintain effective and positive relationships with airport personnel, tenants, users, regulatory agencies and the community as a whole.

Manage the application of initial and recurrent training programs including security, safety and AOA driver training. Develop and implement new training programs based on needs-assessments with a focus on improving safety and security at all times.

Respond to aircraft alerts, incidents and accidents and takes a lead role in ensuring all aspects of the emergency plan are complied with; serves as the subject matter expert in emergency management and the application of NIMS.

Manage the general position duties and responsibilities of the Port Authority's chief pilot.

Upon direction, assumes the responsibilities of the director of general aviation in his or her absence.

**PAGE FIELD GENERAL AVIATION
MANAGER, OPERATIONS
Page 2**

GENERAL POSITION DUTIES (cont.)

The employee may occasionally be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; flammable materials; and vibration. The noise level in the work environment can be very loud.

This position will be required to work varying shifts based on operational need; including nights, weekends, peak seasonal periods, and special events.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of airport operations and applicability of FAA Advisory Circulars. Must possess excellent communication skills with the ability to develop and maintain effective working relationships with staff, tenants and regulatory agencies. Capable of working independently with limited supervision. Must be skilled at creating and delivering effective presentations to top management and public groups.

Must have experience working in a dynamic airport environment and demonstrate familiarity with FAA and airport regulations. Must respond to incidents, inquiries or complaints and resolve issues acting as the airport management representative.

Training and Experience: Bachelor's degree from an accredited college or university with a major in business administration, public administration, aviation management or a closely related field. Five or more years of progressively responsible experience in airport, aviation or business operations; or a equivalent combination of related training and experience may be considered. Possession of a valid Florida driver's license is required within 30 days of hire.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION**

MANAGER, PAGE FIELD MAINTENANCE

**GRADE: 23
FLSA: EXEMPT**

MAJOR FUNCTION

This is a highly responsible management position coordinating the day-to-day and long term planning of the airfield, grounds and building maintenance at Page Field in accordance with applicable federal, state and local policies, procedures and regulations. Responsibilities include the direct oversight of the maintenance and repair of all facilities, vehicles and grounds. This position manages the Page Field maintenance staff while working independently under the general direction of the senior manager of maintenance and operations.

GENERAL POSITION DUTIES

Establish a culture of safety and quality through daily observations, shift briefings, safety meetings and ongoing training. Ensure compliance with operational regulations and established safety procedures.

Ensure all maintenance on the airfield adheres to the FAA advisory circular recommendations as applicable.

Ensure the proper utilization of the department's Computerized Maintenance Management System (CMMS) by ensuring all maintenance and repair activities are recorded and staff are appropriately trained in their CMMS responsibilities.

Assist the senior manager with operating and capital budget preparation and oversight; determine the need for materials and supplies necessary for proper maintenance and the most efficient and cost effective means of procurement. Submit purchase order requests to the senior manager.

Assist the senior manager with airport operations duties such as compliance inspections, Wildlife Hazard Management Plan compliance, issuance of NOTAMs, and responding to on-airfield incidents and accidents.

Coordinate maintenance activities and construction projects with tenants and contractors to ensure minimal disruption to operations, ensuring safety at all times.

Foster a positive working environment with subordinates, tenants and other LCPA personnel.

Conduct employee performance reviews, interviews and counseling.

Responsible for keeping senior manager informed of any issues or concerns as they arise related to personnel and critical systems and infrastructure.

**PAGE FIELD/GENERAL AVIATION
MANAGER, PAGE FIELD MAINTENANCE
Page 2**

GENERAL POSITION DUTIES (cont.)

Produce detailed weekly and monthly activity reports for the department.

Ensure that a staff member is available to respond at all times to needs arising after normal shift hours.

May be required to work nights, weekends, and holidays as necessary.

Complete special projects as assigned.

Assume the duties of senior manager in his or her absence.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must be knowledgeable in building trades, airfield pavement markings, signage, and lighting systems and applicable FAA advisory circulars as they pertain to these systems. Requires significant specialized technical knowledge and the ability to exercise independent judgment as necessary to achieve the desired goals and objectives of the Port Authority.

Ability to write specifications and/or maintenance scope of services for new equipment and construction. Ability to communicate clearly verbally and through written correspondence. Ability to create reports for dissemination to senior management.

Training and Experience: High school diploma / GED required. Associate's degree and/or technical school training desirable. Minimum of seven years airport maintenance experience with a minimum of five years in a supervisory capacity preferred; or an equivalent combination of education and experience may be considered.

Licenses and Certificates: Possession of a valid Florida driver's license. AAAE, ACE certification desirable.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PURCHASING DEPARTMENT**

MANAGER, PURCHASING

GRADE: 23

MAJOR FUNCTIONS

This is a professional administrative position responsible for managing all phases of the Port Authority purchasing program. Responsibilities include: interpretation of procurement policies and guidelines; contributes to the development of procurement policy and guidelines; initiate investigation of violations of policies or contracts;. Work is reviewed by the director of finance by observation of results obtained, activity reports and effectiveness of the overall purchasing program.

GENERAL POSITION DUTIES

Plan, direct and coordinate specifications and costs to determine price trends; insure that all purchases made by departments are in accordance with policies adopted by the Board of Port Commissioners federal, state and local laws; develop and implement procedures; coordinate with outside services and departments concerning the purchase of supplies, equipment and services; work with departments to draft specifications for major commodities purchases; recap and review solicitations and comments on how responsible and responsive the submittals are; recommend new materials, methods, products, procedures and services to departments; maintain a system with accounting to ensure prices on requisitions are in accordance with purchase contracts and agreements; research, evaluate, recommends and implement systems and programs to assist LCPA procurement and disposition activities. Provide procurement training to departments and communicates daily with departments on purchasing related matters. Prepare reports concerning cost, quality, quantity, standardization and price trends; review and approve legal advertisements, formal bid invitations, specifications for scope of services and proposals/bids; conduct surveys and compile statistical reports on various phases of the Port Authority purchasing program; develop and submit annual budget requests to the finance director. Review and update Port Authority Purchasing Manual and guidelines as required. Hire/train and supervises the purchasing agents within the purchasing office. Perform related work as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of purchasing practices, principles, methods and procedures. Considerable knowledge of laws, rules and regulations governing purchasing operations. Considerable knowledge of the grades and qualities of commodities, market practices, price trends, pricing methods, and sources of supply. Knowledge of accounting principles as they relate to procurement and maintenance of purchasing records. Ability to prepare written and oral reports concerning purchasing practices. Must have good communication skills, both written and oral. Ability to establish and maintain pleasant relations with vendors, associates, departmental officials and the general public.

**PURCHASING DEPARTMENT
MANAGER, PURCHASING
Page 2**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from an accredited college or university with a degree in business administration, public administration or related field and five years of responsible experience in government purchasing preferred; or an equivalent combination of training and experience may be considered. Progressive supervisory/management experience required. Aviation industry experience preferred. Procurement certificate(s) a plus.

02/06, 02/11, 10/13, 10/15, 03/16, 07/18

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROPERTIES DEPARTMENT**

MANAGER, PROPERTIES

GRADE 23

MAJOR FUNCTIONS:

This professional position supports the goals, objectives and efforts of the properties department, which handles revenue producing contracts, leases, permits and other agreements for Southwest Florida International Airport and Page Field. This position is responsible for assisting in the negotiation, formation and administration of leases and other contracts, including coordination of various projects with tenants, permittees and Port Authority staff. The position requires an understanding of basic business principles; strong organizational skills; effective communication and projection of a professional image of the Port Authority. Requires the ability to manage and coordinate a multitude of projects simultaneously with Port Authority staff and various entities at the airports. The position reports to the director of properties

GENERAL POSITION DUTIES:

Maintain tenant relations, serving as a liaison to existing and prospective tenants; assist with the negotiations and interpretations of leases, permits and other agreements. Administer and manage routine leases and permits without extensive supervision; and coordinate extensively to avoid, minimize and resolve a variety of issues with the public, current and prospective business partners and other Port Authority departments.

Handle routine leasing and permitting with businesses (e.g. airlines, ground service providers, skycaps, aircraft maintenance and repair providers, concessionaires, off-airport rental car and off-airport parking providers, flight instructors) desiring to operate, utilize land, space or facilities at either of the airports. This will include coordination with prospective (and existing) tenants and permittees as to their type of business activities, desired start date, desired space and confirmation of their business entity's legal name. Coordination with the Port Authority's finance department on the security deposit; procurement of contract exhibits from Port Authority's leasehold development department; preparation and revision of contract documents (including both new leases and permits, and amendments thereto); coordination of document review by other staff and marshalling documents through the negotiation and signature phase.

Maintain inventory of available and leased land and space at both airports, including data on square footage and rental rates.

**PROPERTIES DEPARTMENT
MANAGER, PROPERTIES
Page 2**

GENERAL POSITION DUTIES (cont):

Manage pre-lease needs of incoming tenants as well as assisting with the determination of facility locations to accommodate prospective tenants; facilitate coordination between incoming tenants and other departments regarding keys, phone and data lines, utilities, security badging, parking, tenant improvements, etc.

Manage tenant move-in and move-out procedures, inspecting condition of premises before move-in and after move-out.

Coordinate with the purchasing department and other staff or consultants as needed to develop and/or assist with requests for proposals and bids for concessions and other airport opportunities. Develop lists of potential proposers or bidders.

Participate in meetings/events associated with airport operations, airlines, rental car companies and other concessionaires.

Assist in the management of the properties department in all applicable areas and as needed by the department director.

Assist with ongoing administration of leases and permit agreements. Handle frequent inquiries from the public, including existing/prospective tenants, permittees, brokers, developers, appraisers.

Manage compliance by existing tenants and permittees with their contractual requirements; respond to reported lease violations and other non-compliance issues; coordinate with tenants/permittees to resolve problems.

Work with new and existing tenants with a variety of lease requests and coordinates projects with other departments within the Port Authority.

Conduct research related to various airport properties issues through networking, organizational contacts, surveys and other methods.

Attend routine and non-routine meetings associated with airport operations, airline managers, rental cars, terminal concessions, etc.

**PROPERTIES DEPARTMENT
MANAGER, PROPERTIES
Page 3**

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Ability to coordinate a multitude of projects while paying close attention to detail. Must have excellent oral and written communication skills. Ability to coordinate with subordinates, peers, management and tenants in a professional manner. Familiarity with industry terminology is desired. Must have at least basic skills with internet research and software programs such as Microsoft Word, Excel, PowerPoint, WordPerfect, and Adobe Acrobat. Ability to learn how to access and utilize other programs as needed. Ability to establish and maintain effective working relationships with internal staff, professional consulting firms, county officials, existing/prospective tenants and the general public.

Training and Experience: Graduation from a four-year college or university with a degree in business administration, business management, economics or related field; and a minimum of 3 years of experience in aviation or commercial real estate is preferred or an equivalent combination of education and experience may be considered. Valid Florida driver's license required.

12/10, 02/11, 10/13, 11/18

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT**

TENANT IMPROVEMENT MANAGER

Grade: 23

MAJOR FUNCTION

This position supports the efforts of the Development Services Department. Work is performed under the direction of the Development Services Director, Division Director and the Deputy Executive Director, with technical guidance from other division staff. Under general direction, plans, organizes, and manages policies, projects, and staff responsible for the review, approval, and implementation of tenant and other third-party improvement, design, remodeling, and construction projects; participates in the administration, facilitation, and updating of the Authority's Work Permit program and Leasehold Development Standards & Procedures; collaborates and coordinates design and construction activities with multiple stakeholders; provides input to management on design and infrastructure development; and facilitates in the administration of the Airport Work Permit Program to assist Lee County Port Authority applicants seeking approvals for the modification or alteration of airport property or tenant leaseholds. Also develops scheduling documentation to track and report progress of Port Authority tenant improvement projects. Coordinates the implementation of general and specific programs or special projects as assigned. Performs all tasks with initiative and independent thinking while demonstrating ability to prioritize goals and deadlines.

GENERAL POSITION DUTIES

Serves as the Port Authority's central point of contact for tenant and other third-party development, as well as other miscellaneous improvement projects on Authority property. Processes work permit applications by soliciting comments from appropriate internal staff and collectively coordinating such comments to determine their compliance with the Board adopted Leasehold Development Standards & Procedures. Acts as liaison between work permit applicant, outside permitting and regulatory agencies, and appropriate Port Authority management, subject matter experts and support staff. Participates in the development and implementation of policies, procedures, rules and regulations in accordance with local, State and Federal requirements. Ensures compliance with lease and other related legal matters; enforces conformance to Port Authority's work permit authorization and applicable approval conditions; and performs construction observations. Formulates independent decisions requiring technical discretion and good judgment based on knowledge and experience. Coordinates and assists in the preparation and/or review of varied technical engineering studies and other special reports. Prepares and updates Resources Plans for RSW and FMY to document status of available Port Authority properties.

Work involves a variety of software applications, administrative support, and technical assignments; and performs other duties as assigned. Contributes to the positive moral of the division.

Examples of Essential Duties and Responsibilities:

- Assist the Development Services Department Director with the administration and coordination of the Airport Work Permit Program for both RSW and FMY
- Manage and maintain Work Permit database
- Photographs various stages of tenant projects, which will be incorporated into various reports and presentations
- Conduct periodic construction observations to confirm compliance with work permit authorization
- Coordinate pre and post construction inspections with appropriate entities of all Work Permit projects
- Represents the Development Services Department at meetings with other staff, tenants or other agencies as it relates to work permit projects
- Assist with the research and preparation of due diligence reports to support the leasing of vacant Port Authority lands
- Collaborates with other LCPA staff to maintain both RSW & FMY Resource Plans
- Complete Special Projects and Research projects as required

MINIMUM QUALIFICATIONS

Knowledge, Abilities & Skills: Excellent communications skills. General knowledge of project design and construction processes. Working knowledge of design and construction terminology and contract administrative procedures. Must be able to accomplish tasks in a timely manner. Technical understanding of general project scheduling terminology and basic principles as they relate to airport tenant improvement projects. Ability to establish and maintain effective working relationships.

Training and Experience: Graduation from an accredited two or four year university with a degree in project management, construction management, building construction, engineering, architecture, or other relevant degreed program, or minimum of 3 years of experience in project management, construction coordination or observation. Any combination of education and experience, which demonstrate ability to perform duties effectively, may be substituted. Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

MANAGER, TERMINAL FACILITIES

GRADE: 24

MAJOR FUNCTION

This is a highly responsible position providing the oversight and management of the repair and maintenance of the numerous electrical, mechanical, structural components and other complex systems located throughout the terminal complex, aircraft rescue fire fighting (ARFF) station and interior of the rental car building at the Southwest Florida International Airport (SWFIA). In addition, this position provides the oversight and management of the systems and automation crew responsible for the maintenance and repair of the airport security cameras, card readers, fire protection system, microwave beams and security gate controllers throughout the campus. The terminal facilities manager ensures the proper use of the department's computerized maintenance management system (CMMS) within their section as well as providing the oversight and management of the terminal maintenance section inventory storeroom(s). The terminal maintenance section has three shifts and works in a 24/7 operation. This position coordinates and monitors LCPA and tenant contractors as required. This position is also responsible for the cleanliness, aesthetics, and upkeep of the entire terminal facility, interior of the rental car building and the ARFF building. This position provides the management and supervision of all the skilled trade staff, technical staff, and administrative support staff within the terminal section while working independently under the direct supervision of the senior manager and department director.

GENERAL POSITION DUTIES

Supervises personnel in the operation of ordering, rebuilding of appropriate parts, tool acquisition, and other equipment in accordance with the proper LCPA policies and procedures, as applicable.

Ensures the proper utilization of the department's computerized maintenance management system (CMMS) by ensuring that all maintenance and repair initiatives of the various parts, pieces, systems, and assets have been recorded into the CMMS. This includes all parts used, all labor hours, trades worker information, detailed descriptions of the work performed, as well as any supporting documentation, photos, manuals, schematics, etc.

Provides oversight and management of the terminal's inventory storeroom(s) per the maintenance department inventory policies and procedures.

This position coordinates maintenance activities with numerous tenants, their contractors, and other LCPA departments.

**MAINTENANCE DEPARTMENT
MANAGER, TERMINAL FACILITIES
Page 2**

GENERAL POSITION DUTIES (cont.)

Ensures minimal downtime on all systems critical to the proper operation of the SWFIA terminal complex. Schedules personnel in a manner that ensures all preventative maintenance (PM) is performed to manufacturer's recommendations.

Ensures personnel is properly trained in all facets of their area of responsibility and that they stay current on industry trends. Understands and adheres to all operational policies established by the LCPA, Federal Aviation Administration and the Transportation Security Administration or any other governmental agency as required. Is aware of all proper safety procedures and ensures all jobs are performed in compliance with LCPA procedures.

Provides immediate supervision of the terminal sections administrative personnel duties including but not limited to, performance appraisals and/or issues, family leaves, payroll, travel, etc. Prepares budgetary data for the department director and senior manager as required. May be required to work varying shifts, including days, nights, weekends, and holidays.

This position coordinates maintenance activities with numerous tenants, their contractors, and other LCPA Departments.

Ability to foster positive working relationships with the maintenance team, his/her crew, and other LCPA department personnel.

Responsible for keeping the senior manager and department director informed of any issues or concerns as they arise related to personnel, systems, components, etc.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Thorough knowledge of principles and skills involved in the maintenance, repair, and operation of a complex Airport Terminal facility. Considerable knowledge in the management and repair of computerized, mechanical and structural systems. Thorough knowledge of FAR Part 139 requirements, safety requirements, and security requirements.

Knowledge of budgeting, purchasing and procurement procedures, payment procedures, computer applications, inventory management, and work order processes. Ability to keep accurate records and to establish new preventative maintenance programs for all types of equipment as they come online. Ability to make oral and written reports.

**MAINTENANCE DEPARTMENT
MANAGER, TERMINAL FACILITIES
Page 3**

MINIMUM QUALIFICATIONS (cont.)

Ability to establish specifications for new equipment, systems, and contract services that may be required in the performance of maintenance responsibilities. Ability and willingness to assume responsibility and work unusual hours, i.e., evenings, weekends, and holidays. Ability to communicate freely using two-way radios, sometimes in very noisy environments.

Ability to review and comment on complex plans and specs for capital projects, in house projects and tenant improvements projects as required.

Training and Experience: Minimum of a High School Diploma/GED and seven years experience in building trades, general maintenance, electrical, machinery operation, and general construction as well as experience in Computerized Maintenance Management Systems. Minimum of five years experience in a supervisory capacity or any equivalent combination of related training or experience. Possession of a valid Florida driver's license is required. AAAE accreditation desirable.

06/06, 03/11, 07/12, 09/13, 10/13, 8/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS DEPARTMENT**

MANAGER, TERMINAL OPERATIONS

GRADE: 23

MAJOR FUNCTION

This is a professional position responsible for managing the activities affecting the Lee County Port Authority's terminal complex at the Southwest Florida International Airport. This position coordinates activities within the terminal by airport tenants, users, contractors and Port Authority personnel, to ensure safe and efficient operations in compliance with federal, state and local ordinances and policies of the executive director or his designees. This position further requires terminal operations budget preparation and oversight; development and implementation of programs that are current in relation to Port Authority policy and industrial standards; completes special projects as required; and performs other work as necessary. This position requires independent thinking and decision making capability within the framework of policy, as a representative of the executive director, as it relates to his/her area of responsibility, with the airport operation as a whole in proper perspective. Develops procedures and makes recommendations relative to airport rules and regulations. This manager is the immediate supervisor of the Lee County Port Authority's Terminal Operations Coordinator and Customer Care Associates. Work is performed under the general supervision of the Senior Manager of Airside/Landside/Terminal Operations.

GENERAL POSITION DUTIES

- Maintains a constant awareness of the operational parameters affecting the terminal complex, and is responsible for its overall daily operation and condition through detailed inspections and the timely issuance of work orders to effect repair of discrepancies.
- This position requires that relationships be maintained on a professional level at all times and foster a genuine good working relationship between all tenants, patrons and Port Authority departments and their personnel.
- Participates on various committees to review and makes recommendations relative to safety, security and construction project issues/procedures.
- Ensures compliance of multiple Port Authority agreements by working with the Properties and Contracts Management Departments.
- Serves as the primary coordinator for the Terminal Repair and Cleanliness Inspection Team (TRACIT).
- Responsible for the Security Checkpoint Augmentation Program and is responsible for the timely coordination of staffing and payroll through a contracted payrolling service.
- Ensures accurate records and timely responses to terminal related customer and tenant complaints.
- Works closely, collaboratively and cohesively with the Operations & Safety Department's Airside and Landside Managers to effect seamless operations across all three functional areas.
- All other duties as assigned.

**OPERATIONS DEPARTMENT
MANAGER, TERMINAL OPERATIONS**
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of medium hub air carrier airport operations. Knowledge of the laws, rules and regulations, with the ability to effectively apply them to the Airport's operation. Must be able to plan, assign and review the work of Airport Operations staff. Have the capacity to establish and maintain effective working relationships with various levels of management, officials, tenants and the general public. Capable of working without supervision with the ability to make independent judgments and establish workable solutions. Ability to maintain records, prepare reports and manage budgets. Ability to plan and coordinate diverse activities. Ability to clearly communicate ideas, both verbally and in writing. Position requires the ability to work flexible hours to include nights, days, weekends, and holidays. Plus, this position is classified as Emergency Personnel in the event of a disaster and may be required to assist depending on the nature of the event. Additionally, this position may also be eligible for limited remote work arrangements.

Training and Experience: Graduation from an accredited four year college or university with a degree in Aviation Management, Business Administration or related field is required. Experience must include five years in a medium or large hub air carrier facility or an equivalent combination of related training and experience may be considered. Must have experience using two way radios, desktop computer, iPad or Chromebook with a high level of knowledge of Google products and Microsoft Office. Practical experience reading and comprehending blueprints/CAD drawings is desirable. Possession of a valid Florida driver's license is required. Private pilot's license is also desirable.

8/03, 10/13, 04/14, 2/15, 6/20

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT**

MANAGER, TERMINAL SYSTEMS

GRADE: 24

MAJOR FUNCTIONS

This is a responsible professional technical position involving all functions of Common Use Passenger Processing Systems (CUPPS) including Common Use Terminal Equipment (CUTE), Common Use Self Service (CUSS), Flight Information Displays Systems (FIDS) Baggage Information Display systems (BIDS) and Dynamic Signage Applications (DSA) in an airport environment. The incumbent balances work load between system support, new system analysis and related projects and supervision of other staff. The incumbent coordinates, plans and schedules work with vendors other Port Authority divisions and departments. Work is performed under the general supervision of the Senior Manager, IT Service Strategy while exercising considerable independence.

GENERAL POSITION DUTIES

Terminal Systems Manager is responsible for managing the daily activities of terminal systems operations for airline common use environments. This individual will ensure that optimal service levels are provided to common use systems users, passenger processing, electronic control systems and subsystems for baggage handling systems and electronic flight information displays.

Responsibilities include: monitoring operations and ensuring maintenance service levels; working closely with and coordinating all activities of the common use terminal systems with airlines, tenants and service contractors; assisting in the development and implementation of operational policies and procedures to ensure efficient operations and compliance with Customs and Border Patrol (CBP) processing standards and performing other related duties. Additional responsibilities include maintenance to the Automated Vehicle Identification (AVI) system, Parking Access Revenue Control System and airfield lighting system.

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

MINIMUM QUALIFICATIONS

Education: Possession of a bachelor's degree from an accredited college or university preferred, or related experience.

Experience: Five (5) years of professional-level experience in aviation operations, airport facilities operations, and/or airport common use systems coordination is preferred. Two (2) years of supervisory experience is a plus.

Desirable Skills:

- Excellent oral and written communication skills.
- Experience managing programs/projects involving installation, maintenance, troubleshooting, repair, and modification of electronic control systems and subsystems related to Baggage Handling Systems, Electronic Display Systems, Passenger Queue Management, and/or Multi-system Interface.
- Excellent decision-making skills and the proven ability to take ownership of programs/projects involving a variety of control components and mechanical machinery operation, maintenance, and repair.
- Experience troubleshooting and repairing equipment as well as planning, managing, and tracking the work of contractors engaged in support of Airport Passenger Processing Systems (PPS) such as Shared Use System (SUS), Airport Operations Database (AODB), Automated Passport Control Kiosks (APC), Common Use Self Service Kiosks (CUSS), or similar systems.
- Experience troubleshooting and repairing Automated Vehicle Identification (AVI) system equipment and hardware.
- Experience developing and administering contracts relating to airport systems maintenance and/or terminal operations.
- Experience with airline and airport Shared Use related systems such as gate and facilities management systems, Passenger Processing Systems (PPS), Information Displays Systems (IDS), and Baggage Handling Systems (BHS).

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD**

MECHANIC (PF)

GRADE: 11

MAJOR FUNCTION

The duties of a mechanic at a general aviation airport are all-encompassing, broad-ranging and may vary from day-to-day. This position consists of, but not limited to, maintenance, repair, and troubleshooting of various types of vehicles and specialized equipment at Page Field. Under general supervision, performs skilled work in the preventive maintenance and repairs of heavy equipment, heavy duty trucks, tractors/mowers, sweepers, aircraft refueling equipment; Jet-A , Avgas and Mogas unleaded and diesel fuel systems, ground power units (GPUs), electric and gas powered tow equipment, small engines, standby and portable generators. Under direct supervision, will assist the department with airfield lighting, electrical work and NAVAID repairs; cleaning and painting airfield markings, landscaping, hangar repairs and maintenance.

GENERAL POSITION DUTIES

Perform general and specialized tasks on all types of gasoline and diesel engines, transmissions, differentials and power take off units.

Maintain, repair/rebuild specialized equipment, i.e., runway sweepers, painting machines, loaders, ground service equipment.

Repair, replace and adjust fuel, electrical, pneumatic and hydraulic system components.

Repair aircraft refueling equipment, including pumps, valves, electrical controls, and other related equipment pertaining to aircraft refueling systems.

Requisition parts, supplies and equipment in a timely manner. Responsible for writing purchase order requests to include inventory and department related materials in accordance with LCPA procedures.

Assemble materials and supplies upon receipt of work order and/or stock requests; organize distribution of materials and issues to authorized personnel.

Will create and check open work orders; post actuals in work orders that indicate parts used to perform the work, cost of materials, and time spent in labor to complete work.

Locate needed parts, monitor and maintain stock levels in the storerooms.

May be asked to operate equipment such as lawnmowers, backhoes, dump truck, large tractor, and other heavy equipment.

AVIATION DIVISION

MECHANIC (PF)

Page 2

GENERAL POSITION DUTIES (cont.)

Other duties may include, but are not limited to, copying, receiving and disseminating incoming telephone calls, errands, deliveries, faxes and filing.

Establish and maintain effective working relationships with co-workers, customers, vendors and public. Contributes to the positive morale of the organization.

May be required to work any shift and weekends, as well as be on an emergency “on call” rotation schedule.

Performs all other related work as required or directed.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Basic knowledge of the methods, materials and practices of the heavy equipment mechanics trade. Working knowledge of the principles of operation and mechanics of internal combustion engines and diesel driven equipment. Working knowledge of the occupational hazards and safety precautions of the trade. Skilled in the repair and maintenance of heavy and specialized equipment including trucks and all related vehicle systems. Must be able to lift 50 lbs, bend, stretch, and stand for extended periods of time, climb stairs, reach, twist, sit, and walk. Must have a desire and ability to work outdoors in rain, high winds, and cold/hot temperatures. Understands and effectively carries out oral and written instructions. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Comply with safety regulations and maintain clean and orderly work areas. Will be required to attend educational workshops/seminars either locally or out-of-town. Ability to communicate freely, using two way radios in very noisy environments. Ability to safely operate mowers , equipment, and vehicles, including light trucks.

Training and Experience: High school diploma/GED and three years of experience in the repair and maintenance of heavy equipment; or an equivalent combination of training and experience. Experience in the repair of ground service equipment and aircraft refueling equipment preferred.

Licenses and Certificates: Possession of Florida driver’s license required. Possession of valid Florida Class B commercial driver license with airbrake endorsement or the ability to obtain within one year of hire date.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

MECHANIC, RESOURCES

GRADE: 11

MAJOR FUNCTION

Under general supervision, performs skilled work in the repairs, maintenance and preventive maintenance of specialized, heavy equipment, automotive, heavy duty trucks, tractor/mowers, sweepers other specialized equipment in accordance with standard trade practices.

GENERAL POSITION DUTIES

Performs general and specialized tasks, repairs and troubleshooting on all types of gasoline and diesel engines, transmissions, differentials and power take off units.

Maintains, repairs, rebuilds specialized equipment, i.e., runway sweepers, painting machines, loaders, miscellaneous ARFF equipment.

Repairs, replaces and adjusts fuel, electrical, pneumatic and hydraulic system components.

Repairs fire fighting systems including pumps, valves and other related equipment pertaining to fire systems.

Requisitions parts, supplies and equipment in a timely manner.

May perform some welding tasks.

Performs other work as required.

May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Basic knowledge of the methods, materials and practices of the heavy equipment mechanic's trade. Working knowledge of the principles of operation and mechanics of internal combustion engines and diesel driven equipment. Working knowledge of the occupational hazards and safety precautions of the trade. Skilled in the repair and maintenance of heavy and specialized equipment including trucks and all related vehicle systems. Ability to work at elevated heights, lift weights of 50 lbs., bend and operate all equipment. Considerable skill in the care and use of tools and equipment employed in the trade. Understands and effectively carries out oral and written instructions. Ability to communicate freely using two-way radios, sometimes in very noisy environments.

Training and Experience: High school diploma/GED and five years of experience in the repair and maintenance of heavy equipment; or an equivalent combination of training and experience. Experience and training in the repair of fire fighting vehicles and systems preferred.

Licenses and Certificates: Possession of valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT**

NETWORK ADMINISTRATOR

GRADE: 18

MAJOR FUNCTIONS

This is a professional technical position involving all functions of network administration and network access security. The incumbent balances workload between system support, new system analysis, management of the network and related projects. The incumbent coordinates, plans and schedules work with vendors and other Port Authority divisions and departments. Work is performed under the general supervision of the information technologies senior network administrator while exercising considerable independence.

GENERAL POSITION DUTIES

Establishes network specifications by conferring with users; analyze workflow, access, information, and security requirements; design router administration, including interface configuration and routing protocols. Establishes network by evaluating network performance issues including availability, utilization, throughput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls. Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation. Responsible for wireless connectivity. Ensures wireless connections are secure and safe and meets company requirements. Minor cabling projects. Troubleshooting fiber and copper cabling. VPN configuration, management and troubleshooting. Web filter configuration, management and troubleshooting. Researches and corrects all problem areas through the use of established guidelines. May perform on-site training of required server applications. Responds to questions and/or problems relative to network usage throughout the user community. Based on review takes support and the necessary action to the problem. Technically involved in the maintenance and administration of servers, desktop computers, printers, routers, switches, firewalls, phones, IP Phones, smart phones, software deployment, security updates and patches as well as a vast array of additional technologies inclusive of both hardware and software. Performs related work as required. Assists other information technology staff as directed by information technologies senior manager.

**INFORMATION TECHNOLOGY DEPARTMENT
NETWORK ADMINISTRATOR
PAGE 2**

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support network integration and support personal computer network implementation. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

Training and Experience: Graduation from an accredited four year college or university with a bachelor's degree in computer science or related field plus a minimum of five years experience including installation and support of network switches and routers and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years, including one year experience with Cisco network switches. Experience with Extreme Networks and Juniper a plus. Airport experience preferred.

Licenses/Certificates: Possession of a valid Florida driver's license is required. Cisco Certification desired.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS DEPARTMENT**

OPERATIONS DUTY AGENT

GRADE: 15-84

MAJOR FUNCTION

An airport operations duty agent is an entry level position in the operations department who is trained to act as a direct representative of the Lee County Port Authority Executive Director in his/her absence. The airport operations duty agent monitors the daily operation of the airport and is responsible for inspecting, identifying, and reporting for correction any discrepancy.

GENERAL POSITION DUTIES

Performs landside, terminal, and airside inspections including parking lots, rental car facilities, terminal building, terminal ramp, fixed base operators, cargo ramp, perimeter fencing, taxiways, runways, public areas, tenant and concessions space, fueling facilities and other areas that may be identified from time to time.

Responds to emergency situations/locations and assists with establishment of an on-scene-command post. Response to emergency situations can involve operation of a four wheel drive vehicle over rough terrain and extensive walking or standing.

Enacts animal/bird control. Requires use of the four wheel drive vehicle, shotguns, and pyrotechnics for removal, relocation, or depredation of animals/birds. May require participation in the airport's dog program.

Responsible for enforcement of various Federal Aviation Regulations, Advisory Circulars, Operations Instructions, State, and County regulations.

Ensures that the airport meets all specifications of the airport certification manual. Initiates appropriate action until such time as the discrepancies are corrected.

Manages gate control program. Maintains constant awareness of the tenants' challenges and requirements. Manages terminal, landside, and airside program control elements and other duties assigned by operations supervisors, managers, senior managers, directors, and management from other divisions.

Empowered to suspend the rules and regulations (Lee County Ordinance 94-09 as amended) and issue such orders, rules and regulations as may be necessary; close the airport in its entirety or any portion; delay or restrict any flight; direct refusal of takeoff permission to aircraft; deny the use of the airports to any specified class of aircraft, or to any individual or group.

OPERATIONS DEPARTMENT
AIRPORT OPERATIONS DUTY AGENT
Page 2

GENERAL POSITION DUTIES (cont.)

Provide aircraft escort in the movement areas of the Air Operations Area (AOA).

Monitors weather conditions and updates the airport tenants when conditions warrant.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of laws, rules and regulations which apply to the airport in addition to established airport policies related to their work areas. Ability to communicate effectively both verbally and in written form. Ability to act independently without close supervision and to make independent judgments based on established procedures. Ability to work effectively with tenants and the general public. Ability to perform in the airport complex with moderate outdoor exposure. Ability to drive Emergency Response Equipment and operate two way and VHF radios, mobile and portable telephones, personal computers, four wheel drive vehicles, rifles, shotguns and pyrotechnics. Occasional bending, stooping, lifting, reaching and frequent walking is required to perform this position. Ability to work shift work.

Schedule: Operations duty agents work an 84 hour (twelve hour shifts) bi-weekly work week. Schedules may be rotated. Ability to work different shifts (weekends, holidays, and relief shifts) 24/7 depending upon needs of the department and may be adjusted periodically; will be required to work weekends, nights and/or holidays.

Training and Experience: Graduation from an accredited four year college or university with a bachelor's degree in an aviation management, business administration or related discipline required.

Licenses and Certificates: Possession of a valid Florida driver's license is required. All entry level required training items identified in a formal syllabus must be met. Successfully pass a TSA fingerprint based criminal history background check. Private pilot's license (FAA Part 135 IFR rating) highly desirable. Prior 139 Ops Agent experience desirable.

Longevity/Promotability: All entry level syllabus requirements must be met.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS & SAFETY DEPARTMENT**

OPERATIONS OFFICER

GRADE: 17-84

MAJOR FUNCTION

This is a second level airport operations position requiring enhanced levels of qualifications, training and experience as identified herein. This is highly responsible work in assuring that the airport is operating in accordance with various federal, state, and local rules/regulations 24 hours per day, 7 days per week. The operations officer acts as a direct representative of the Lee County Port Authority executive director in his/her absence. The operations officer monitors the daily operation of the airport and is responsible for inspecting, identifying and reporting for correction any discrepancy. The operations officer acts as a liaison between other employees, tenants, concessionaires, dignitaries and the general public; and is expected to lead and provide expert guidance and advice to operations duty agents.

GENERAL POSITION DUTIES

- Performs landside, terminal, and airside inspections including parking lots, rental car facilities, the terminal building, the terminal ramp, fixed base operator facilities, the cargo ramp, perimeter fencing, taxiways, the runway, public areas, tenant concession space, fueling facilities; and other areas that may be identified from time to time.
- Responds to emergency situations/locations and assists with the establishment of an on-scene-command post and activation of the airport command center. Response to emergency situations can involve the operation of a four-wheel drive vehicle over rough terrain and extensive walking or standing.
- Performs animal/bird control. Requires use of a four-wheel drive vehicle, rifles, shotguns and pyrotechnics for removal, relocation, or depredation of animals/birds. May be required to perform annual wildlife train-the-trainer classes for LCPA personnel involved in the airport's wildlife program.
- Responsible for the enforcement of various federal aviation regulations, advisory circulars, operations instructions, state and county regulations.

OPERATIONS & SAFETY DEPARTMENT
OPERATIONS OFFICER
Page 2

GENERAL POSITION DUTIES (cont.)

- Assists the airside manager and senior operations officers with training newly hired operations agents.
- Manages assigned FAR Part 139 programs to include following up with necessary LCPA personnel and/or tenants.
- Ensures that the airport meets all specifications of the airport certification manual. Initiates appropriate action until such time as the discrepancies are corrected.
- Maintains constant awareness of the tenant's challenges and requirements.
- Manages particular airport operations programs and other assigned duties.
- Empowered to close the airport in its entirety or any portion; delay or restrict any flight; direct refusal of takeoff permission to aircraft; deny the use of the airports to any specified class of aircraft or to any individual or group.
- Provide aircraft escort in the movement areas of the Air Operations Area (AOA). Monitors weather conditions and updates the airport tenants when conditions warrant.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills:

- Considerable knowledge of laws, rules and regulations which apply to the airport in addition to established airport policies related to their work areas.
- Ability to communicate effectively both verbally and in written form.
- Ability to act independently without close supervision and to make independent judgments based on established procedures.
- Ability to work effectively with tenants and the general public.

OPERATIONS DEPARTMENT
OPERATIONS OFFICER
Page 3

MINIMUM QUALIFICATIONS (cont.)

- Ability to perform in the airport complex with moderate outdoor exposure.
- Ability to drive emergency response equipment and operate two way and VHF radios, mobile and portable telephones, personal computers, four-wheel drive vehicles, rifles, shotguns and pyrotechnics. Occasional bending, stooping, lifting, reaching and frequent walking is required to perform this position.

Schedule: Operations Officers work an 84 hour (twelve-hour shifts) bi-weekly work week. Schedules may be rotated. Ability to work different shifts (weekends, holidays, and relief shifts) 24/7 depending upon needs of the department and may be adjusted periodically; will be required to work weekends, nights, and/or holidays.

Training and Experience:

- Graduation from an accredited four-year college or university with a Bachelor's Degree in an Aviation Management, Business Administration, or related field and two years' experience with the Lee County Port Authority as an Operations Duty Agent.
- Successful completion of the National Incident Management System (NIMS) Incident Command System (ICS) courses 100, 200, 700, and 800;
- Completion of AAAE Advanced ASOS course or equivalent;
- Completion of two (2) Guest First classes.
- Recommendation of supervisor, manager, senior manager, and/or director is required.

Licenses and Certificates: Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

POLICE CAPTAIN

GRADE: 25

MAJOR FUNCTION

Professional and highly responsible certified supervisory staff position involved in the enforcement of laws security and safety on all Port Authority properties. Perform responsible supervisory duties inherent in directing the activities of a team of subordinate level officers and civilians assigned to law enforcement operations bureau, support services bureau and professional standards bureau. Duties are performed in accordance with department rules and regulations. The police captain is responsible to the deputy chief of police and/or chief of police.

GENERAL POSITION DUTIES

Responsible for total direction and assurance of departmental policies covering the administrative and operational activities of the Lee County Port Authority Police Department while administrating the responsibilities for security of the airport. Ability to plan, assign, supervise and review the work of subordinate personnel in a manner resulting in efficient and effective performance and high morals. Possess extensive knowledge of the airport security program, security access system, officer training and FAA Airport Certification Standards. Coordinate intelligence efforts within the agency. Oversee the daily administrative and operational needs of their assigned bureau; instill a full understanding of public service aspects through safety and security functions with the ability to create and maintain a strong public service attitude in police officers and security agents. Perform all other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: Ability to act with a high degree of independence in administration of required duties, communicate effectively with superiors, subordinates and the public in a clear and concise verbal and written form. Ability to formulate plans, schedules, leadership and direction of subordinates. Ability to assume responsibility for decisions made. Ability to retain and recall information. Possess interpersonal and public speaking skills and the ability to produce unique responses with the competence to recognize and use new but practical approaches to issues at hand. Ability to think, react and respond quickly and make on-the-spot decisions. Skill in the use and care of firearms. Ability to work independently and to be objective. Skill in applying knowledge acquired in airport police/security training programs. Knowledge of Port Authority jurisdiction. Skill in speaking firmly and persuasively while exercising tact and diplomacy.

Training and Experience: High school diploma/GED required. Must be at least 19 years of age and a citizen of the United States. Must have bachelor's degree from a four-year college or university or willing to obtain within three years of effective promotion date (own initiative). Must successfully pass drug screening, physical exam and background investigation. Must be of good moral character. Must not have been convicted of any felony or a misdemeanor, involving perjury or false statement. Must not have received a dishonorable or undesirable discharge from any of the armed forces of the United States. Position requires State of Florida Police Officer Certification. Must possess and maintain a valid current Florida driver's license.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

POLICE LIEUTENANT

GRADE: 24

MAJOR FUNCTIONS

Professional and highly responsible supervisory certified sworn position, involved in the enforcement of laws, security, and safety on all Port Authority properties. Performs responsible supervisory duties inherent in the furthering of any case that requires in-depth investigation bringing it to finalization or cleared status. May require participation to gather, collate and distribute intelligence information dealing with national security, commercial airline industry and local areas that may be related to disruptive or damaging acts of violence. Reports to and is supervised by the Major assigned to Law Enforcement Operations while also directing intelligence information to the Major assigned to Airport Security.

GENERAL POSITION DUTIES

Serves as a supervisory law enforcement officer of the Lee County Port Authority Police Department and performs duties associated with this responsibility. May be assigned as a line supervisor with the responsibility of scheduling for proper staffing coverage, oversee daily, routine and emergency calls for service inclusive of self initiated calls by subordinate officers. Reviews performance of subordinates through conferences, personal observation and evaluation of completed assignments and reports. Instruct subordinates through leadership, knowledge and prepared courses covering departmental operating procedures, rules/regulations, current laws and judicial changes. Remains in contact with departmental staff officers, to assist with concerns of and/or the morale of individual subordinates. May participate in and direct, patrols on foot and in vehicles of the Port Authority complexes and surrounding perimeters to secure facilities and detect unusual or hazardous situations. May be the on scene commander for the departmental response to the areas around an aircraft accident or crash landing site, in order to establish security perimeter to keep unauthorized persons away from the scene, and provide direction for responding departmental personnel. The employee must enforce federal and state laws, county ordinances, and departmental policies and procedures, using established methodologies and techniques in law enforcement, in order to carry out a wide range of duties. The employee must perform a variety of tasks that require clear and concise written and verbal communications and possess exceptional customer service skills, for the purpose of recording and reporting facts to be used as documentation of occurrences in or on Port Authority property, also in the delivery of service to the public through information, directions, and other public assists. May be required to investigate felony cases, make proper reports available to proper authorities and prepare case reports for court presentations.

May be required to assume command over a crime scene and evidence upon arrival; direct other personnel to ensure evidence and witnesses are properly handled. May be required to participate in various intelligence task forces and meetings, host in-house intelligence briefings, and submit intelligence reports as required to security entities within the airport. May be required to provide direct supervision of assigned investigator(s) and investigator technicians while performing investigative duties.

AIRPORT POLICE DEPARTMENT
POLICE LIEUTENANT
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Ability to act with a high degree of independence in the administration of required duties. Ability to stay abreast of new laws and techniques necessary to the job. Ability to communicate effectively with supervisors and subordinates, in both verbal and written form. Ability to work in harmony with others, bringing cases to finalization rapidly and successfully. Maintain integrity of sensitive materials and information received from intelligence sources. Maintain proper demeanor while representing the department at all times. Ability to work independently and to be objective, exhibiting leadership and direction over subordinates. Ability to formulate plans and schedules. Must demonstrate exceptional customer service skills in speaking firmly and persuasively while exercising tact and diplomacy. Skill in the use and care of firearms. Knowledge of Port Authority jurisdiction. Skill in applying knowledge acquired in Airport Police/Security Training.

Training and Experience: Minimum 19 years of age, United States Birth Certificate or Naturalization Certificate, high school graduate or received G.E.D., possess a valid Florida driver license. Successfully pass background investigation, physical exam and drug screening. Never convicted of a felony, or a misdemeanor involving perjury or false statement. Never received a dishonorable or undesirable discharge from the Armed Forces of the United States.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

POLICE OFFICER

GRADE: 15 - 84

MAJOR FUNCTION

Professional and highly responsible certified sworn staff position. Perform all necessary safety, security and related duties inherent in the protection of Port Authority property, facilities, personnel and the general public. Primary duties include: activities relating to prevention of trespass, theft, and other criminal activity; investigation of both vehicle crashes and personal injuries; as well as, the monitoring and subsequent enforcement of established safety and security practices, policies and procedures to include applicable federal and Florida statutes, regulations and county ordinances. Must take appropriate law enforcement action; interpret and apply laws, regulations, policies, procedures and precedents firmly, courteously, tactfully and impartially to achieve successful results in support of the Lee County Port Authority Police Department's mission, goals, and objectives. A police officer is responsible to their shift sergeant.

GENERAL POSITION DUTIES

Serve as a uniformed law enforcement representative of the Port Authority, performing all duties commensurate to this responsibility. Prevents crime by explaining and enforcing applicable federal, state, and local laws and ordinances; teaching preventive, protective and defensive tactics; mediating disputes; patrolling assigned area; responding to notices of disturbances; conducting searches; observing suspicious activities; detaining suspects. Maintains safe traffic conditions by monitoring and directing traffic; enforcing laws and ordinances; investigating accidents; providing escort; reporting unsafe areas and facilities. Minimizes personal injury by rescuing and reviving victims; radioing for medical assistance. Administers first aid as required.

Performs both preventive foot and vehicle patrols of Port Authority facilities and grounds. Documents observations and actions by radioing information; completing reports. Apprehends suspects by responding to complaints and calls for help; making arrests. Conducts criminal investigations by gathering evidence; interviewing victims and witnesses; interrogating suspects. Reports observations and actions by testifying in court. Maintains operations by following department policies and procedures; recommending changes. Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Thorough knowledge of the codes and laws of the State of Florida, as applicable to the situation. Strong abilities in decision making, legal compliance, handles pressure, deal with uncertainty, lifting, physical fitness, judgment, objectivity, dependability, emotional control and integrity. Ability to act with a high degree of independence in performance of required duties. Must possess exceptional customer service skills.

Training and Experience: High school diploma / GED and a minimum of two years experience as a sworn law enforcement officer required. Must be at least 19 years of age and a citizen of the United States. Must have Florida CJSTC, Basic Law Enforcement Officers Recruit Academy or equivalency and be a Florida certified officer. Must be able to successfully pass a physical exam and a psychological assessment prior to employment. Must possess a desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork. Must successfully pass a written examination, an oral examination, a drug screening and a background investigation. Must be of good moral character. Must not have been convicted of any felony or a misdemeanor, involving perjury or false statement, nor have received a dishonorable or undesirable discharge from any of the armed forces of the United States. Valid Florida driver's license is required upon employment.

08/03, 03/11, 10/13, 03/17, 10/20

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

POLICE OFFICER (CANINE)

GRADE: 15

MAJOR FUNCTION

Professional and highly specialized certified sworn positions, which have completed a required TSA Explosive Detection Canine Team Program. To acquire the knowledge and skills necessary to perform the functions of this position, the employee will be provided and must successfully complete specialized training as required by the State of Florida Criminal Justice Standards and Training Commission, Transportation Security Administration and the Port Authority Police Department. Canine officers report to and are supervised by the police captain.

GENERAL POSITION DUTIES

Serves as uniformed law enforcement representative of the Port Authority, performing all duties commensurate to this responsibility. Enforces all applicable laws, regulations and procedures, to include, issuing warnings, citations, and making arrests as required. Performs both preventive foot and vehicle patrols of Port Authority facilities and grounds. Reports and investigates, as directed, all motor vehicle crashes and incidents occurring on Port Authority property. Administers first aid as required. Operates required communications equipment.

Airport Security Inspection: Patrols on foot to deter and detect the introduction of explosive devices into the Port Authority complexes and surrounding perimeters, to secure facilities and detect unusual or hazardous situations.

- * Respond to existing or possible calls concerning explosive devices or items.
- * Inspects Port Authority Terminals and areas to search in response to bomb threats associated with luggage, cargo, vehicles, and aircraft.
- * Maintain a high level of visual recognition as a general deterrent to any terrorists or criminal activity.
- * Responsible for the care and humane treatment of assigned canine.
- * Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Thorough knowledge of the codes and laws of the State of Florida, as applicable to the situation. Ability to act with a high degree of independence in performance of required duties. Must possess exceptional customer service skills. Must be able to successfully pass a physical examination, drug screening, competency screening and a psychological assessment prior to employment.

Training and Experience: Must be at least 19 years of age a citizen of the United States: Must successfully pass drug screening and background investigation. Must not have been convicted of any felony or a misdemeanor, involving perjury or false statement, nor have received a dishonorable or undesirable discharge from any of the armed forces of the United States. Must be of good moral character. High school graduate or received a GED Certificate. Upon employment must possess a valid Florida driver's license.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

POLICE OFFICER MASTER

GRADE: 17

MAJOR FUNCTION

Perform all necessary safety, security and related duties inherent in the protection of Port Authority property, facilities, personnel and the general public. Primary duties include: activities relating to prevention of trespass, theft, and other criminal activity; investigation of both vehicle crashes and personal injuries; as well as, the monitoring and subsequent enforcement of established safety and security practices, policies and procedures, to include applicable Federal and Florida statutes and regulations, and County Ordinances. A Master Police Officer is responsible to their Shift Sergeant.

GENERAL POSITION DUTIES

Serves as uniformed law enforcement representative of the Port Authority, performing all duties commensurate to this responsibility. Must possess exceptional customer service skills. Performs both preventive foot and vehicle patrols of Port Authority facilities and grounds. Enforces all applicable laws, regulations and procedures, to include, issuing warnings, citations, and making arrests as required. Reports and investigates, as directed, all motor vehicle crashes and incidents occurring on Port Authority property. Administers first aid as required. Operates required communications equipment. May serve as a Field Training Officer (FTO) and may assist and/or serve as first line supervisor when directed. Performs related duties as required.

MINIMUM REQUIREMENTS

(FOR CAREER ENHANCEMENT FROM SENIOR POLICE OFFICER TO POSITION OF MASTER POLICE OFFICER)

- 1) Three (3) years of continuous service as a sworn law enforcement officer – Senior Police Officer with the Lee County Port Authority. Candidates are to make application 90 days prior to their eligibility service date or
 - a. A Police Officer may advance to a Master Police Officer after two (2) consecutive years as a Lee County Port Authority Police Officer provided he/she has a minimum of five (5) years consecutive law enforcement experience as a certified Police Officer with a single agency, or seven (7) years of experience as a certified Correctional Officer with a single agency, and the requirements listed above have been met. Positions other than Police Officer and Correctional Officer will be evaluated on a case-by-case basis.

AIRPORT POLICE DEPARTMENT
POLICE OFFICER MASTER
Page 2

MINIMUM REQUIREMENTS (cont.)

- 2) Satisfactory performance evaluations.
- 3) Recommendation from his/her supervisor and approval up the chain of command.
- 4) Disciplinary action will be reviewed.
- 5) Completion of the Line Supervision Course or equivalent.
- 6) Completion of one of the following training courses or equivalent.
 - a) Building & Maintaining Sound Behavioral Climate
 - b) Developing & Maintaining a Sound Organization
 - c) Middle Management

02/08, 03/11, 10/13

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

POLICE OFFICER SENIOR

GRADE: 16

MAJOR FUNCTION

Perform all necessary safety, security and related duties inherent in the protection of Port Authority property, facilities, personnel and the general public. Primary duties include: activities relating to prevention of trespass, theft, and other criminal activity; investigation of both vehicle crashes and personal injuries; as well as, the monitoring and subsequent enforcement of established safety and security practices, policies and procedures, to include applicable Federal and Florida statutes and regulations, and County Ordinances. A Senior Police Officer is responsible to their Shift Sergeant.

GENERAL POSITION DUTIES

Serves as uniformed law enforcement representative of the Port Authority, performing all duties commensurate to this responsibility. Must possess exceptional customer service skills. Performs both preventive foot and vehicle patrols of Port Authority facilities and grounds. Enforces all applicable laws, regulations and procedures, to include, issuing warnings, citations, and making arrests as required. Reports and investigates, as directed, all motor vehicle crashes and incidents occurring on Port Authority property. Administers first aid as required. Operates required communications equipment. May be assigned as a Field Training Officer (FTO) as directed by the Major of Law Enforcement Operations. Performs related duties as required.

MINIMUM REQUIREMENTS

(FOR CAREER ENHANCEMENT FROM POLICE OFFICER TO POSITION OF SENIOR POLICE OFFICER)

- 1) Two (2) years of continuous service as a sworn law enforcement officer with the Lee County Port Authority as a Police Officer. Candidates are to make application 90 days prior to the two (2) year service date.
- 2) Satisfactory performance evaluations.
- 3) Recommendation from his/her supervisor and approval up the chain of command.
- 4) Disciplinary action will be reviewed.

AIRPORT POLICE DEPARTMENT
POLICE OFFICER SENIOR
Page 2

MINIMUM REQUIREMENTS (cont.)

- 5) Completion of the CMS Field Training Officer Course.
- 6) Completion of three (3) of the following training courses or equivalent that have been identified as applicable to the needs of this department.*
 - Advanced Report Writing and Review
 - Advanced Traffic Accident Investigations
 - Case Preparation & Court Presentation
 - Criminal Law
 - Crisis Intervention
 - Domestic Intervention
 - Injury and Death Investigation
 - Interviews & Interrogations
 - Laser Speed Measurement
 - Narcotics Identification & Investigation
 - Stress Awareness & Resolution
 - CMS Instructor Techniques
 - Search and Seizure
 - IRTB at New Mexico
 - Community Oriented Police Officer Course
 - Other Department Approved Course

* Completion of an Associates Degree or higher in Criminal Justice could count towards all training requirements to advance to Senior Police Officer once the CMS Field Training Officer course is completed and all other requirements listed above are met.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

POLICE SERGEANT

GRADE: 21-84

MAJOR FUNCTION

Perform responsible supervisory duties inherent in directing the activities of a team of subordinate level officers involved in various safety, security and related duties. A police sergeant shall instruct, assign and supervise subordinate level officers on an assigned shift. Duties are performed in accordance with department rules and regulations. A police sergeant is a working supervisor expected to be knowledgeable in all aspects of the patrol officer and security agent function.

GENERAL POSITION DUTIES

- Adheres to and advances the mission of the police department
- Instructs, assigns and supervises subordinate level officers and security agents of an assigned shift
- Investigates allegations of misconduct by subordinates
- Must possess exceptional customer service skills
- Gives presentations to department, organizations and community on related topics
- Inspects both equipment and appearance of subordinate personnel
- Conducts roll calls/reports in preparation for shift
- Enforces and supports departments and organization's policies
- Routinely patrols assigned shift area, providing assistance as required
- Responsibility for ensuring subordinates follow and support the department's mission
- Develops/mentors subordinates' leadership skills
- Sets examples for subordinates in ethical decision making
- Professionally represents the department and chief of police
- Ensures subordinates follow and support department's mission
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Skills in formulating plans, schedules and leadership ability over a group of officers. Ability in handling officer problems, such as work assignments and disciplinary actions inherent to the job. Must be able to meet with the public and tactfully explain policies and procedures of the department.

Training and Experience: 4 year total law enforcement experience. Must have an Associate Degree or 60 college credits or commitment to obtain within 3 years. No written reprimands within 1 year and no unpaid suspensions within 3 years. Must successfully pass drug screening, physical exam and background investigation. Must be of good moral character. Must not have been convicted of any felony or a misdemeanor, involving perjury or false statement. Must not have received a dishonorable or undesirable discharge from any of the armed forces of the United States. Must possess and maintain a valid current Florida driver license.

08/03, 03/11, 10/13, 10/17, 11/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
POLICE DEPARTMENT**

POLICE SERGEANT-CANINE

GRADE: 21

MAJOR FUNCTION

A professional and highly specialized certified sworn law enforcement assignment, which requires TSA Explosive Detection Canine Team Program certification as an EDCTP Handler. To acquire the knowledge and skills necessary to perform the functions, (in addition to the EDCTP Certification), of this supervisory position, the employee must successfully complete specialized training as required by the State of Florida Criminal Justice Standards and Training Commission, Transportation Security Administration, and the Port Authority Police Department. The employee must maintain TSA EDCTP certification to supervise the Canine Bureau. The Canine Bureau Sergeant reports to and is supervised by the Major/Assistant Chief of Airport Security. The Canine Bureau Sergeant is responsible to perform supervisory duties inherent in directing the activities of a team of subordinate level canine officers. Duties are performed in accordance with department rules and regulations.

GENERAL POSITION DUTIES

Instructs, assigns and supervises subordinate level canine officers assigned to the bureau.

Represents LCPA APD as an official representative on various committees and task forces made up of other governmental agencies.

Must possess exceptional customer service skills.

Inspects both equipment and appearance of subordinate personnel and TSA canines.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must hold and maintain TSA EDCTP certification. The ability to formulate plans, schedules and leadership responsibilities related to the Canine Bureau. Must be able to meet with the public and tactfully explain department policies and procedures.

Training and Experience: Must be at least 19 years of age a citizen of the United States: Must successfully pass drug screening and background investigation. Must be of good moral character. Must not have been convicted of any felony or a misdemeanor, involving perjury or false statement, nor have received a dishonorable or undesirable discharge from any of the armed forces of the United States. High school graduate or received a GED Certificate. Must possess and maintain a valid current Florida driver's license.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

PROCUREMENT AGENT

GRADE: 13

MAJOR FUNCTIONS

This classification performs detailed technical and professional work in a centralized procurement environment managing competitive solicitations for the acquisition of commodities or services. The position is responsible for preparing solicitation documents, reviewing specifications and scopes of work, conducting presubmittal conferences, drafting addendum(a), analyzing solicitation responses, and issuing a purchase order and/or two-party agreement as appropriate, and related work as needed.

Work is performed under the general supervision of the purchasing manager or designee. Work performance is evaluated through conferring, reports, and observation of results and adherence to established purchasing policies, procedures and regulations. A high level of task management skill, independent judgment, and diplomatic exchange with Authority staff and vendors is required. The Procurement Agent shall possess knowledge of standard procurement methods (quotations, bid, proposals) and shall be required to perform technical research, proactively identify and conduct vendor sourcing, prepare reports and communicate orally and in writing with vendors, client departments and other municipalities on procurement issues.

GENERAL POSITION DUTIES

Management of a high volume of diverse work associated with the solicitation of competitive bids, proposals, letters of qualifications and/or quotations. Leads procurement planning and coordination activities, clearly communicates and maintains a timely and accurate exchange with client departments. Advises and instructs departments on purchasing policy and procedure.

Provide assistance to client departments in developing statements of work, scopes of work, or specifications to be used for competitively soliciting. Performs research to gain knowledge and understanding of the kind and quality of items or services to be procured and to ensure competitive and non-restrictive requirements are being utilized. Analyze current procurement activities and recommends improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis or cooperative purchasing.

Review the basis for vendor selection with the client department during solicitation document drafting.

Conducts pre-bid conferences and assists in answering questions and clarifying requirements for potential proposers via official addendum(a). Facilitates staff evaluation meetings for qualifications based purchases.

Determines responsiveness of bids, quotes and proposals and responsibility of offerors and safeguards designated trade secret information.

Ensure complete and proper supporting documentation on requisitions prior to generating purchase orders and change orders. Review and authorize purchase orders and change orders within delegated authority in the financial system. Inputs and updates documents as necessary. Prepares bid tabulations. Compiles reference checks of vendors.

Performs diligence in the review of bid waivers including sole source, single source, emergency, cooperative and piggyback requests for acquisition and recommends action.

Prioritizes assigned work to meet the changing needs of the Authority; continually monitors status of assigned work and reprioritizes work in progress as needed to meet demands.

As appropriate, uses local newspapers for legal advertisements and electronic posting boards to announce competitive opportunities, make notice of meetings, issues addendum(a), and post notices of award and other important and necessary information electronically. Develops source lists and notifies identified sources of solicitation opportunities.

Schedules, manages and chairs prebid meetings and formal openings in accordance with Florida Sunshine Law requirements.

Coordinate and attend evaluation committee meetings.

Assist in the review and updating of purchasing policy and procedure. Participate and assist in the research, design and implementation of automated procurement systems and related procedures.

Obtains contract documents from the Chief Assistant Port Authority attorney and requests approval of purchase documents, as appropriate.

On request, assists with the preparation of and reviews documents for presentation to the Airport Special Management Committee or Joint Board of Port Authority Commissioners for approval.

Assist with vendor performance issues, working toward amicable resolve while ensuring contract compliance.

On request of the client department, facilitate contract renewals in a timely manner as required.

Maintains the integrity of the public procurement process.

Maintain solicitation and purchase files, reports and records.

May conduct presentations and/or perform vendor outreach.

May be assigned work in a specialized commodity category.

Performs other related work as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Considerable knowledge of business practices and procedures related to competitive procurement in a centralized purchasing function.

Knowledge of automated procurement systems, word processing and spreadsheet applications.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with all levels of Authority staff, vendors and the general public.

Ability to interpret and apply Authority purchasing policies and procedures and applicable laws.

Skill in gathering, evaluating and analyzing data and managing and tracking multiple projects concurrently.

Ability to exercise ethical judgment, accept personal responsibility.

Ability to attend work on a regular and reliable basis.

Training and Experience: High School Diploma/GED required. Associates degree and a minimum of two years purchasing experience required; or an equivalent combination of training and experience. Certified Professional Public Buyer (CPPB) or other nationally recognized procurement or purchasing certification, or the ability to obtain the Certified Professional Public Buyer certification within three years of hire.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

PAGE FIELD

Programs Specialist, Page Field

GRADE: 14

MAJOR FUNCTION

This position reports to the Maintenance Manager while also providing operational and technical assistance to the Operations Manager in regards to specific tasks, special projects, and various assignments.

Employee must be familiar with and have a good understanding of the airport's systems, including: HVAC, building automations, fire protection, airfield lighting, fuel farms, and CMMS.

GENERAL POSITION DUTIES

Assists Maintenance Manager with writing specifications and obtaining quotes for goods, services, capital items, and special projects. Facilitates setting up new vendors and updates certificates of insurance as necessary. Creates purchase order requests for goods and services upon request. Contacts vendors for missing invoices and checks all invoices for accuracy in billing. Remains vigilant of budgetary spending and keeps managers informed of object code balances. Responsible for fixed asset inventory, annual condition reporting, monitoring CMMS for accuracy, and creating on-demand work orders.

Assists Maintenance Manager, Operations Manager, and Crew Chiefs with organizing and filing airport records to include: as-built drawings, technical specifications, regulatory documents, repmis, correspondences, aircraft records, and wildlife logs. Additionally, this position will create and maintain training logs for Maintenance and Operations personnel and will inform managers of recurrent training deadlines.

Assists Operations Manager with updating airport training materials and guidance documents. Assists Operations Manager with preparing flight justification worksheets, and aircraft quarterly and annual reports.

This position performs all other work as required or directed. Must be able to work and communicate with other departments and organizations. Has thorough working knowledge of current safety practices and security procedures.

The Programs Specialist may be required to work any shift and weekends, and may be required to attend educational workshops/seminars either locally or out-of-town.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable working knowledge and proficiency with Microsoft Word, Excel, and Google applications. Photo editing skills are a plus. Excellent writing skills required. Ability to maintain accurate records and paperwork required. Ability and willingness to work unusual hours, (i.e., nights, weekends, holidays, and "on-call") when required. Ability to perform manual labor occasionally under adverse weather conditions. Ability to follow written and oral instructions. Ability to climb a ladder and work at elevated heights, lift weight up to 25 lbs. Ability to communicate effectively using two-way radios, phones, and electronic mail.

Ability and willingness to assume responsibility and to provide supervisory control and training of subordinates.

Training and Experience: High school diploma/QED and a minimum of 3 years experience in facilities, maintenance, procurement, and/or airport operations or equivalent experience. Computer literate with Microsoft Office and Google application experience.

Licenses and Certificates: Possession of valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
PLANNING AND ENVIRONMENTAL COMPLIANCE DEPARTMENT**

NOISE AND AIRSPACE COORDINATOR

GRADE 19

MAJOR FUNCTION

This is a professional staff position reporting to the Department Manager and is responsible for overseeing the noise and airspace programs for the Southwest Florida International Airport (RSW) and Page Field (FMY). This position will interact with community leaders, neighborhood organizations, and interested parties regarding airport overflights and tall structure permitting.

GENERAL POSITION DUTIES

This position is responsible for overseeing the airport noise program for the Lee County Port Authority. Work will involve coordinating efforts relating to noise studies, managing the airport Noise Comment Line, responding to the public regarding aircraft overflight concerns, and research incident complaints using flight tracking software (WebTrak), GIS, or other means. Requires monitoring the voluntary aircraft noise abatement program designed to minimize the effect of noise on residents in surrounding communities. Also, ensures proper disclosure of airport noise overlay zones on the website and in the local Land Development Code. Develops and maintains the noise abatement website. Requires the ability to communicate effectively to the general public and community organizations via the Port Authority's website, manage the noise comment hotline, and prepare PowerPoint presentations, written reports and documentation. Serves as the point of contact between the Port Authority and hired consultants and managing and directing the preparation of noise studies, noise analysis, and research. Coordinates as needed with FAA ATCT personnel, community residents and pilots. Provides review and documentation of statistics relevant to aircraft operations and comments and preparation of monthly and annual noise reports.

This position also oversees the Tall Structure Permit Program and any airspace issues at Southwest Florida International Airport and Page Field. Work includes coordination with the FAA, FDOT, local municipalities, developers, and crane operators on processing tall structure permits per the Lee County Land Development Code and other state and federal regulations. Develops and maintains the Tall Structure Permitting website. Coordinates with and assists LCPA governmental affairs and development services departments to process airspace projects and approvals. The project coordinator is also responsible for coordinating airspace obstruction removal and associated mitigation plans. Responds to the public regarding drone inquiries and participates in, and may coordinate, Port Authority Drone Working Group meetings.

This position may also provide technical assistance to the Department Manager including conducting planning research and coordinating planning activities, as well as reviewing

development plan packages regarding airport compatibility and to ensure compliance with the local, state and federal regulations. Attends meetings to discuss programs, prepare and conduct presentations, and obtain and provide information. This position will occasionally be required to attend public meetings after normal working hours.

Performs other duties as assigned. Contributes to the positive morale of the Port Authority.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Excellent communications and presentation skills a must. Ability to effectively communicate, educate and interact with community leaders, neighborhood organizations, and interested parties regarding airport planning issues, including airport overflights and noise. Must know or become knowledgeable of state, federal and local laws and regulations governing airports. Ability to review and analyze technical reports and papers for completeness and accuracy. Ability to present information clearly in oral and written form. Ability to establish and maintain effective working relationships with state and federal officials, working associates, subordinates and the general public.

Training and Experience: Graduation from a four year college or university with a degree in Aviation Management, Planning or any other equivalent combination of education and experience. Must have experience using personal computer with knowledge of MS Word, Excel, and Power Point. Possession of a valid Florida driver license. Airport experience, instrument pilot's license, and/or background in airspace analysis a plus but not required. A working knowledge of ArcGIS and/or noise monitoring and flight tracking systems software would be beneficial.

01/10, 03/11, 11/13, 5/18

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROPERTIES DEPARTMENT**

PROPERTIES COORDINATOR

GRADE: 19

MAJOR FUNCTIONS:

This professional position supports the goals, objectives and efforts of the properties department, which handles revenue producing contracts, including leases, permits and other agreements for Southwest Florida International Airport and Page Field. The position reports to the director of properties and is responsible for assisting in the negotiation, formation and administration of leases and other contracts, including coordination of various projects with tenants, permittees and other Port Authority staff. The position requires an understanding of basic business principles; effective communication and coordination with Port Authority staff and various entities doing business at the airports; projection of a professional image of the Port Authority; and the ability to manage a multitude of projects simultaneously.

GENERAL POSITION DUTIES:

Handle routine leasing and permitting with businesses (e.g. airlines, ground service providers, skycaps, aircraft maintenance and repair providers, concessionaires, off-airport rental car and off-airport parking providers, flight instructors) desiring to utilize land, space or facilities to operate at either of the airports. This will include coordination with prospective (and existing) tenants and permittees as to their type of business activities, desired start date and desired space, confirmation of their business entity's legal name, coordination with the Port Authority's Finance Department on the security deposit amount, procurement of contract exhibits from Port Authority's Leasehold Development Department, preparation and revision of contract documents (including new leases, permits and amendments thereto), coordination of document review by other staff and marshalling documents through the negotiation and signature phase.

Track available and leased land and space at both airports. Assist with identifying locations which can accommodate new tenants. Manage pre-lease needs of incoming tenants; facilitates coordination between incoming tenants and other departments regarding keys, phone and data lines, utilities, security badging, parking, tenant improvements, etc. Manage tenant move-in and move-out procedures, inspecting condition of premises before move-in and after move-out.

PROPERTIES DEPARTMENT
PROPERTIES COORDINATOR
Page 2

GENERAL POSITION DUTIES (cont.):

Assist with ongoing administration of leases and permit agreements. Handle frequent inquiries from the public, including prospective tenants, permittees, brokers, developers, appraisers; and from other existing tenants, permittees and other departments.

Manage compliance by existing tenants and permittees with their contractual requirements; responds to reported lease violations and other non-compliance issues; coordinates with tenants/permittees to resolve problems.

Work with new and existing tenants with a variety of lease requests and coordinates projects with other departments within the Port Authority.

Conduct research related to various airport properties issues, through networking, organizational contacts, surveys and other methods.

Attend routine and non-routine meetings associated with airport operations, airline managers, rental cars, terminal concessions, etc.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must be detail oriented, with strong organizational skills and the ability to coordinate a multitude of projects, making independent decisions regarding work load priorities. Requires: strong oral and written communication skills; the exercise of sound judgment and the ability to make decisions independently within the scope of the job's duties on a daily basis; the ability to coordinate with subordinates, peers, management and tenants in a professional manner; the ability to work with software programs such as Microsoft Word, Excel and PowerPoint; the ability to locate, convey and summarize information; prepare clear and concise reports; and the ability to establish and maintain effective working relationships with internal staff, professional consulting firms, county officials, department heads, various business entities and the general public.

Training and Experience: Graduation from a four-year college or university with a degree in business management or related field and a minimum of three years experience in the aviation industry or commercial real estate is preferred; or an equivalent combination of education and experience may be considered. Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY-ADMINISTRATION DIVISION
COMMUNICATIONS & MARKETING/
ADMINISTRATIVE SERVICES DEPARTMENT**

RECEPTIONIST, ADMINISTRATIVE SERVICES

GRADE: 8

MAJOR FUNCTIONS

This position requires excellent communications and organizational skills in order to provide exemplary customer service and support to the administrative office area. The duties will include greeting and welcoming visitors, providing information and representing the company in the best possible manner.

GENERAL POSITION DUTIES:

- Operates multi-line main switchboard for the Port Authority, directing callers to the appropriate person/department/agency/tenant;
- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries;
- Maintains employee, department and tenant phone directories;
- Accepts and maintains logs for packages and special delivery items;
- Validates visitor parking and maintains parking log, according to policy;
- Schedules conference rooms for staff and tenant use and maintains/monitors associated calendars;
- Schedules Port Authority vehicles, as requested;
- Provides clerical support, as needed;
- Maintains a clean and orderly reception area by complying with procedures, rules and regulations;
- Maintains security by following procedures; monitoring the elevators and notifying company personnel of visitor arrivals;
- Contributes to team effort by maintaining a calm, professional and friendly demeanor while dealing with employees and visitors.

SKILLS AND QUALIFICATIONS:

Excellent verbal, written and interpersonal communication skills; Highly organized; Computer literate and familiar with common software programs and email services; Ability to listen; Professional attitude and appearance; Customer focused; Patient; Ability to multi-task and deal with challenges in a busy work area; Make sound decisions under pressure; Conduct business with a minimum amount of supervision; Bilingual a plus.

Physical requirements include prolonged periods of sitting and occasional lifting (20 lbs.), bending and/or stooping.

TRAINING AND EXPERIENCE:

High school diploma or GED and minimum of two years professional office experience required. Possession of a valid Florida driver license is required.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

SENIOR ACCOUNTING ASSISTANT, AP

GRADE: 13

MAJOR FUNCTIONS

This is a responsible technical accounting position involving collection, payables, general ledger maintenance and gathering statistical material for various reports within the Finance Department as well as externally by other airport departments. This position involves a variety of basic accounting systems and advanced clerical functions and is performed under the general supervision of the Finance Manager.

GENERAL POSITION DUTIES

Compiles, reviews, records and reconciles financial transactions within general guidelines. Maintains general and subsidiary records to established account classifications, and balances subsidiary accounts and ledgers to control accounts. Classifies and posts expenditures to budgetary accounts; posts entries from supporting records; responsible for maintenance cash receipts journal; reviews all entries to assure accuracy; generate daily and monthly reports. Update general ledger. Performs other related duties as necessary.

MINIMUM QUALIFICATIONS

Knowledge, Ability & Skills: Considerable knowledge of computer operations (preferably Excel or similar), PC applications/spreadsheets and file maintenance. Familiarity with fiscal principles, practices and reporting. Knowledge of statistical techniques; debit and payment procedures; credit and collection procedures; laws, rules and regulations applying to accounting procedures and financial transactions. Ability to perform accounting procedures in the maintenance of fiscal accounting records; perform detailed work involving written or numeric data and make mathematical calculations rapidly and accurately; analyze data and prepare fiscal reports therefrom. Ability to analyze facts and figures to exercise sound judgment in arriving at conclusions. Ability to plan, organize, supervise and evaluate the work of others. Ability to establish and maintain effective working relationships with professional contacts, department heads and fellow employees.

Training and Experience: Requires High School graduation or G.E.D. and two (2) years experience of progressively responsible experience performing clerical accounting duties or two (2) years of college with twelve (12) semester hours in accounting; or an equivalent combination of training and experience. Must possess a valid Florida driver license.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

SENIOR BUDGET ANALYST

GRADE: 17

MAJOR FUNCTIONS

This is a highly professional budgetary position primarily responsible for preparation, analyzing and tracking of the Port Authority budget process. Included in this process is detailed forecasting of all revenues and expenses of all related Port Authority funds. This position also assists with the year end recalculation of airline rates and charges. Duties are performed under the direction of the budget manager, and the director of finance with assignments and oversight by the division director and deputy executive director.

GENERAL POSITION DUTIES

Assists in the preparation of budget format and procedures, interpreting financial data presented, to determine the amount of funding for a particular department. Analyzes the impact of current and anticipated revenue in relation to budgetary policy and fiscal plans; assist in financial management analysis of on-going functions within departments; reviews and analyzes financial data and budget preparation of assigned departments. Acts as the first line of contact for all departmental budget issues.

Assists in restructuring budgetary activities in accordance with new or revised directives; writes concise and brief narratives concerning department or divisional organizational structure, scope of activities, and budgetary impact; may work independently or supervise subordinates as assigned; attends meetings, workshops and seminars as authorized or directed. Performs other duties as required.

Work involves analysis of Port Authority budgetary programs. The position is responsible for advising the budget manager in the development of measurable objectives in the delivery of service and determining the proper resource allocation in budgetary terms to achieve these objectives. Reviews budget submissions, audits performance data and oral analyses and recommendations regarding the budget submissions. Works within established policies, procedures and guidelines; however, performs with considerable independence requiring sound judgment and initiative.

Reviews and refines program objectives prepared by department directors and division heads to assure that they are meaningful and are measurable. Reviews reasonableness and validity of underlying assumptions used in estimating and projecting future performance reports. Maintains a current rates and fees financial model in order to monitor compliance with budgeted expenditures and revenues in relation to budget projections. Prepares accurate documentation for senior management. Ability to work independently and be able to make sound recommendations in all budget matters.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of accounting and budgetary principles, practices and procedures; current techniques of budgetary concepts applicable to governmental agencies; organization theory. Principles and practices of budget preparation and administration. Ability to analyze financial transactions and prepare statistical and narrative reports; interpret budgetary format incorporating new legislation with the financial impact on budgets; supervise the work of subordinates if required; maintain effective working relationships with department heads and elected officials; communicate effectively, both orally and in writing.

Facility in applying statistics and mathematics. Ability to isolate and analyze significant trends and practices from detailed records and factual materials. Ability to work effectively with others requires judgment, diplomacy, tact, and firmness. Skill in ascertaining and verifying pertinent facts from personal contact. Observation and examination of records and data. Ability to interpret and apply laws, rules and practices affecting the administration and preparation of budgets. Knowledge of principles and practices of budget preparation and administration.

Training and Experience: Bachelor's degree from an accredited four year college or university and five years experience in accounting, auditing, or progressively responsible budget development and research, one year of which must have involved development of budgetary procedures in a governmental agency; or an equivalent combination of training and experience. Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR EQUIPMENT OPERATOR, GROUNDS

GRADE: 14

MAJOR FUNCTION

This is skilled work in the operation of moderately complex power, maintenance and construction equipment. Position requires rotation among several specialized pieces of equipment as workload changes and for scheduled procedures. Work assignments are generally received daily and work is reviewed during performance or upon completion depending upon the nature of duties being performed.

Maintain Airport landscape and grounds. This is accomplished by mowing grass with tractors with rotary or flail mowers or riding type mowers, mowing vegetation along fence lines, ditches, and canals for drainage, sight lines, and aesthetics. Tree pruning using chain saws, pruning equipment, bucket trucks, and chippers. Operate excavation equipment such as excavators, loaders, backhoes, and hauling equipment. Perform functions related to landscape, turf maintenance using many types of heavy and light equipment, and hand tools. All duties are performed under safe operating conditions. May work with a crew or independently. May perform limited supervisory duties in the absence of the supervisor or crew chief.

GENERAL POSITION DUTIES

To perform this job successfully, an individual must be able to perform each of the following essential duties and responsibilities satisfactorily. Other duties may be assigned.

- Mow grass along airport rights-of way.
- Operate tractors with broom, grading equipment and/or mowing attachments.
- Operate many and all heavy and light equipment that may be required depending on situation and circumstances including relieving or replacing absent operators.
- Perform minor operator maintenance of equipment.
- Drive and operate other vehicles and equipment (pickup trucks, dump trucks, loaders, backhoes, and runway sweepers, skid steer loaders with attachments, riding lawn mowers) as needed.
- Participate in laboring work of the crew as workloads demand.
- Perform daily inspections on assigned equipment including lubrication and minor maintenance.
- Perform drainage maintenance as required.
- Operate hand and power tools.
- Transport equipment.
- Must be able to pickup, push, pull or move a 50 lb. object. That object may consist of tools, equipment or materials used in Grounds day-to-day activities.

MAINTENANCE DEPARTMENT
SENIOR EQUIPMENT OPERATOR, GROUNDS
Page 2

GENERAL POSITION DUTIES (cont.)

- Concrete construction such as repair/build catch basins, installation of pipe, and head wall repair.
- Perform tree trimming.
- Perform all other duties as required.
- May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: The items listed below are representative of the knowledge, skills, and/or abilities that may be used to perform the essential job functions.

- Ability to read and write to complete various forms required for reports.
- Ability to perform routine tasks and to understand and follow oral instructions.
- Skill in the operation of trucks and wheeled tractors.
- Knowledge of traffic regulations and the skill to set up a safe work zone.
- Prefer experience operating chainsaws, wood chipper, and weed eaters. Also, experience in tree trimming and various vegetation.
- Ability to interact with the public in a professional manner.
- Considerable knowledge of the operation, maintenance limitations and safety precautions of operation, repairs, and adjustment of equipment in the field and service of such equipment.
- Proficient in two-way radio communications and knowledgeable of regulations and procedure as related to airport operations sometimes in very noisy environments.
- Physical strength and agility sufficient to operate heavy equipment over rough terrain.
- Ability to perform manual labor occasionally under adverse weather conditions.
- Ability to climb a ladder and work at elevated heights; lift weights of 50 lbs., bend and operate airport equipment.
- Perform tree trimming and have knowledge of tree types, litter, and debris clean up.
- Perform related work as required.
- Must have 20/40 correctable vision in both eyes.
- Able to stand, crawl, sit, or kneel at various times throughout the day.
- May work long hours outdoors in all types of weather.
- Sufficient physical stamina to perform related common labor duties.
- Able to work flexible hours under emergency situations. Ability to read, write, and follow instructions in the English language.
- Able to effectively communicate with other team members.
- Able to hear within normal parameters.
- Required overtime work as needed in emergency situations.

MAINTENANCE DEPARTMENT
SENIOR EQUIPMENT OPERATOR, GROUNDS
Page 3

Training and Experience: High school diploma/GED and three years experience in the operation of equipment similar to that which will be assigned or an equivalent combination of training and experience.

Licenses and Certificates: Possession of valid Florida Commercial Driver's License Class "A" with air brakes or ability to obtain the license within six months of employment to this position.

9/04, 10/13, 06/16

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR FABRICATOR, RESOURCES

GRADE: 14

MAJOR FUNCTION

This is skilled work in metal working, fabrication, welding, maintenance and repair work. May assist with repairs, maintenance and preventive maintenance of automotive, heavy-duty trucks, tractor/mowers, sweepers, and other small equipment in accordance with standard trade practices. Responsible for the alteration and maintenance of equipment and structures. Requires knowledge and skills in the metal fabrication trades. Assignments are received in oral or written form, and may be accompanied by sketches, diagrams or blueprints. Work is reviewed by a supervisor/manager for conformance and for adherence to established codes and regulations. Work is performed under the supervision of a manager or supervisor.

GENERAL POSITION DUTIES

Performs general and specialized tasks in the construction, renovation, modification, installation and repair of numerous types of vehicles, trailers and specialized equipment. Performs advanced metal work, builds/fabricates/modifies, trailers, specialized devices, and framework. May be required to assist in performing general overhaul, repairs and troubleshooting on all types of vehicles and equipment. Maintains, repairs, rebuilds general, automotive and small equipment. Provides assistance in the repairs and rebuilding of specialized fire fighting systems including pumps, valves and other related equipment pertaining to fire truck systems. Requisitions parts, supplies and equipment in a timely manner. Performs related work as required. May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the practices, methods, materials and tools of the metal fabrication and welding trades. Knowledge of the occupational hazards and safety precautions of the trades. Knowledge of the principles and properties of all different types of metals. Ability to read, interpret and work from blueprints, rough sketches, and wiring diagrams. Ability to follow written and oral instructions. Skill in the use and care of tools, equipment and materials of the trades to which assigned. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; bend, stoop and walk as required. Ability and willingness to assume responsibility and to work unusual hours, i.e., evenings, weekends and holidays if necessary. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Ability to drive company vehicle. Considerable skill in the care and use of tools and equipment employed in the trade.

MAINTENANCE DEPARTMENT
SENIOR FABRICATOR, RESOURCES
Page 2

Training and Experience: High school diploma/GED and three years experience as a welder or general Tradesworker; or an equivalent combination of training and experience.

Licenses and Certificate: Possession of valid Florida commercial driver's license (CDL) Class B with airbrakes endorsement within 6 months of employment.

9/04, 10/13

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS & SAFETY DEPARTMENT**

SENIOR GROUND TRANSPORTATION AGENT

GRADE: 12

MAJOR FUNCTION

A senior ground transportation agent assists the general public in locating desired method of transportation while ensuring commercial transportation companies operate in accordance with established standards, rules, regulations and ordinances. Work is performed under moderate supervision with unusual situations referred to the landside manager or other designated representative. A senior ground transportation agent must have excellent customer service, leadership, and the administrative skills in order to provide effective support to the landside manager or other designated representative.

The position requires inside and outside work with extended periods of standing, sitting, and/or walking in all weather conditions. Employee may work a rotating and/or permanent shift. The duties require agent presence during all hours of flight arrival activity.

This position is primarily responsible for the training of new ground transportation agent I or newly promoted ground transportation agent II, as assigned. This position will also perform all duties, functions and responsibilities of ground transportation agent I and II.

GENERAL POSITION DUTIES

Serves as a primary trainer for the training of new staff and makes recommendations for permanent placement. Works with the manager, operations duty agents, and other agents to provide leadership and team continuity between the various shifts and personnel. Reviews periodicals, trade journals and other resources to stay up-to-date on current trends and methods in transportation, parking, rental cars and other airport related fields. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

This position is an experience and training based step up from the Ground Transportation Agent II position and may allow for individuals (if they so choose and qualify) to move along various career paths within the Operations Department or Lee County Port Authority (LCPA).

Knowledge, Abilities and Skills:

Successful candidates should possess the following attributes and abilities:

- Ability to demonstrate the skills and knowledge required of a ground transportation agent II at a high degree of accuracy.
- Must meet the knowledge, ability and skill requirements of a senior ground transportation agent.
- Be able to assist the landside manager in the areas of complimentary parking, traveler's aid, overflow parking reservations and complaint resolution, etc.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience:

- Must have been employed as a ground transportation agent II for at least eighteen (18) consecutive months with the Lee County Port Authority with good performance evaluations with an overall average of 5 (above average) or higher.
- Must have completed and documented:
 - FIRST training;
 - All available Guest First modules;
 - BHS Alert training;
 - FIS training;
 - IROPS training; and
 - Additional computer software application training—as needed.
- Is able to and has successfully responded to medicals and IROPS.
- Is knowledgeable of procedures and is able to schedule landside events and activities, e.g. overflow parking, commercial lane usage, etc.
- Has demonstrated the ability to understand and assist with contractual standards of landside tenants and contractors.
- Exhibited mentorship of junior staff and proper training of any new hires (if any) in all areas of ground transportation agent responsibility.
- Must have completed any other LCPA mandatory training.

Schedule: Ability to work different shifts (weekends, nights, holidays, and relief shifts) 24/7 depending upon needs of the department and may be adjusted periodically; will be required to work rotating shifts; will be required to work weekends, nights, and/or holidays.

Senior Ground Transportation Agents work an 80 hour (ten hour shifts primarily; however, one potential schedule is eight hour shifts) bi-weekly work week. Schedules may be rotated. This position is subject to holdover or recall on a 24-hour basis for essential services and emergencies.

Longevity/Promotability – Complete eighteen (18) months of service as a ground transportation agent II with the Lee County Port Authority. Satisfactory performance evaluations. Recommendation from his/her supervisor and approval up the chain of command. Disciplinary action will be reviewed.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR IRRIGATION TECHNICIAN, GROUNDS

GRADE: 14

MAJOR FUNCTION

This is technical work responsible for troubleshooting, repair and maintenance of the irrigation system within the Port Authority property. This position is responsible for establishing and maintaining a maintenance program for irrigation and will also assist the team in routine maintenance and installation of landscaping, including weeding, pruning, fertilizing, chemical spraying, planting and operation of trucks used to water landscape material; and, will monitor insect and disease occurrences. Will set up and work in an approved work zone when necessary, may be assigned to operate equipment on an occasional or temporary basis, will be responsible for record keeping, and may perform limited supervisory duties in the absence of the supervisor and crew chief.

GENERAL POSITION DUTIES

To perform this job successfully, an individual must be able to perform each of the following essential duties and responsibilities satisfactorily. Other duties may be assigned.

- Maintain and repair a variety of irrigation systems, including wells, electronic controllers, and timers
- Create and manage a preventative maintenance program. Perform maintenance on all systems to ensure effective and efficient operation as well as compliance with water management rules and regulations
- Operate pickup truck, trencher, tractor, loader, and hand tools in the maintenance and repair or irrigation systems and landscape maintenance
- Maintain equipment in safe, clean, and proper working condition
- Identify insect, disease, and weed problems common to Southwest Florida
- Maintain records and ensure that they comply with county, state, and federal regulations
- Calibrate equipment for accurate application and maintain in a safe, clean, and proper working condition
- Apply herbicides, insecticides and fungicides, and other horticultural agents in compliance with county, state, and federal regulations
- Safely mix and handle chemicals and equipment
- Maintain weed control and health in canals, ponds, and waterways
- Operate tractors with broom, grading equipment, and mower attachments
- May be required to work special shift hours to perform maintenance inspections of irrigation systems and other related functions that cannot be performed during daylight hours
- Knowledge of personal computer windows programs desirable
- May be required to work any shift and weekends

MAINTENANCE DEPARTMENT
SENIOR IRRIGATION TECHNICIAN, GROUNDS
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: The items listed below are representative of the knowledge, skills, and/or abilities that may be used to perform the essential job functions:

- Knowledge of standards, methods, tools of the irrigation and landscape trade
- Knowledge of related codes, rules, and regulations of irrigation and pesticide application
- Knowledge of plants, insects, disease and soil conditions common to Southwest Florida
- Skilled in the operation of light duty equipment, tools and materials of the irrigation, pesticide, and landscape trade
- Knowledge of aquatic pest control and water quality issues in ponds, canals, and waterway
- Knowledge of safe boating skills as required for performing aquatic pest control operations
- Swimming skills and knowledge of watercraft floatation devices essential
- Ability to work from sketches and blueprints
- Ability to read, write, and follows instructions in the English language
- Ability to set up a safe and legal work zone area
- Ability to carry a backpack sprayer and apply pesticides safely and correctly
- Order and maintain inventory of parts, equipment, and tools as required
- Ability to operate a dump truck, bobcat, watering truck and/or other light duty equipment
- Proficient in two-way radio communications and knowledgeable of regulations and procedure as related to airport operations in very noisy environments at times
- Ability to interact with the public in a professional manner
- Ability to climb a ladder and work at elevated heights, bend and operate airport equipment
- The employee must be able to pick up, pull, or move a 50 lb. object
- Must have 20/40 correctable vision in both eyes
- Able to stand, crawl, sit, or kneel at various times throughout the day.
- May work long hours outdoors in all types of weather
- Able to work flexible hours as required and overtime as needed
- Able to effectively communicate with other team members
- Able to hear within normal parameters

Training and Experience: High school diploma/GED required and three years of experience as a pesticide technician, irrigation technician, landscape maintenance technician or aquatics maintenance technician preferred; or, an equivalent combination of training and experience.

Licenses and Certificates: Required possession of a valid Florida driver's license and good driving history. Have a valid Limited Lawn & Ornamental Pesticide Applicator's License or obtain one within six months of employment. A Restricted Pesticide Applicator's License with Right-of-Way, Aquatics categories desirable.

9/04, 10/13, 9/16, 10/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR LANDSCAPE TECHNICIAN, GROUNDS

GRADE: 14

MAJOR FUNCTION

This is skilled work in one or more of the trades. Maintenance of the airport landscape, pesticide application and minor irrigation systems. Requires knowledge and skills in several landscape trades. Work is reviewed by a supervisor and crew chief that inspects for compliance with instructions and serviceability of equipment repaired or installed.

GENERAL POSITION DUTIES

Perform all landscape maintenance tasks by leading, overseeing and working with assigned personal. Perform general pruning, weed control, plant/tree replacement, pesticide application, mulching, fertilization, mowing and trash removal in assigned areas. Maintain inventory of equipment, material and supplies necessary for areas of responsibilities. Inspect landscaping and report pest, weeds, nutrient and irrigation issues. May perform limited supervisory duties in absence of supervisor and crew chief. Perform all other work as required or directed. May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Knowledge of proper application of pesticides and fertilizers. Safely operate hand tools, mowers and other equipment related to landscaping. Follow written and oral instructions; read, interpret and work from blueprints, rough sketches and wiring diagrams; troubleshoot and repair irrigation.

Ability to lead a small crew in landscaping duties; instruct and oversee assigned personal in the safe use of landscaping tools, equipment and procedures. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Ability to obtain and keep current AOA and non-movement area privileges.

Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead, bend, stoop and walk as required. Perform manual labor occasionally under adverse weather conditions. Willingness to assume responsibility and to work unusual hours, i.e., nights, weekends and holidays when required.

Training and Experience: High school diploma/GED required; three years experience in grounds maintenance, pesticide applicator, irrigation technician, tree/shrub trimming preferred or an equivalent combination of training and experience may be considered.

Licenses and Certificates: Possession of Limited Lawn & Ornamental Pesticide Applicator's License or must obtain one within 6 months of employment. Possession or ability to get a Restricted Pesticide Applicator's License with Aquatic and Right-of-Way categories desired. I.S.A. Arborist certification desirable. Possession of valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS DEPARTMENT**

SENIOR MANAGER, AIRSIDE/LANDSIDE/TERMINAL OPERATIONS

GRADE: 27

MAJOR FUNCTION

This is professional work in directing, coordinating, organizing, leading and controlling the activities associated with airport's Airside, Landside and Terminal Operations for the Lee County Port Authority. In addition to the duties described below, this position is responsible for developing and executing the Airside, Landside and Terminal portions of the Operations department budget and to ensure that Department programs are current in relation to industry and Port Authority standards. Special projects must be completed as assigned. The Airside Manager, Landside Manager, Terminal Manager and an Administrative Coordinator report directly to the Senior Manager – Airside/Landside/Terminal Operations.

GENERAL POSITION DUTIES

This position is tasked with the management of Lee County Port Authority's FAR Part 139 Certification Program to ensure that the airport is in compliance with Federal standards and maintains its certification to operate as an air carrier airport. This position is also tasked with the management, function and oversight of all landside and terminal elements which are vitally critical to the operation of the airport. Completes special projects as assigned. Coordinates activities to ensure compliance with the Airport Certification Manual including the Airport Emergency Plan, Wildlife Hazard Management Plan, FAR 139, Airports Rules and Regulations, Operations Instructions, specific functional area programs, collaboration components and other direction that may be provided from time to time. Work is performed under the direction of the Director of Operations and Safety.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the operations of an air carrier airport. Have strong knowledge of the laws, rules and regulations, with the ability to effectively apply them to the Airport's operation. Must be able to plan, assign and review the work of the Airport Operations staff with the capacity to establish and maintain highly effective working relationships with various levels of management, officials, as well as the general public. Ability to develop, implement and oversee contractual agreements. Capable of working without supervision with the ability to make solid independent judgments and establish workable policies. Ability to maintain accurate records and prepare detailed reports. Ability to successfully plan, coordinate and execute diverse activities. Must be able to clearly communicate ideas verbally and in writing.

OPERATIONS DEPARTMENT
SENIOR MANAGER, AIRSIDE/LANDSIDE/TERMINAL OPERATIONS
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MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from an accredited four-year college or university with a degree in Aviation Management, Business Administration or related field, and five years experience. Experience must include five years supervisory experience in a medium hub air carrier facility; or an equivalent combination of training and experience. Must have experience using two-way radios, personal computer with knowledge of Google and Microsoft products including Word, Excel, and PowerPoint. Knowledge and experience with airport construction projects and contract management is desirable. Possession of a valid Florida driver's license is required. Pilot's license, A.A.E, C.M., or ACE is also desirable.

01/06, 12/11, 04/12, 10/13, 04/20

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT**

SENIOR MANAGER, CONTRACT MANAGEMENT

GRADE 27

MAJOR FUNCTIONS

Develops and maintains administrative oversight on the primary Aviation Division contracted service agreements, in accordance with applicable policies, procedures, regulations, and compliance requirements. Serves as subject matter expert in contract regulations, terms, conditions, compliance requirements, and financial oversight. Maintains highly productive and proactive working relationships with the various contract managers and staff throughout the Authority, contract service providers, and external stakeholders. Duties are performed independently under the general direction of the Aviation Division Director. Supervises and sets department goals and priority work agendas for department staff.

GENERAL POSITION DUTIES

Develops and oversees detailed service standards and specifications for all Aviation Division contracts, through best management practices and direct input and feedback from designated Owner's Authorized Representative (OAR), contract managers, and various contract resources.

Through close coordination and consultation with OARs, contract managers, Purchasing staff, Risk Management, and Port Attorney, researches, prepares, revises and presents comprehensive RFPs and RFBs to provide a variety of professional, service and operational contract services for the Authority, including developing project scope, technical specifications, staffing, wage ranges, and procedural requirements.

Maintains reports, correspondence, records and documents relating to the administration of all contracts assigned. Prepares and maintains Contract Administration Department's Operating and Capital Budgets to include annual submission, producing periodic estimated actuals, and initiating budget transfers. Reviews and validates annual Operator Budget Submissions by Contractors.

Ensures prompt processing of payment requests to contract service providers, in accordance with the agreement, applicable purchasing procedures, departmental processes, and budgetary guidelines. Implements internal control systems to monitor status of provider accounts related to approved budget, and ensures sustained adherence to contract service standards.

Prepares, coordinates, and negotiates contract adjustments, contract service requests, and supplemental tasks, as coordinated with the various OAR's, contract managers, and staff, to meet unanticipated needs and organizational goals.

Provides contractual guidance and expert analysis to various contract managers and staff who oversee contract provider work plans, projects, schedules, and personnel/material utilization in accordance with language stipulated in those contracts.

Assists various OARs, contract managers, and staff with implementing and monitoring quality control programs to ensure compliance with the contract scope and specifications, proper reporting relationships, effective remedial/corrective action plans, and that environmental and safety issues are addressed.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT**

SENIOR MANAGER, CONTRACT ADMINISTRATION

GRADE 27

Coordinates and collaborates with peers in the Authority on projects, assignments, and tasks of common interest or where contract services are involved, and ensures departmental resources are utilized to achieve shared goals and objective. .

Completes special projects as assigned and assists in the planning and development of departmental policies and procedures, and establishing the department's mission, goals and objectives. Other duties as required/assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, Skills: Must have working knowledge of airport operations and management, FAA and TSA regulations, safety and operational guidelines. Must have excellent communications skills, strong customer service aptitude, effective negotiation and problem solving skills. Experience in the procurement and/or purchasing of commercial goods and services highly desirable. Experience in the preparation of technical and operational specifications highly desirable, including the correlation of financial costs and controls for such specifications.

Ability to comprehend and analyze scientific and technical journals, engineering plans, financial reports, and legal documents. Ability to respond, both verbally and in writing, to inquiries or complaints from the public, regulatory agencies, service providers, or members of the business community. Ability to effectively present information to senior management, elected officials and public groups. Ability to effectively collaborate with peers and senior staff members on contract services, BID development, RFPs, contract negotiations, and contract awards.

Ability to apply mathematical equations, perform statistical analysis, create and interpret tables and graphs, define problems, collect data, establish facts, and draw valid conclusions. Highly effective written communications skills are required in order to prepare comprehensive technical specifications, scope of services, and contract service solicitation documents.

While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit, use hands to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally exposed to high, precarious places. The noise level in the work environment can be very loud, requiring sound attenuation devices.

Training and Experience: Bachelor's degree from a four-year college or university desired; demonstrated experience administering and overseeing large operational contracts required. Valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS DEPARTMENT**

SENIOR MANAGER, EMERGENCY OPERATIONS/TERMINAL

GRADE: 27

MAJOR FUNCTIONS

This is professional work in directing, coordinating, organizing, leading and controlling the activities associated with Airport Emergency Operations including the airport communications center, and Terminal functional areas for the Lee County Port Authority. In addition to the duties described below, this position is responsible for overseeing the emergency operations and terminal portions of the Operations department budget and to ensure that programs are current in relation to industry and Port Authority standards. Special projects must be completed as assigned. The Communications Supervisor, the Terminal Manager and an Administrative Coordinator report to the Senior Manager - Emergency Operations and Terminal.

This position is tasked with the direct supervision of the Communications Supervisor and the Terminal Manager. This position manages the Lee County Port Authority's Emergency Operations program with all Authority departments and coordinates with mutual aid in preparation for and in response to aircraft accidents/incidents and other disasters. All terminal functions are also critical to this position. In addition to the general duties identified below, this position is responsible for developing Operations budgets related to emergency operations and terminal needs and ensures programs are current in relation to industry standards. Special projects as assigned must be completed. Work is performed under the direction of the Director of Operations.

GENERAL POSITION DUTIES

Coordinates activities to insure compliance with the Airport Certification Manual including the Airport Emergency Plan, FAR 139, Airports Rules and Regulations, Operations Instructions, specific functional area Program Control Elements, collaboration components and other direction that may be provided from time to time.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the operations of an air carrier airport. Have knowledge of the laws, rules and regulations, with the ability to effectively apply them to the Airport's operation. Must be able to plan, assign and review the work of the Airport Operations staff with the capacity to establish and maintain effective working relationships with various levels of management, officials, as well as the general public. Capable of working without supervision with the ability to make independent judgments and establish workable policies. Ability to maintain records and prepare reports. Ability to plan and coordinate diverse activities and clearly communicate ideas verbally and in writing.

OPERATIONS DEPARTMENT
SENIOR MANAGER, EMERGENCY OPERATIONS/TERMINAL
Page 2

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from an accredited four-year college or university with a degree in Aviation Management, Business Administration or related field, and four years experience. Experience must include five years supervisory experience in a medium hub air carrier facility; or an equivalent combination of training and experience. Must have experience using two-way radio, personal computer with knowledge of Windows, MS products including Word, Excel, and Access. Knowledge in computer aided dispatch is desirable. Possession of a valid Florida driver's license is required. Private pilot's license is also desirable.

01/06, 12/11, 04/12, 10/13

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
ENGINEERING AND CONSTRUCTION DEPARTMENT**

SENIOR MANAGER, ENGINEERING/CONSTRUCTION

GRADE: 26

MAJOR FUNCTION

This is a senior management position supporting the Department Director of Engineering and Construction responsible for overseeing all daily aspects of the Engineering and Construction Department within the Lee County Port Authority. The position is responsible for coordinating all engineering and construction projects for the Southwest Florida International Airport and the Page Field General Aviation Airport. The primary goal of this individual is to keep all projects on schedule, under budget and fully coordinated. Excellent communication skills are a must. This position requires a significant amount of experience in the management of multi-disciplined architectural, engineering, and construction improvement projects.

This management position involves extensive coordination with outside consultants and contractors, staff, other Port Authority departments, and regulatory agencies. This position provides a supporting leadership role over the Engineering and Construction Department; provides an effective communicative link to the other respective Port Authority managers and other staff; and provides recommendations to the Department Director and, on occasion, executive staff of the Port Authority. This position is supported by other areas within the Development Division, such as Governmental Affairs and Grants, Planning and Environmental Compliance, Disadvantaged Business Enterprise, and Development Services. This position also requires coordination with various consultants and contractors to establish and maintain project schedules, project budgets and milestone project decisions.

Throughout the life cycle of projects, develops and maintains external and internal relationships to promote successful project completion. Strives to thoroughly understand and interpret scope and intent of assigned projects and independently manages all project-related issues. Initiates independent coordination, as required with others, to solicit expertise and/or needs on specific project elements. Promotes project excellence by seeking consistent and high-quality products and services from professional consultants and contractors.

GENERAL POSITION DUTIES

This is a senior management position supporting and implementing engineering and construction programs. This position requires a high degree of independence, effective communication, and savvy negotiation and leadership skills. This individual will assist the Director of Engineering and Construction and provide day-to-day management of Port Authority Engineering and Construction projects. The main objective of this role is to keep all such projects on schedule, under budget, and well coordinated among all affected parties.

**ENGINEERING AND CONSTRUCTION DEPARTMENT
SENIOR MANAGER, ENGINEERING/CONSTRUCTION**

Page 2

GENERAL POSITION DUTIES (cont.)

This individual will be responsible for the coordination of each project with other Port Authority Divisions, coordination and direction to project consultants, establishment of project budgets, creation and review of project schedules, coordination of design reviews, construction coordination, and other duties deemed necessary to accomplish Engineering and Construction goals.

This position utilizes the expertise of staff, consultants and other areas of the Port Authority to successfully manage projects. This position prepares, negotiates, and implements various types of contracts: engineering/architectural design, construction administration, and construction management related services. The position also oversees the administration of standards, criteria and procedures used in the preparation, quality control review, and enforcement of these contracts.

Manages consultants that provide architectural/engineering and construction related services to support preparation of the following: total project budgets, cost estimates, special studies/reports, justification statements for proposed work, basis of assumptions for project work scopes within Capital Improvement Plan; construction documents/specifications; professional service agreements; and other project-related items. Manages and supervises other subordinate departmental staff responsible for reviewing, interpreting, analyzing, and continually monitoring contract documents during their development to guarantee product remains consistent with Port Authority objectives. Provides recommendations to the Department Director related to procedural and personnel changes that will result in more effective project coordination and communication within the department.

Participates in construction contractor and consultant contract negotiations; design milestone meetings; pre-design, pre-bid and pre-construction conferences; construction progress meetings; substantial and final completion meetings; and any other meetings as required to advance the necessary progression of development projects.

Provides leadership to departmental staff on engineering and construction issues, as well as providing support to other personnel under his/her direct supervision. Coordinates with departmental staff and other Port Authority internal departments, regulatory/governmental agencies, and others regarding principles of engineering, construction administration/management practices, and other applicable project matters such as procurement practices, insurance, bonding, legal and other requirements.

Performs other duties as assigned.

Contributes to the positive morale of the department/division.

ENGINEERING AND CONSTRUCTION DEPARTMENT
SENIOR MANAGER, ENGINEERING/CONSTRUCTION
Page 3

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Extensive experience in managing professional service contracts and staff. General knowledge of engineering principles, professional services contracts, construction administration and construction management principles, and other project development concepts and techniques. General knowledge of quality control and quality assurance principles, as well as standard industry methods and techniques applied to architectural/engineering design, construction administration, construction management, and other construction related services.

Ability to effectively communicate with consultants, contractors, regulatory agencies and staff. Ability to express ideas clearly and concisely, orally and in writing, to individuals and groups, internally and externally of the Authority. Ability to work as a key team member on simultaneous complex and time-sensitive engineering and construction projects. Ability to make difficult decisions requiring compromise and appropriate political judgment.

Training and Experience: Graduation from an accredited four-year college or university with a degree in Engineering, Architecture, Construction Management/Science or related field. A minimum of five years experience in engineering, construction contract administration/management, program management, or an equivalent combination of training and experience including work with increasingly demanding management responsibility, on large government, public works, or airport improvement projects. Any combination of education and experience, which demonstrates ability to perform duties effectively, may be substituted. A professional engineering license in the State of Florida or the ability to obtain one within one year is desired. Possession of a valid Florida driver license required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR MANAGER, FACILITIES

GRADE: 27

MAJOR FUNCTION

This position functions under the direction of the maintenance department director and requires significant technical knowledge and the ability to exercise considerable independent judgment as necessary to conform to the desired goals and objectives of the Port Authority and the maintenance department. The individual filling this highly responsible position must possess the ability to coordinate and supervise the daily functions of the airfield/grounds and terminal sections, which is comprised of 85 team members of the airport's maintenance department. The person in this role must be familiar with the many buildings and mechanical systems, including passenger loading bridges, HVAC, building automation, security, fire protection, airfield lighting and FAA Part 139 compliance, escalator/elevator operations, the sign shop and the lock and key shop. This position is responsible for the direct fiscal management of the airfield, terminal and grounds sections almost \$4 million dollar annual budget.

GENERAL POSITION DUTIES

Assist the department director with the development of strategic plans to enhance and continuously improve the maintenance department product.

Establish work priorities and estimate time, labor and material requirements necessary to complete the work effort on time and on budget.

Control departmental purchasing to ensure material availability while working effectively within the department's budget and purchasing guidelines.

Plan, coordinate and control departmental operating, personnel and capital budgets.

Develop specifications for the purchase of equipment and outside service providers.

Assist with the development, implementation and oversight of the department's safety programs.

MAINTENANCE DEPARTMENT
SENIOR MANAGER, FACILITIES
Page 2

GENERAL POSITION DUTIES (cont.)

Ensure compliance with all federal, state and local codes regarding the maintenance, construction and renovation of airport facilities.

Ensure compliance with the department's tool and inventory programs.

Plan and coordinate employee training programs as required.

Ensure compliance with all LCPA policies and procedures.

Serves on various committees to review solicitations, proposals, drawings and correspondence and independently generates comments, notes and feedback for circulation.

Contributes to the positive morale of the department and performs special projects and other duties as assigned.

This position requires the employee to be on-call 24 hours per day. Due to the nature of the transportation industry, this position will be required to be on-site at any time during an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable technical knowledge in facilities management and in-depth knowledge of building and mechanical trades and associated codes. Must be able to effectively communicate orally and in writing. Ability to establish and maintain effective working relationships with subordinates, superiors, peers and the public.

Training and Experience: Bachelor's degree from an accredited four-year college or university in business administration, airport management or related field and seven years of experience in building trades, general maintenance, electrical, air conditioning, machinery operation, and/or general construction, including experience involving airport systems and applicable Federal Aviation Administration (FAA) Regulations preferred; or an equivalent combination of related training and experience may be considered. AAAE designation preferred. Valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT**

SENIOR MANAGER, HUMAN RESOURCES

GRADE: 27

MAJOR FUNCTIONS

This is a highly professional leadership position reporting to the director of human resources. Primary function is to take responsibility for managing, coordinating, and evaluating the efficiency of departmental/ organizational functions and regulatory compliance. Manages a wide range of human resource functions involved in the operation of commercial and general aviation airports including policies, programs, benefits, training and new initiatives ensuring that the organization is following best practices in the field of human resources. This position requires a high degree of professionalism, ethics and integrity. May be assigned supervisory responsibilities as needed.

GENERAL POSITION DUTIES

Assists the HR Director in planning, organizing and directing activities of the department; conducts research and provides information/recommendations relating to HR programs, policies and practices; may assume responsibility of the director in the advent of absence or as directed.

Participates in the development of HR strategic planning setting goals, objectives; provides specialized support to the director.

Plans, coordinates, and supervises the development and implementation of various programs and projects by serving as project manager; analyzes and evaluates new and existing programs, procedures, and systems and recommends and implements changes as needed.

Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; recommends necessary action to correct deviations or violations.

Performs functions specific to employee relations, wellness programs, benefits, compensation/classification and policy development including: job analysis, position classification and compensation; benefits administration and evaluation; managing updates and revisions to the employee policy and procedures manual in compliance with all applicable laws, regulations, etc. and subsequently managing the communication of any such changes.

Ability to research, select, administer, implement and evaluate an effective performance management system ensuring efficiency and communication with stakeholders.

Ensures efficient and legally defensible recruitment and hiring practices including advertising, testing, and interviewing processes.

HUMAN RESOURCES DEPARTMENT MANAGER, HUMAN RESOURCES

Page 2

Ability to perform functions specific to training and development including: designing, developing and delivering training programs and materials utilizing effective and accepted teaching methodologies; confers with management and performs needs assessments to determine training programs.

Develops communication strategies, objectives and methods with the goal of keeping employees informed and giving them the tools to maximize their personal growth resulting in a positive organizational culture that values each individual employee.

Maintains confidentiality of departmental issues and documentation.

Knowledgeable and experienced in union negotiations and contracts.

Takes a leadership role when interfacing with County and Clerk management regarding payroll and benefits and implementing new programs for airport employees. Maintains excellent working relationships with all levels of staff. A critical component in this position is exceptional interpersonal skills with the ability to build confidence and trust while maintaining integrity and efficiency. Must be a problem solver. Strives to promote growth, accountability and empowerment as a representative of the airport.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must have strong leadership skills, be highly motivated and have the ability to motivate others. Requires exceptional organizational and planning skills. Must have the ability to conceptualize and implement programs and/or systems within the department and the organization as a whole. Experienced in all HR functions, including training and development, and knowledgeable of legal compliance issues. Must be able to work in a team-oriented environment. Requires excellent verbal and written communication skills and experience in intranet concepts and design. Requires proficiency in all Microsoft Office and Google programs. Must be highly detailed and skilled at proofing work.

Training and Experience: Graduation from a four year accredited college or university with a bachelor's degree in human resources, business management, public administration or related field and a minimum of 3 years experience in a comparable management position. Membership in human resource professional organizations accompanied by SPHR, SHRM-SCP, or PHR, SHRM-CP certification is highly desirable..

**HUMAN RESOURCES DEPARTMENT
MANAGER, HUMAN RESOURCES
Page 3**

ADA COMPLIANCE

Physical Ability: Light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to twenty pounds.

Sensory Requirements: The ability to perceive and differentiate visual cues or signals. Tasks require the ability to communicate orally and in writing.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Lee County Port Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the port authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/15, 05/17

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGIES DEPARTMENT**

SENIOR MANAGER, SERVICE DESIGN

Grade: 27

MAJOR FUNCTIONS

This is a professional administrative position requiring overall technical knowledge of the complex technology systems that provide services to the airport. The incumbent balances workload between staff leadership, project management and administrative duties in support of the department director. Provides support to other divisions in evaluating new services and analyzing existing systems performance with new technology. Responsible for the design of appropriate and innovative IT services, including their architectures, processes, policies and documentation, to meet current and future agreed business requirements. Oversees IT hardware and software release processes to ensure that the integrity of the live environment is protected. Manages service capacity and provides long term projections for budget planning purposes. The incumbent coordinates, plans and schedules work with staff, vendors and other Port Authority divisions and departments. Work is performed under the supervision of the information technologies department director.

GENERAL POSITION DUTIES

Participates in planning IT services with department directors; review proposals and bid specifications to assure compliance to airport standards. Acts as the approval authority for requisitions associated with IT services and infrastructure to assure compliance with information technology department standards; assists in the selection of new hardware and software. Recommends changes and updates to information technology department standards, processes, procedures and policy. Enforces documentation standards and guidelines; researches and recommends corrective action when problem areas are brought to the IT department for resolution. Responds to questions and problems relative to IT services used throughout the airport. Performs related work as required by the department director and performs director duties in the director's absence. Supervises specific projects as directed.

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

INFORMATION TECHNOLOGIES DEPARTMENT
SENIOR MANAGER, SERVICE DESIGN
PAGE 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of airport operations and the effect IT services and infrastructure has in supporting mission critical and business critical services. An understanding of the operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support application integration. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other departments, service organizations and airport tenants is very important. The person must demonstrate good leadership; have the ability to maintain accurate records and prepare management reports.

Training and Experience: Bachelors degree in computer science or related field preferred; and five years experience including personnel management, installation and support of personal computer hardware, software and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years. Minimum ITIL Foundation certification required. ITIL Release and Control Practitioner certification preferred.

Licenses/Certificates: Possession of a valid Florida driver's license is required. ITIL certifications are desired.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGIES DEPARTMENT**

SENIOR MANAGER, SERVICE STRATEGY

Grade: 27

MAJOR FUNCTIONS

This is a professional administrative position requiring overall technical knowledge of the complex technology systems that provide services to the airport. The incumbent balances work load between staff leadership, project management and administrative duties in support of the department director. The primary responsibility of the service strategy manager is development, implementation and management of business aligned IT services and service level management. Participates in the review of service management processes and activities to identify non-compliance and inefficiency, manages the transition of modified and/or new services from the development process into a stable environment with minimal impact to customers. The incumbent coordinates, plans and schedules work with staff, vendors and other Port Authority divisions and departments. Supervises and directs the work of service desk and PC support staff. Work is performed under the supervision of the information technologies department director.

GENERAL POSITION DUTIES

Participates in planning IT services with department directors; review proposals and bid specifications to assure compliance to airport standards. Acts as the approval authority for requisitions associated with IT services and infrastructure to assure compliance with information technology department standards. Participates in the review of service management processes and activities to identify non-compliance and inefficiency. Monitors the implementation of organization wide policies, strategies and guidelines. Produces reporting in a timely manner. Reviews major incidents and problems related to services, with in-house and outsourced functions. Ensures that business requirements and services are fully met, while exceeding expectations in quality. Coordinates the implementation of change in diverse and complex production environments. Oversees the development of organizational change management policies and procedures. Performs related work as required by the department director, and performs director duties in the director's absence. Supervises specific projects as directed.

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

INFORMATION TECHNOLOGIES DEPARTMENT
SENIOR MANAGER, SERVICE STRATEGY
PAGE 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of airport operations and the effect IT services and infrastructure has in supporting mission critical and business critical services. An understanding of the operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support application integration. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other departments, service organizations and airport tenants is very important. The person must demonstrate good leadership; have the ability to maintain accurate records and prepare management reports.

Training and Experience: Bachelors degree in computer science or related field preferred; and five years experience including personnel management, installation and support of personal computer hardware, software and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years. Minimum ITIL Foundation certification required. ITIL Support and Restore Practitioner certification preferred.

Licenses/Certificates: Possession of a valid Florida driver's license is required. ITIL certifications are desired.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR MANAGER, MAINTENANCE ADMINISTRATION

GRADE: 27

MAJOR FUNCTION

This position functions under the direction of the maintenance department director and requires significant technical knowledge and the ability to exercise considerable independent judgment as necessary to conform to the desired goals and objectives of the Port Authority and the maintenance department. The individual filling this highly responsible position must possess the ability to coordinate and supervise the daily functions of the resources, programs and contracts sections of the department to include fleet/equipment maintenance, warehousing, inventory, budget and computerized maintenance management system (CMMS); and 18 team members. This position is responsible for the direct fiscal management of the resources annual budget in excess of \$6 million dollars and is responsible for the development, reconciliation and forecasting of the department's annual operating budget of around \$10 million dollars. Incumbent shall be familiar with the airport's mechanical systems, including passenger loading bridges, HVAC, building automation, security, fire protection, fleet maintenance, airfield lighting and FAA Part 139 compliance, escalator/elevator operations, sign shop, lock and key shop and the welding and fabrication shop.

GENERAL POSITION DUTIES

Assist the department director in the development of strategic plans to enhance and continuously improve the maintenance department product.

Oversee the department's computer based maintenance management system analyzing scheduled maintenance actions and developing procedures and programs targeted at improving system-wide capabilities.

Establish work priorities and estimate time, labor and material requirements necessary to complete the work effort on time and on budget.

Control departmental purchasing to ensure material availability while working effectively within department budget.

MAINTENANCE DEPARTMENT
SENIOR MANAGER, RESOURCES & CONTRACTS
Page 2

GENERAL POSITION DUTIES (CONT.)

Plan, coordinate, and control departmental operating, personnel and capital budgets.

Analyze and direct maintenance contract services.

Responsible for developing specifications for the purchase of airport vehicles, specialized equipment and service providers.

Develop and coordinate the implementation of the department's safety programs.

Ensure compliance with all federal, state and local codes regarding the maintenance, construction and renovation of airport facilities.

Responsible for developing and coordinating the compliance of all LCPA policies and procedures as well as the implementation of the department's tool and inventory programs.

Plan and coordinate employee training programs as required.

Contribute to the positive morale of the department and perform special projects and other duties as assigned.

Serves on various committees to review solicitations, proposals, drawings and correspondence and independently generates comments, notes and feedback for circulation.

This position requires the employee to be on-call 24 hours per day. Due to the nature of the transportation industry, this position is required to be on-site at any time during an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable technical knowledge in computer-based maintenance management systems, budget principles, training programs, inventory management, and federal, state and local regulations relating to the operation of a commercial service airport. Must be able to effectively communicate orally and in writing. Ability to establish and maintain effective working relationships with subordinates, superiors, peers and the public.

MAINTENANCE DEPARTMENT
SENIOR MANAGER, RESOURCES & CONTRACTS
Page 3

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Bachelor's degree from an accredited four-year college or university in business administration, airport management or related field and seven years of experience developing policies and procedures, training programs, budget development, administering a CMMS, and ensuring compliance per Federal Aviation Administration (FAA) Regulations preferred; or an equivalent combination of related training and experience may be considered. Valid Florida driver's license is required. AAAE designation preferred.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROPERTIES DEPARTMENT**

SENIOR MANAGER, PROPERTIES/RISK

GRADE: 27

MAJOR FUNCTIONS

Work involves planning, organizing, coordinating and administering an insurance and risk management program for the Port Authority. The position identifies and assesses risk and exposure in all phases of the Port Authority's operations and makes decisions and recommendations, and takes actions to eliminate, minimize, and/or transfer those risks. Other duties include assisting with the Port Authority's properties and contract-related projects as needed.

GENERAL POSITION DUTIES

Risk Management:

Assess risk in all phases of Port Authority operations and recommend the most advantageous method of dealing with same.

Review, track and maintain insurance certificates provided by airport tenants, permittees, vendors and contractors; follow up for revised or renewed certificates as needed; and review policies as needed, to ensure compliance with the Port Authority's contracts.

Review, track and maintain information on security deposits and performance guarantees held by the Port Authority, including letters of credit and performance bonds.

Make decisions and recommendations on levels of required insurance coverage for the Port Authority and its airport tenants, permittees, vendors and contractors. Develop standards for purchase orders, leases, permits and other documents and agreements to insure proper coverage and/or risk transfer.

Review and make recommendations on the Port Authority's insurance and risk management program, including types of insurance and required levels of coverage for various activities.

Work and coordinate with other Port Authority staff and with insurance consultants and brokers to procure, bind and renew the Port Authority's insurance policies.

Annually review, revise and submit applications for policies, including but not limited to valuations of all Port Authority owned property.

Maintain an inventory of the Port Authority's vehicles.

Review and approve the Authority's policies and invoices for premiums.

Prepare forecasts of insurance and other risk management costs for budget, benchmarking and planning purposes.

PROPERTIES DEPARTMENT
SENIOR MANAGER, PROPERTIES/RISK
Page 2

GENERAL POSITION DUTIES (cont.)

Establish and maintain records necessary to track and ensure policies are current and in force for the Port Authority's desired types and amounts of coverage.

Investigate incidents; file or refer and follow up on insurance claims related to damages for which the Port Authority's insurance policies may be applicable; maintain log of claims and related records and monitor processing of insurance claims to ensure accurate and timely adjudication or settlement.

Pursue or assist in the recovery of damages to Port Authority property from accidents due to third party negligence.

Inform director and other levels of management fully of status and treatment of risks and losses.

Take actions as necessary to maintain the Port Authority's compliance with legal requirements related to risk and safety, including but not limited to reporting of escalator and elevator accidents.

Perform related work as required.

Training and Development:

Review and recommend training activities for each department and employees within a department.

Work in collaboration with other departments as necessary to provide training programs related to risk, safety and any insurance mandated training programs for all Port Authority employees, and counseling, facilitating and tracking attendance of all employees at employee training programs.

Serve as chair of the safety committee and coordinate with other departments to enhance Port Authority-wide awareness of safety issues.

Implement a tracking system aimed at identifying all training activities attended by each Port Authority employee, which includes the ability to track training attendance by individual and by department. Reconstruct and capture, for Port Authority records, previous training attended by each employee.

Properties and Contracts:

Assist department with leases and other contracts as they relate to use of land or facilities at Southwest Florida International Airport and Page Field.

Provide analysis and recommendations and reviews drafts language for lease and other contract documents, policies and procedures relating to tenant activities. Assist with or responds to tenant inquiries regarding lease terms, insurance and bonding requirements as needed.

Recommend long-range objectives and strategies for the properties' function and contributes to revenue enhancement by assisting with negotiating favorable lease agreements.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must be detail oriented with strong organizational skills and the ability to coordinate a multitude of projects, making independent decisions regarding work load priorities. Requires: strong oral and written communication skills, planning and decision making skills, problem solving skills, interpersonal skills and oral and written communications skills; the ability to exercise initiative and sound judgment and to make decisions independently within the scope of the job's duties on a daily basis; the ability to coordinate with subordinates, peers, management and tenants in a professional manner; the ability to work with software programs such as Microsoft Word, Excel, and PowerPoint; the ability to locate, convey and summarize information and prepare clear and concise reports; and the ability to establish and maintain effective working relationships with internal staff, professional consulting firms, county officials, department heads, various business entities and the general public.

Training and Experience: Requires a Bachelor's degree from an accredited four-year college or university and experience in risk management (such as risk assessment, risk mitigation, evaluation of insurance needs, and insurance purchasing), managing training activities and programs, commercial contracts, leasing or development or an equivalent combination of related training and experience may be considered. An MBA or JD degree is highly desirable.

Valid Florida driver's license required. Airport and/or governmental experience; course work in risk management and/or insurance, or certification by the Insurance Institute of America as an Associate in Risk Management (ARM) or Chartered Property Casualty Underwriter (CPCU) would be a plus.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD**

SENIOR MECHANIC, PAGE FIELD

GRADE: 16

MAJOR FUNCTION

Under general supervision, performs skilled work in the repairs, maintenance and preventive maintenance of heavy equipment, automotive, heavy duty trucks, tractors/mowers, sweepers, aircraft refueling equipment, ground power units (GPUs), electric and gas powered tow equipment, and various other ground service equipment.

GENERAL POSITION DUTIES

Performs general overhaul, repairs and troubleshooting on all types of gasoline and diesel engine equipment including transmissions, differentials and power take off units.

Maintains, repairs, rebuilds specialized equipment such as runway sweepers, painting machines, tow machines, GPUs, and aircraft refuelers.

Repairs, replaces and adjusts fuel, electrical, pneumatic and hydraulic system components.

Repairs and rebuilds refueler systems including pumps, valves, pneumatics, additive injectors and other related equipment pertaining to aircraft refueler systems.

Ensures all tractors/mowers and related implements are in optimum working order.

Performs weekly emergency generator checks to ensure optimum reliability.

Requisitions parts, supplies and equipment in a timely manner.

Arranges for outsourcing of certain repairs based on prioritization and current workload.

May perform some welding tasks.

Performs other work as required.

May be required to work any shift including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials and practices of the heavy equipment mechanic's trade. Considerable knowledge of the principles of operation and mechanics of internal combustion engines and diesel driven equipment. Knowledge of the occupational hazards and safety precautions of the trade. Excellent skills in the repair and maintenance of heavy and specialized equipment including refueling trucks and all related vehicle systems. Ability to work at elevated heights, lift weights of 50 lbs., bend and operate all equipment. Considerable skill in the care and use of tools and equipment employed in the trade. Understands and effectively carries out oral and written instructions. Ability to communicate freely using two-way radios, sometimes in very noisy environments.

Training and Experience: High school diploma/GED and five years of experience in the repair and maintenance of heavy equipment; or an equivalent combination of training and experience. Experience and training in aircraft ground support equipment and refueling vehicles and systems preferred.

Licenses and Certificates: Possession of valid Valid Florida Commercial Driver License (CDL) Class B with Air Brake Endorsement required within 30 days of hire date.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR MECHANIC, RESOURCES

GRADE: 16

MAJOR FUNCTION

Under general supervision, performs skilled work in the repair and preventive maintenance of specialized fire rescue apparatus, heavy equipment, automotive, heavy duty trucks, tractor/mowers, sweepers, Airport Rescue and Fire Fighting (ARFF) vehicles, fire pumpers and other equipment in accordance with standard trade practices.

GENERAL POSITION DUTIES

- Perform general overhaul, repair and troubleshoot all types of gasoline and diesel engines, transmissions, differentials and power take off units.
- Maintain, repair, rebuild specialized equipment, i.e., runway sweepers, painting machines, loaders, ARFF equipment and trucks.
- Repair, replace and adjust fuel, electrical, pneumatic and hydraulic system components.
- Repair and rebuild firefighting systems including pumps, valves and other related equipment pertaining to fire truck systems.
- Requisition of parts, supplies and equipment in a timely manner.
- May perform some welding tasks.
- Insure safety practices are followed at all times.
- May be required to work any shift, to include weekends, and be on call as necessary.
- Performs other work as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials and practices of the heavy equipment mechanic's trade. Considerable knowledge of the principles of operation and mechanics of internal combustion engines (diesel, gasoline and propane) and DC electric driven equipment. Knowledge of the occupational hazards and safety precautions of the trade. Excellent skills in the repair and maintenance of heavy and specialized equipment including fire trucks and all related vehicle systems. Ability to work at elevated heights, lift weights of 50 lbs., bend and operate all equipment. Considerable skill in the care and use of tools and equipment employed in the trade. Ability to follow written and oral instructions, read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals. Maintain accurate records and establish effective working relationships with employees and the public. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Working skill in supervising other mechanics, giving technical advice and assistance. Automotive mechanics trade tools required.

MAINTENANCE DEPARTMENT
SENIOR MECHANIC, RESOURCES
Page 2

Training and Experience: High school diploma/GED required and five years of experience in the repair and maintenance of heavy equipment; or an equivalent combination of training and experience may be considered. Experience and training in the maintenance and repair of fire fighting vehicle, and associated equipment/systems is preferred.

Licenses and Certificates: Possession of valid Florida driver's license required. ASE and EVT certification desirable.

09/04, 03/11, 10/13, 06/16, 11/17

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS AND SAFETY DEPARTMENT**

SENIOR OPERATIONS OFFICER

GRADE: 19-84

MAJOR FUNCTION

This is a third level airport operations leadership position requiring enhanced levels of qualifications, training, and experience as identified herein. This is highly responsible work in assuring that the airport is operating in accordance with various federal, state, and local rules/regulations 24 hours per day, 7 days per week. The senior operations officer acts as a direct representative of the Lee County Port Authority executive director in his/her absence. The senior operations officer monitors the daily operation of the airport and is responsible for inspecting, identifying and reporting for correction any discrepancy. The senior operations officer acts as a liaison between other employees, tenants, concessionaires, dignitaries and the general public and is expected to lead and provide expert guidance and advice to operations duty officers and agents.

GENERAL POSITION DUTIES

- Performs landside, terminal and airside inspections including parking lots, rental car facilities, the terminal building, the terminal ramp, fixed base operator facilities, the cargo ramp, perimeter fencing, taxiways, the runway, public areas, tenant concession space, fueling facilities; and other areas that may be identified from time to time.
- Responds to emergency situations/locations and assists with the establishment of an on-scene-command post and activation of the airport command center. Response to emergency situations can involve the operation of a four-wheel drive vehicle over rough terrain and extensive walking or standing.
- Performs animal/bird control. Requires use of a four-wheel drive vehicle, rifles, shotguns and pyrotechnics for removal, relocation, or depredation of animals/birds. May be required to perform annual wildlife train-the-trainer classes for LCPA personnel involved in the airport's wildlife program.
- Responsible for the enforcement of various federal aviation regulations, advisory circulars, operations instructions, state and county regulations.
- Completes departmental projects assigned by operations & safety managers.

OPERATIONS & SAFETY DEPARTMENT
SENIOR OPERATIONS OFFICER
Page 2

GENERAL POSITION DUTIES (cont.)

- Assists the airside manager in identifying staff development and training needs, employee scheduling, managing airside related programs to include FAR Part 139 programs, and gate management.
- Helps to create an efficient and productive work environment for operations duty officers and agents.
- Creates and establishes new hire training curriculum.
- Primarily responsible for training newly hired operations agents
- Submits weekly observation reports for new operations agents
- Ensures that the airport meets all specifications of the airport certification manual. Initiates appropriate action until such time as the discrepancies are corrected.
- Maintains constant awareness of the tenant's challenges and requirements.
- Manages particular airport operations programs and other assigned duties.
- Empowered to close the airport in its entirety or any portion; delay or restrict any flight; direct refusal of takeoff permission to aircraft; deny the use of the airports to any specified class of aircraft or to any individual or group.
- Provide aircraft escort in the movement area of the Air Operations Area (AOA).
- Monitors weather conditions and updates the airport tenants when conditions warrant.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills:

- Considerable knowledge of laws, rules, and regulations which apply to the airport in addition to established airport policies related to their work areas.
- Ability to communicate effectively both verbally and in written form.

OPERATIONS & SAFETY DEPARTMENT
SENIOR OPERATIONS OFFICER
Page 3

MINIMUM QUALIFICATIONS (cont.)

- Ability to act independently without close supervision and to make independent judgments based on established procedures.
- Ability to work effectively with tenants and the general public.
- Ability to occasionally lead airport meetings with tenants and/or contractors.
- Ability to perform in the airport complex with moderate outdoor exposure.
- Ability to drive emergency response equipment and operate two way and VHF radios, mobile and portable telephones, personal computers, four-wheel drive vehicles, rifles, shotguns, and pyrotechnics. Occasional bending, stooping, lifting, reaching; and frequent walking is required to perform this position.

Schedule: Senior Operations Officers work an 84 hour (twelve-hour shifts) bi-weekly work week. Schedules may be rotated. Ability to work different shifts (weekends, holidays, and relief shifts) 24/7 depending upon needs of the department and may be adjusted periodically; will be required to work weekends, nights, and/or holidays.

Training and Experience:

- Graduation from an accredited four-year college or university with a Bachelor's Degree in an aviation management, business administration, or related field and 3.5 years of experience with the Lee County Port Authority as an operations agent/officer.
- Successful completion of the National Incident Management System (NIMS) Incident Command System (ICS) courses 300 and 400.
- Completion of AAAE ACE – Ops certification or C.M.
- Completion of a Skill Path (or equivalent) communications course and completion of a leadership development training course.
- Recommendation of supervisor, manager, senior manager and/or director is required.

Licenses and Certificates: Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

SENIOR PROCUREMENT AGENT

GRADE: 18

MAJOR FUNCTIONS

This classification performs detailed technical and professional work in managing competitive solicitations for the acquisition of commodities or services. The position is responsible for the preparation, review and analysis of solicitation documents for acquisition activities that are more complex and/or extensive and related work as directed. This position is responsible for overseeing the daily responsibilities of the purchasing office and providing general guidance to staff. Work is performed under the general supervision of the purchasing manager or designee, and is evaluated through conferences reports and observation of results and adherence to established purchasing policies and regulations. A high level of task management skill and diplomatic exchange with Port Authority staff and vendors is required.

GENERAL POSITION DUTIES

Assists the purchasing manager with scheduling, workload distribution, budget preparation and other administrative duties; evaluates and analyzes prospective purchases to determine the appropriate method of acquisition.

Management of a high volume of diverse work associated with the solicitation of competitive bids, proposals, letters of qualifications and/or quotations. Leads procurement planning and coordination activities, clearly communicates and maintains a timely and accurate exchange with client departments. Advises and instructs departments on purchasing policy and procedure.

Conducts research to obtain product or service information in order to become knowledgeable by understanding the kind and quality of items or services to be procured.

Provide assistance to client departments in developing statements of work, scopes of work or specifications to be used for competitively soliciting. Review the basis for vendor selection with the requesting department during solicitation document drafting.

Conducts pre-bid conferences and assists in answering questions and clarifying requirements for potential proposers via official addendum(a). Facilitates staff evaluation meetings for qualifications based purchases.

Determines responsiveness of bids, quotes and proposals and responsibility of offerors and safeguards designated trade secret information.

Updates purchase requisitions in the financial system. Ensure accuracy and receipt of proper authorizations and supporting documentation on requisitions and purchase orders prior to generating purchase orders and contract orders. Inputs and updates documents as necessary.

Performs diligence in the review of bid waivers including sole source, single source, emergency and piggyback requests for acquisition and recommends appropriate action.

FINANCE DEPARTMENT
SENIOR PROCUREMENT AGENT
Page 2

GENERAL POSITION DUTIES (cont.)

Prepares tabulations, compiles reference checks of vendors.

Prioritizes assigned work to meet the changing needs of the Port Authority; continually monitors status of assigned work and reprioritizes work in progress, as needed to meet demands.

Uses local newspapers and electronic posting boards to advertise and announce competitive opportunities, makes notice of meetings, issues addendum(a) and disseminates notices of award and other important and necessary information, as appropriate. Develops source lists and notifies identified sources of solicitation opportunities.

Schedules, manages and chairs prebid meetings and formal openings in accordance with Florida Sunshine Law requirements.

Assists in updating purchasing policy and procedure as directed. Participate and assist in the research, design and implementation of automated procurement systems and related procedures.

Oversees and provides guidance related to the disposition of surplus property.

Obtains contract documents from the chief assistant Port Authority attorney and requests approval of purchase documents, as appropriate.

Assists with the preparation of and reviews documents for presentation to the Airport Special Management Committee or Joint Board of Port Authority Commissioners for approval.

Provide guidance, as appropriate, to address any purchase card related issues.

Assist with vendor performance issues, working toward amicable resolve while ensuring contract compliance.

Participate in and/or conduct trainings and/or procurement related workshops.

Maintain solicitation and purchase files, reports and records.

May be assigned work in a specialized commodity category.

Performs other related work as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Considerable knowledge of business practices and procedures related to competitive procurement in a centralized purchasing function.

Knowledge of automated procurement systems, word processing and spreadsheet applications.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with all levels of Port Authority staff, vendors and the general public.

Ability to interpret and apply Port Authority purchasing policies and procedures.

Skilled in gathering, evaluating and analyzing data and managing and tracking multiple projects concurrently.

Ability to exercise ethical judgment, accept personal responsibility.

Ability to attend work on a regular and reliable basis.

Training and Experience: High School Diploma/GED required. Bachelor's degree and a minimum of five years purchasing experience required or an equivalent combination of training and experience may be considered. Certified Professional Public Buyer (CPPB) or other nationally recognized procurement or purchasing certification is desired.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT**

SENIOR STAFF ACCOUNTANT

GRADE: 18

MAJOR FUNCTIONS

This is a highly professional accounting position primarily responsible for all aspects of accounts receivable, using a variety of accounting systems as well as processing and analyzing financial transactions. Duties include responsibility for the day to day accounts receivable for all airline and customer activities, account reconciliations and analysis and enhancement of accounting processes and reporting. Furthermore , this position is responsible for monitoring and addressing overdue accounts. These duties are performed independently under the direction of the finance manager, with assignments and oversight by the director of finance.

GENERAL POSITION DUTIES

Responsible for the collection of statistical data; coordination and preparation of invoices and related account analyses ensuring that monthly invoicing is timely and accurate. Preparation of monthly and accurate accounts receivable reconciliations; verifies that proper entries are recorded in the accounting systems. Analyze monthly Passur information and enhance reporting as required to reflect changes in airport billing processes. Work with airport personnel to utilize existing systems to create customized reports as needed for billing processes. Coordinates with the properties department to ensure new contracts and contract changes are properly accounted for. Responsible for monitoring overdue accounts which includes the preparation of late charge reports and analyses.

In addition this position is the back up for all related Page Field financial functions.

This position will make recommendations to management regarding accounts receivable processes and uncollectible accounts for write-off. This position will perform advanced analytical analysis of A/R and other areas as required.

Excellent accounting and technical skills as well as communication skills, both verbal and written are required.

This position will interface with the clerk of courts finance division to ensure revenue batches are posted properly in their records. Performs other duties as assigned.

FINANCE DEPARTMENT
SENIOR STAFF ACCOUNTANT
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of general accounting theory and financial reporting. Familiarity with fiscal principles, practices and reporting. Ability to perform accounting procedures in the maintenance of fiscal accounting records; perform detailed work involving written or numeric data and make mathematical calculations rapidly and accurately; analyze data and prepare fiscal reports. Ability to summarize and analyze financial and accounting data. Ability to communicate effectively with others and at various levels of an organization.

Training and Experience: Graduation from a four year college or university with a bachelor's degree in accounting, finance, or business, and five years professional finance or accounting experience, or an equivalent combination of training and experience. Considerable knowledge of personal computer with Microsoft Office (Excel, Access & PowerPoint) or similar software experience. Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR TRADESWORKER, AIRFIELD

GRADE: 14

MAJOR FUNCTION

This skilled work involves installation, preventive maintenance, troubleshooting and repair of airfield lighting, building systems, electrical equipment and/or systems, using hand tools, power tools and various measuring and testing instruments. Work is reviewed by a supervisor who occasionally inspects work in progress, and upon completion for compliance with instructions and for serviceability of equipment repaired or installed. Assume the duties of Crew Chief during periods of his or her absence.

GENERAL POSITION DUTIES

Maintenance, installation, troubleshooting, service and repair of Airfield lighting and electrical equipment, mechanical and building systems to include replacement, adjustment and calibration of parts, components and complete systems. Performs all phases of troubleshooting, preventive maintenance inspections and maintains records, as required. Assists with training and instruction of employees required to monitor and/or maintain related equipment and systems. Troubleshoots, repairs, replaces and adjusts fuel, electrical, pneumatic, water, sanitary sewer, building and hydraulic systems.

May include the following duties as required: Work Order Control; Fuel Management Systems; Waste Water Systems; Airport Signage; Employee Training; Airfield Lighting System; Emergency Generator Systems; Security Fencing, gate operators; Fuel Farm; Parking Lots and Apron Lighting; Concrete and Asphalt Pavements; HVAC (Heating, Ventilation, Air Conditioning); Energy Management Systems; building and structure repair; painting; aesthetics; Fire Protection Systems; Security Systems; Building Electrical Systems installation, trouble shooting and repair. Performs all other work as required or directed. May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the practices, methods, materials and tools commonly used in Airfield Systems, electrical and building trades. Knowledge of the occupational hazards and safety precautions of the trades. Ability to read, interpret and work from blueprints, wiring diagrams, rough sketches, specifications and operating manuals. Skill in the repair and maintenance of all related equipment. Ability to maintain accurate records and paperwork, as required. Ability and willingness to work unusual hours, i.e., nights, weekends and holidays when required. Ability to perform manual labor occasionally under adverse weather conditions.

MAINTENANCE DEPARTMENT
SENIOR TRADESWORKER, AIRFIELD
Page 2

Knowledge, Abilities and Skills (cont.): Ability to follow written and oral instructions. Ability to climb a ladder and work at elevated heights, lift weight up to 50 lbs., bend and be able to operate company equipment. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Has a thorough knowledge of FAR Part 139 and all security requirements. Ability and willingness to assume responsibility, and to provide supervisory control of subordinates as directed by supervisor.

Training and Experience: High school diploma/GED and five years experience as an electrician, HVAC mechanic or other major trade or an equivalent combination of training and experience. Experience in the maintenance and repair of airport airfield lighting systems preferred. Computer literate with experience in Microsoft Windows applications desirable. Knowledge of FAR Part 139 preferred.

Licenses and Certificates: Required possession of a valid Florida driver's license and good driving history. Possession of valid certificate of competency, Journeyman in one of the major building maintenance trades, i.e., air conditioning, electric, plumbing, etc., or an Associate Degree in a related field desirable.

09/04, 03/11, 10/13, 12/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR TRADESWORKER LOCK/KEY, TERMINAL

GRADE: 14

MAJOR FUNCTION

This is a skilled position involving various locksmith duties in a medium sized airport. Operate various types of key cutter machinery to perform preventative maintenance and repair of several types of commercial lock assemblies, including but not limited to: programmable keyless locks, rim/mortise locks, padlocks, crash bars and cam locks; re-core locks and maintain general door hardware. Maintain accurate records of all locksets, key numbering system and keys produced. Assignments are generally received daily and work is reviewed during performance or upon completion. Employee must follow all security guidelines as directed by the Transportation Security Administration (TSA). Employee works closely with the Airport Police Department, aviation security & technology department and the Access Control Office (ACO) when there are security/lock keys are involved. Employee reports directly to the maintenance systems crew chief.

GENERAL POSITION DUTIES

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily:

- Responsible for updating/maintaining the lock and key management software
- Troubleshoot and perform maintenance on electronic/manual locks & associated door hardware
- Programming of all electronically controlled locks
- Operate key duplicator (tubular & standard keys) and code max key cutter
- Develop and maintain a stock of blank keys
- Maintain an inventory of all keys and lock assemblies in a detailed database
- Use of standard hand and power tools
- Maintain privacy of confidential access programming codes
- Excellent verbal and communication skills
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Knowledge of business English, spelling, punctuation and mathematics. Knowledge of Microsoft Windows and Microsoft Office programs and the ability to learn our specific key control software applications. Ability to understand and carry out moderately complex oral and written instructions. Ability to make decisions in accordance with departmental regulations, practices, policies and procedures.

MAINTENANCE DEPARTMENT
SENIOR TRADESWORKER LOCKS/KEYS, TERMINAL
Page 2

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Skills and Abilities (cont.): Ability to apply departmental rules and procedures to resolve work problems. Ability to use tact, good judgment and work effectively with numerous vendors, the general public and other Port Authority personnel. Bending, stooping, kneeling, lifting, reaching and walking may be necessary to perform the requirements of this position. Sufficient physical stamina to perform related common labor duties. Able to effectively communicate with other team members. Able to work flexible hours under emergency situations or overtime as needed. Basic knowledge of low voltage DC circuits; FAR part 139 regulations, security procedures and general safety practices.

Training and Experience: High school diploma / GED and one year experience or training certificate with electronically controlled security systems required.

Licenses and Certificates: Certificate in at least one of the various designations of the Associated Locksmith's of America (ALOA) preferred. Possession of valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION**

SENIOR TRADESWORKER, PAGE FIELD

GRADE: 14

MAJOR FUNCTION

The duties of a senior tradesworker at a general aviation airport are all-encompassing, broad-ranging and may vary from day-to-day. This position requires a wide range of skills and flexibility. Work may include, but not be limited to, preventive maintenance troubleshooting and repair to the following: airfield lighting and control system, HVAC systems, building electrical and automation systems, plumbing, gate operators, and various other equipment and apparatus. At times, the work may involve mowing and grounds maintenance to include string trimming, grading, or irrigation system repairs. Work may be inspected by the crew chief and/or supervisor in progress and upon completion for compliance with instructions and for serviceability of equipment repaired or installed. This position will, at times, need to act as a crew leader on certain projects as assigned.

GENERAL POSITION DUTIES

Maintenance, installation, service, and repair of HVAC and electrical equipment and systems to include replacement, adjustment and calibration of parts, components and complete systems.

Troubleshoot and make repairs or recommendations for repairs for assigned maintenance tasks such as electrical, plumbing, carpentry, etc.

May be asked to operate equipment such as lawnmowers, backhoes, dump truck, large tractor, and other heavy equipment.

Assist crew chief with troubleshooting and repairs to airfield lighting circuits and related equipment. Limited supervisory control of work crews as directed by crew chief or supervisor.

Establish and maintain effective working relationships with co-workers, customers, vendors and public. Comply with safety regulations and maintain clean and orderly work areas.

May be required to work any shift and weekends, as well as be on an emergency "on call" rotation schedule and may be required to attend educational workshops/seminars either locally or out-of-town.

Performs all other related work as required or directed.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of the practices methods, materials, and tools commonly used in at least one or more of the following trades: HVAC, electrical, plumbing, carpentry, or grounds maintenance. Ability to maintain accurate records as required and submit reports and recommendations. Must be able to follow written and oral instructions. Ability to climb a ladder and work at elevated heights, lift and carry up to 50 pounds, bend at the waste, and operate necessary equipment. Ability to communicate effectively using two way radios, sometimes in noisy environments. Must be able to work independently as well as part of a crew.

Training and Experience: High school diploma / GED required; and five years experience in one or more of the buildings or grounds maintenance trades preferred; or an equivalent combination of training and experience.

Licenses and Certificates: Possession of a valid Florida driver's license. Possession of valid certificate of competency from Lee County or the State of Florida in one of the major building maintenance trades; i.e., air conditioning, electric, plumbing, etc. or an associate degree in a related field is desired.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD**

SENIOR TRADESWORKER, GROUNDS PF

GRADE: 14

MAJOR FUNCTION

The duties of a senior tradesworker at a general aviation airport are all-encompassing, broad- ranging and may vary from day-to-day. This position requires a wide range of skills and flexibility with a primary focus on maintenance and upkeep of airport grounds utilizing a variety of equipment such as tractors with rotary, flail or slope type mowers, backhoes, riding mowers, street sweepers and a variety of small engine equipment. This position will coordinate the application of herbicides and pesticides. In addition to the grounds duties, this position will assist with other preventive maintenance and repair tasks to including, but not be limited to, HVAC, gate operators, airfield lighting, plumbing and various other equipment or apparatus. This position will act as a crew leader on certain projects as assigned.

GENERAL POSITION DUTIES

Mow fields on both AOA and non-AOA parcels. Work on the AOA requires work within the runway safety areas and clear, concise communication with ATCT.

Maintain drainage ditches to be obstruction free to allow discharge of storm water from airport property. Repair areas of erosion and maintain the runway and taxiway safety areas to FAA and FDOT standards.

Perform routine inspections of airfield pavements and security fence lines and make repairs as necessary.

Maintain chemical storage and mixing areas in compliance with county, state and federal regulations. Maintain records and ensure that they comply with county, state and federal regulations.

Calibrate equipment for accurate application and maintain in a safe, clean and proper working condition.

Calculate chemical formulations based on manufacturers rates.

Order and maintain inventory of fertilizers, pesticides, and equipment as required.

Apply herbicides, insecticides, and fungicides and other horticultural agents in compliance with county, state, and federal regulations.

Safely mix and handle chemicals and equipment.

Maintain weed control and health in canals, ponds, and waterways.

PAGE FIELD

SENIOR TRADESWORKER, GROUNDS PF

Page 2

Troubleshoot and make necessary repairs to irrigation systems.

Perform daily inspections of assigned equipment including lubrication and minor maintenance.

Establish and maintain effective working relationships with co-workers, customers, vendors and the public. Comply with safety regulations and maintain clean and orderly work areas.

May be required to work any shift, weekends and holidays as well as be on an emergency “on call” rotation schedule. May be required to attend educational workshops/seminars either locally or out of town.

Perform all other related work as required or directed to include, but not be limited to repairs to: HVAC equipment, small motor equipment, and gate operators.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Ability to perform routine tasks and understand and follow oral and written instructions. Knowledge of the safe operation and mechanical limitations of equipment such as tractors, trucks, backhoes, and related apparatus. Proficiency in two-way radio communications and knowledgeable of regulations and procedures related to operating in an airport environment. Ability to interact with co-workers and the public in a considerate and professional manner. Must be able pick up, push, pull or move a 50 lb. object, climb a ladder and work at elevated heights. Ability to work long hours outdoors in all weather conditions. Ability to operate chainsaws, string trimmers, and various other small engine equipment. Ability to assist with repairs to HVAC equipment, gate operators, generators, fuel farms, and a variety of other equipment as needed.

Training and Experience: High School Diploma/GED required; five years experience in one or more of the building trades with heavy equipment operation preferred; or an equivalent combination of training and experience may be considered.

Licenses and Certificates: Possession of Florida driver’s license required. Possession of a public applicator spray license with ornamental and turf and aquatics categories or ability to obtain within 12 months. CDL Class B with air brake endorsement desirable. Possession of valid certificate of competency for Lee County or the State of Florida in one of the major building maintenance trades, i.e., air conditioning, electric, plumbing, etc., or an associate degree in a related field is desired.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR TRADESWORKER, AIRFIELD

GRADE: 14

MAJOR FUNCTION

This skilled work involves installation, preventive maintenance, troubleshooting and repair of airfield lighting, building systems, electrical equipment and/or systems, using hand tools, power tools and various measuring and testing instruments. Work is reviewed by a supervisor who occasionally inspects work in progress, and upon completion for compliance with instructions and for serviceability of equipment repaired or installed. Assume the duties of Crew Chief during periods of his or her absence.

GENERAL POSITION DUTIES

Maintenance, installation, troubleshooting, service and repair of Airfield lighting and electrical equipment, mechanical and building systems to include replacement, adjustment and calibration of parts, components and complete systems. Performs all phases of troubleshooting, preventive maintenance inspections and maintains records, as required. Assists with training and instruction of employees required to monitor and/or maintain related equipment and systems. Troubleshoots, repairs, replaces and adjusts fuel, electrical, pneumatic, water, sanitary sewer, building and hydraulic systems.

May include the following duties as required: Work Order Control; Fuel Management Systems; Waste Water Systems; Airport Signage; Employee Training; Airfield Lighting System; Emergency Generator Systems; Security Fencing, gate operators; Fuel Farm; Parking Lots and Apron Lighting; Concrete and Asphalt Pavements; HVAC (Heating, Ventilation, Air Conditioning); Energy Management Systems; building and structure repair; painting; aesthetics; Fire Protection Systems; Security Systems; Building Electrical Systems installation, trouble shooting and repair. Performs all other work as required or directed. May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the practices, methods, materials and tools commonly used in Airfield Systems, electrical and building trades. Knowledge of the occupational hazards and safety precautions of the trades. Ability to read, interpret and work from blueprints, wiring diagrams, rough sketches, specifications and operating manuals. Skill in the repair and maintenance of all related equipment. Ability to maintain accurate records and paperwork, as required. Ability and willingness to work unusual hours, i.e., nights, weekends and holidays when required. Ability to perform manual labor occasionally under adverse weather conditions.

MAINTENANCE DEPARTMENT
SENIOR TRADESWORKER, AIRFIELD
Page 2

Knowledge, Abilities and Skills (cont.): Ability to follow written and oral instructions. Ability to climb a ladder and work at elevated heights, lift weight up to 50 lbs., bend and be able to operate company equipment. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Has a thorough knowledge of FAR Part 139 and all security requirements. Ability and willingness to assume responsibility, and to provide supervisory control of subordinates as directed by supervisor.

Training and Experience: High school diploma/GED and five years experience as an electrician, HVAC mechanic or other major trade or an equivalent combination of training and experience. Experience in the maintenance and repair of airport airfield lighting systems preferred. Computer literate with experience in Microsoft Windows applications desirable. Knowledge of FAR Part 139 preferred.

Licenses and Certificates: Required possession of a valid Florida driver's license and good driving history. Possession of valid certificate of competency, Journeyman in one of the major building maintenance trades, i.e., air conditioning, electric, plumbing, etc., or an Associate Degree in a related field desirable.

09/04, 03/11, 10/13, 12/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR TRADESWORKER, SYSTEM(S) TECHNICIAN (T)

GRADE: 14

MAJOR FUNCTION

This position will assist the maintenance department with the upkeep and repair of electromechanical operating systems throughout the entire airport complex including, but not limited to, Programmable Logic Controllers (PLCs), Variable Frequency Drives (VFDs), airfield gates and gate operators, PA System, Cernium Exit Sentry Systems, UPS units, CCTV, security systems, building automation systems, mechanical and electrical systems and equipment associated with that of a medium hub airport. Duties include developing and maintaining a preventative maintenance program and training other maintenance personnel to troubleshoot and repair these systems. Provide advice to crew chief and system supervisor regarding problems. Work is performed under the direct supervision of the crew chief and the system supervisor.

GENERAL POSITION DUTIES

Maintain, troubleshoot, and repair all electromechanical and electronic control systems for which the department is responsible. Effectively utilize a preventative maintenance and inventory control program in order to ensure optimal performance while minimizing downtime on all responsible operating systems. Provide technical assistance to other LCPA departments when called upon. Coordinate contracted services as needed. Assist in the development of the annual operating and capital budgets. Train assigned personnel as needed. Maintain a positive attitude. Perform all other duties as assigned. May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Clear knowledge of low-voltage and high-voltage, electromechanical, and computer-operated systems. Ability to read and interpret schematics and blueprint drawings. Ability to establish and maintain effective working relationships with other LCPA personnel, contractors, consultants, and outside agencies. Ability to function effectively with minimal direct supervision. Ability to express ideas clearly and concisely, verbally and in writing. Ability to train and supervise personnel when needed. Must be able to lift 50 pounds, climb ladders, have no fear of heights, and be willing to work outdoors in adverse weather conditions. Thorough knowledge of applicable safety practices, FAR Part 139, and general knowledge as per NFPA 70, 72, & 80 and the NEC (Article 100).

MAINTENANCE DEPARTMENT
SENIOR TRADESWORKER, SYSTEM TECHNICIAN (T)
Page 2

MINIMUM QUALIFICATIONS (CONT.)

Training and Experience: High school diploma/GED required with at least five years of progressive responsible experience in the field of installation, troubleshooting, maintenance, and repair of electronic systems including, but not limited to, access control, CCTV, security systems, revenue control, and automated equipment controls. Two years experience as a technical tradesworker. Electrical or electronic certification/license is preferred.

Licenses and Certificates: Possession of valid Florida driver's license. Possession of valid certificate of competency for Lee County or the State of Florida, minimum Journeyman in one of the major building maintenance trades, i.e., air conditioning, electric, plumbing, etc., or an associate degree in a related field.

09/07/, 03/11, 02/13, 10/13, 10/15, 04/17, 08/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR TRADESWORKER, TERMINAL

GRADE: 14

MAJOR FUNCTION

This skilled work requires knowledge in preventative maintenance, troubleshooting and repair of industrial electrical and mechanical airport equipment; including plumbing and building repairs. Must be able to work under the direction of the crew chief with minimal supervision. Work is occasionally evaluated by the crew chief for compliance with instructions and for serviceability of the equipment repaired or installed. Limited supervisory duties as required.

GENERAL POSITION DUTIES

Performs all phases of troubleshooting, preventive maintenance and inspections of electrical and mechanical equipment. Requires thorough knowledge of jet bridge operation, including low voltage controls, PLC's, frequency drives, positioning sensors, and mechanical dynamics. Must be able to locate problem sources and safely apply proper rigging techniques to replace defective parts on machinery.

Must be able to maintain and repair industrial air handlers, various pumps, conveyor systems, HVAC equipment, and plumbing systems including adjustments and calibration of parts and components.

Monitors vendor service contracts relative to equipment or systems within specified airport locations and coordinates with the crew chief.

Coordinates training or instruction of employees required to monitor and maintain related equipment and systems.

Procures parts needed for repairs or projects. Assists the crew chief with the development of preventative maintenance procedures.

Limited supervisory control of subordinates as directed by supervisor. Must be able to assume the duties of the crew chief or supervisor during periods of his or her absence.

Performs other related work as may be required or directed.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the practices, methods, materials and tools commonly used in the industrial maintenance field, HVAC and electrical trades. Ability to read, interpret and work from blueprints, wiring diagrams, specifications and maintenance operating manuals. Welding experience is preferred. Ability to maintain accurate records and paperwork as required. Ability to work unusual hours or weekends. Ability to follow written and oral instructions. Ability to climb a ladder and work at elevated heights, bend and ability to operate equipment, and lift weight of up to 50 lbs. Ability to communicate freely using two-way radios, sometimes in very noisy environments.

**MAINTENANCE DEPARTMENT
SENIOR TRADESWORKER, TERMINAL
Page 2**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: High school diploma/GED and five years experience as an industrial maintenance technician, HVAC mechanic, electrician or an equivalent combination of training and experience. Experience in the maintenance and repair of airport airfield lighting system, aircraft loading bridges and baggage conveyor systems preferred. Two years experience as a tradesworker.

Licenses and Certificates: Possession of valid Florida Driver License. Possession of valid certificate of competency for Lee County or the State of Florida, minimum journeyman in one of the major building maintenance trades, i.e., air conditioning, electric, plumbing, etc., or an Associate Degree in a related field.

09/04, 03/11, 09/13, 10/13, 10/14

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

SENIOR WAREHOUSE SPECIALIST, RESOURCES

**GRADE: 13
FLSA: NON-EXEMPT**

MAJOR FUNCTION

An employee in this class performs clerical and physical tasks in ordering, receiving, shipping, storing, cataloging and issuing supplies, tools and materials purchased and consumed by all Port Authority departments and tenants. Establish and maintain procedures for warehouse operation. Work includes receiving material requisitions for the purchase and/or distribution of materials or supplies and maintains required stock and inventory levels. This position will produce, track and forward the payable packages to the appropriate office for final processing and payment. In addition, this position works within the Computerized Maintenance Management System assigning parts to work orders, receiving goods and creating purchasing requisitions to ensure the inventory levels are maintained according to departmental policy. Work is performed independently under general direction of the warehouse supervisor.

GENERAL POSITION DUTIES

- Receives all incoming materials and supply shipments, verifying quantity and description accuracy; files any necessary damage reports; stores materials in proper warehouse location
- Frequently required to pick up or deliver materials or supplies and performs escorts as required in secure areas
- Maintains complete inventory records of all goods received and issued
- Prepares purchase order requisitions; tracking of purchase orders and invoices
- Responsible for the purchasing of this department to include inventory and department related materials in accordance with LCPA procedures
- Assembles materials and supplies upon receipt of work order and/or stock requests and distributes material to authorized personnel
- Responsible for auditing of fuel budget, maintaining adequate fuel levels, troubleshooting and minor repair of the fuel management system
- Monitors uniform service contract
- Ability to communicate freely using two way radios, sometimes in very noisy environments
- Frequently required to lift and move heavy objects up to 50 pounds, climb, stoop, bend; practices safe working habits at all times
- Performs other related work as required
- Monitors operations to ensure compliance with established safety practices
- Operates a fork lift
- May be required to work any shift and weekends

MAINTENANCE DEPARTMENT
SENIOR WAREHOUSE SPECIALIST, RESOURCES
Page 2

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable technical knowledge in computerized maintenance management systems, warehousing and work order processing. Knowledge of maintenance organizations, departmental responsibilities, practices, processes and priorities. Must be able to effectively communicate orally and in writing. Ability to establish and maintain effective working relationships with subordinates, superiors, and peers. A strong understanding of the MS Office suite to include detailed knowledge of Excel and reporting software as well as other technical applications. Ability to climb a ladder and work at elevated heights, lift and bend in order to stock heavy packages. Ability to operate a fork lift.

Training and Experience: High school degree / GED required; associate's degree in business management, computer information systems or related field with a minimum of four years experience in facilities, maintenance, warehousing, and/or airport operations preferred; or an equivalent combination of education and experience may be considered.

Licenses and Certificates: Possession of a valid Florida driver's license required.

07/09, 03/11, 04/13, 10/13, 01/17

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
COMMUNICATIONS & MARKETING**

SPECIALIST, COMMUNICATIONS & MARKETING

GRADE: 9

MAJOR FUNCTIONS

Assists staff in meeting the goals and objectives for the public affairs department. Assists team in tactical activities for various public affairs efforts and programs (communications, community relations, media relations, airport promotional events, etc.) designed to keep the community and stakeholder groups informed and supportive of activities conducted and proposed by the Lee County Port Authority for Southwest Florida International Airport and Page Field. Work is performed under the supervision of the department manager. Position requires initiative, independent thinking, ability to work for more than one person, prioritize assignments in a fast-paced multi-tasking work environment, detail-oriented and highly organized person.

GENERAL POSITION DUTIES

Communications: Strong verbal and written communication fundamentals including business and creative writing; assists with the maintenance of department contact lists; may design or update art or help with production and distribution of external and internal printed or online publications; assists in the research of specialty items.

Community Relations: Assists with community and VIP tours and escorts; may assist with presentations and/or speaking engagements; may assist in follow up to inquiries and complaints with research; assist with research and layout of business newsletter; maintain department contact lists for external publications.

Employee Relations: Work with other departments on miscellaneous employee projects or events; may research and edit articles for internal communications including employee newsletter; may serve as department representative on internal committees as assigned; assist public affairs in annual fundraising campaign; assist department with posting materials to company intranet.

Media Relations: Assist department staff with research for response to media inquiries as needed; produce weekly reports of online clips and maintain media archives; assist with distribution of news releases to news outlets and maintenance of department media contact lists; assist department with media activities during airport emergencies or events.

Publicity: Assists in the research of background information necessary to develop planned airport promotional campaigns and programs; maintains historical photo file archives, as well as current photography and digital image files and videos; assist in research and ordering promotional items for department use.

**COMMUNICATIONS & MARKETING
SPECIALIST
Page 2**

GENERAL POSITION DUTIES (cont.)

Special Events: Assist team in event planning activities for special events, trade missions, industry or press receptions; participates and attends airport special events as required; works with other departments, vendors and representatives of industry partners to coordinate activities; works with administrative coordinator to provide appropriate documentation for invoicing and payment.

Website/Social Media: Assist with routine updates for Port Authority websites; generates regular comment and web activity reports; assist department with ongoing social media activities; produce tracking reports for airport social media; research and stay current on social media outlets and usage.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of basic public affairs theory and practice; Possess excellent speaking (in person/on telephone), writing and public relations skills; Knowledge of AP Style; ability to manage multiple projects, work and think independently and exercise good judgment within established parameters; ability to work in a fluid, collaborative team environment; above average organizational and decision-making skills; possess good time management skills; professional appearance and demeanor; willingness to travel and adapt to multi-cultural social and business environments. Strong computer and Internet skills; Adept in the use of Microsoft Windows; extensive knowledge of all Microsoft Office applications including Word, Excel and PowerPoint; comfortable with or some experience in graphic design principles and use of Adobe Photoshop and InDesign programs; knowledge and enthusiasm for web-based applications; experience with using and designing PowerPoint presentations.

Experience: Graduation from an accredited four-year college or university with a degree in public relations, communications or related field. Preferred one year of practical or internship experience in the public affairs field; Valid Florida driver license.

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
GENERAL SERVICES DEPARTMENT**

SPECIALIST, GENERAL SERVICES

GRADE: 8

MAJOR FUNCTIONS

This position requires specialized clerical skills in connection with the efficient operation of a professional office. The position requires good communication and organizational skills in order to provide effective support to the department. The work is subject to review by a supervisor.

GENERAL POSITION DUTIES

This position will support clerical positions in the General Services Department. Duties may include any front desk receptionist activities, mail room operations, mail deliveries and special pick up or delivery services, and audio visual set up and recording operations. Duties may also include copying projects, assisting with assembling materials for Board meetings, agenda mailings, storage, scanning, filing and/or retrieval of offsite documents and files, databases and records. This position may also be assigned to support other administrative departments as needed and other duties as assigned.

Duties require work to be performed with a minimum amount of supervision.

Bending, stooping and lifting are required to perform this position. This position may require extensive driving of a Port Authority vehicle; any traffic violation during business and/or personal time must be reported and may lead to disciplinary action up to and including termination.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must have strong communication and organizational skills. Knowledge of business English, spelling and arithmetic, and an aptitude for operating audio visual equipment are required. Employee must be computer literate and competent with common software programs, email services and general computer operation. Staff is required to interact with the public displaying considerable poise, tact, patience and courtesy.

Training and Experience: High school diploma or GED and two years professional office experience required. Possession of a valid Florida driver license and is required. Any combination of education and experience, which demonstrate ability to perform duties effectively, may be accepted.

**GENERAL SERVICES/ADMINISTRATION
SPECIALIST, GENERAL SERVICES
Page 2**

ROUTINE SPECIFIC DUTIES (Position):

Front Desk: Operates multiline main switchboard for the Port Authority, directing callers to appropriate person/department/agency/tenant. Greets all Port Authority guests providing assistance as requested by department; assists in accepting special deliveries and package pick up; validates parking and maintains parking log as per policy. Schedules conference rooms and automobiles as requested and maintains/monitors associated calendars. Employee schedules meetings and associated needs as directed by supervisor.

Mail Room: Maintains mail room operation and delivery service for Port Authority. Assigned staff is responsible for special deliveries and or pick up as directed by supervisor. Responsible for audio visual equipment set up and tear down for ASMC, Joint, and other meetings as directed by department director or designee. Employee is responsible for audio recordings, duplicating and uploading of ASMC and Joint meetings. Responsible for assisting with all audio needs as requested.

Part Time: Acts as backup for the above positions. Specialist will provides clerical support for general services including scanning, copying, and filing. As needed, the specialist will assist with the collating of ASMC and Joint meetings' agendas and with clerical duties in other departments as directed by general services director.

09/03, 02/11, 05/12, 09/13, 10/13

**LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT**

SYSTEMS ADMINISTRATOR

GRADE: 18

MAJOR FUNCTIONS

This is a responsible professional technical position involving all functions of server administration and data center management. The incumbent balances work load between system support, new system analysis and related projects and management of the data centers. The incumbent coordinates, plans and schedules work with vendors other Port Authority divisions and departments. Work is performed under the general supervision of the Information Technologies Technical Services Manager while exercising considerable independence with minimum daily contact with the manager.

GENERAL POSITION DUTIES

Plans and installs servers and server applications, related utilities and applications, related peripherals, operating systems and installs and configures server management, performance and monitoring software. Assists in the selection of new hardware and software. Creates server build documentation, standards and guidelines. Researches and corrects all problem areas through the use of established guidelines. May perform on-site training of required server applications. Administers all physical and virtual servers used by the Authority. Responds to questions and/or problems relative to server usage throughout the user community. Based on review takes support and the necessary action to the problem. Performs related work as required. Supervises Systems Coordinators and/or PC Support Specialists as directed by Information Technologies Senior Manager.

WORK ENVIRONMENT

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Occasional lifting and carrying (up to 40 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions may be required to perform this function.

**INFORMATION TECHNOLOGY DEPARTMENT
SYSTEM ADMINISTRATOR
PAGE 2**

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support network integration and support personal computer network implementation. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

Training and Experience: Graduation from an accredited four year college or university with a Bachelors degree in Computer Science or related field plus a minimum of five years experience including installation and support of personal computer hardware, software and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years, including one year experience with Microsoft Windows Server 2000 or greater. Implementation of IBM SAN, and Redhat Linux highly desired.

Licenses/Certificates: Possession of a valid Florida driver license is required. Microsoft Certification desired.

09/09, 03/11, 10/13

**LEE COUNTY PORT AUTHORITY ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT
SYSTEM SUPPORT TECHNICIAN**

**GRADE: 15
FLSA: NON-EXEMPT**

SYSTEM SUPPORT TECHNICIAN

MAJOR FUNCTIONS

This is a responsible technical position involving all aspects of service desk support and technical assistance, including software problems, hardware failures and network issues. The employee coordinates work with other departments and plans his/her schedule through the supervision of the service desk manager.

GENERAL POSITION DUTIES

Install personal computers, peripherals and software. If needed, may provide on-site training to end users on software application. In addition to computer repairs, system support technicians may be required to troubleshoot other equipment, including printers, fax machines and any specialized equipment in use at the airport. Troubleshoot network connectivity issues for a variety of endpoints. Document solutions to technical problems. Participate in meetings with staff, departmental directors and other Port Authority personnel to effectively solve problems related to personal computers and software. Perform related work as required and other duties as assigned. This position is required to work on call on 24/7 rotations as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Knowledge of operating characteristics, capabilities and limitations of personal computers. Knowledge of basic network operation. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Requires excellent communication and customer service skills. Considerable knowledge of application software packages including Microsoft Office, Windows Operating Systems, terminal emulation and other compatible software. Familiarity with virtual desktop infrastructure a plus.

Training and Experience: High school diploma/GED required; associate's degree in computer science or related field with a minimum of five years experience preferred or equivalent combination of training and experience may be considered. Experience should include installation and support of personal computer hardware and software. Possession of a valid Florida driver's license is required.

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Frequently lifting and carrying (up to 60 pounds at wide intervals), reaching above the shoulder, across desks/counters, below the waist and repetitive motions will be required to perform this function.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

TRADESWORKER, AIRFIELD

GRADE: 9

MAJOR FUNCTION

This is skilled work in one or more of the trades. Responsible for the maintenance and repair of airfield equipment and structures. Requires knowledge and skills in one or more of the building trades. Work is reviewed by a supervisor or crew chief who inspects for compliance with instructions and serviceability of equipment repaired or installed.

GENERAL POSITION DUTIES

Performs general and specialized tasks in the construction, renovation, modification, installation, and repair of airfield lighting, buildings, wastewater systems, emergency generators, signage, security fencing, high mast lighting, pavements concrete and asphalt. Performs general troubleshooting, repair, and maintenance in the following areas; electrical, HVAC, plumbing, carpentry, concrete, asphalt, and painting of buildings, equipment, and pavement. Performs all other work as required or directed. May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of the practices, methods, materials, and tools of one or more of the building trades. Knowledge of the occupational hazards and safety precautions of the trades. Ability to read, interpret, and work from blueprints, rough sketches, and wiring diagrams. Ability to follow written and oral instructions. Skill in the use and care of tools, equipment, and materials of the trades to which assigned. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead, bend, stoop, and walk as required. Ability and willingness to assume responsibility; and to work unusual hours, i.e., nights, weekends, and holidays when required. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate freely using two-way radios, sometimes in very noisy environments. Has a thorough knowledge of FAR Part 139 and all security requirements.

Training and Experience: High school diploma/GED and three years experience as a general Tradesworker, or an equivalent combination of training and experience in electrical, HVAC mechanic, etc. Knowledge of FAR Part 139 desirable.

Licenses and Certificates: Possession of valid Florida Commercial driver license Class B with airbrakes endorsement required within 6 months of employment and good driving history.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

TRADESWORKER, GROUNDS

PAY GRADE 9

MAJOR FUNCTION

This is skilled work in one or more of the trades. Assists in the maintenance of the airport landscape, pesticide application, and irrigation systems. Requires knowledge and skills in several landscape trades. Work is reviewed by a supervisor and crew chief that inspects for compliance with instructions and serviceability of equipment repaired or installed.

GENERAL POSITION DUTIES

Perform general and specialized tasks in landscape maintenance, repair of irrigation systems, landscape equipment, and pesticide application. Perform general pruning, plant/tree replacement, fertilization of ornamental plants/trees and turf, mowing and trash removal. Perform all other work as required or directed. May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Assist irrigation and spray technicians in applying pesticides, fertilizers as required. Safely mix and handle chemicals and equipment. Skills in the operation of tools and equipment and handling materials of the irrigation, pesticide application and landscape trades. Knowledge of safe boating skills as required performing Aquatic Pest control operations. Swimming skills and knowledge of watercraft flotation devices essential. Ability to operate all types of mowing and construction equipment. Ability to read, interpret, and work from blueprints, rough sketches, and wiring diagrams. Ability to follow written and oral instructions.

Skilled in the use and care of tools, equipment, and materials of the trades to which assigned. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead, bend, stoop, and walk as required. Ability and willingness to assume responsibility and to work unusual hours, i.e., nights, weekends, and holidays when required. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate freely using two-way radios, sometimes in very noisy environments.

Training and Experience: High school diploma/GED and three years of experience in grounds maintenance, pesticide applicator, irrigation technician, tree/shrub trimming or an equivalent combination of training and experience.

Licenses and Certificates: Required possession of a valid Florida driver's license and good driving history. Possession of Limited Lawn & Ornamental Pesticide Applicator's License or obtain one within 6 months of employment. Possession of a Restricted Pesticide Applicator's License with Aquatic and Right-of-Way categories and I.S.A. Arborist certification desirable.

09/04, 10/13, 01/20

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION**

TRADESWORKER, PAGE FIELD

GRADE: 9

MAJOR FUNCTION

This is skilled work in one or more of the trades and is responsible for the maintenance and repair of airfield equipment and structures, airport landscape, pesticide application and irrigation systems. Requires knowledge and skills in one or more of the building trades and/or landscaping. Work is reviewed by a supervisor who inspects for compliance with instructions and serviceability of equipment repaired or installed.

GENERAL POSITION DUTIES

Perform general and specialized tasks in the construction, renovation, modification, installation and repair of airfield lighting, buildings, wastewater systems, emergency generators, signage, security fencing, high mast lighting, pavements, concrete and asphalt. Perform general troubleshooting, repair and maintenance in the following areas; electrical, HVAC, plumbing, carpentry, concrete, asphalt; and painting of buildings, equipment and pavement. Perform general and specialized tasks in the maintenance and repair of irrigation systems, landscape maintenance, landscape equipment and pesticide application. Perform pruning, plant/tree replacement, fertilization or ornamental plants/trees and turf, mowing and trash removal. Establish and maintain effective working relationships with co-workers, customers, vendors and public. Comply with safety regulations and maintain clean and orderly work areas. May be required to work any shift and weekends, as well as be on an emergency "on call" rotation schedule and may be required to attend educational workshops/seminars either locally or out of town. Perform all other related work as required or directed.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable knowledge of the practices, methods, materials and tools of one or more of the building and/or landscaping trades. Knowledge of the occupational hazards and safety precautions of the trades. Ability to operate appropriate equipment. Ability to read, interpret and work from blueprints, rough sketches and wiring diagrams. Ability to follow written and oral instructions. Skilled in the use and care of tools, equipment and materials of the trades to which assigned. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead, bend, stoop and walk as required. Ability and willingness to assume responsibility and to work unusual hours, i.e., nights, weekends, and holidays when required. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate freely using two-way radios, sometimes in very noisy environments.

PAGE FIELD
TRADESWORKER
Page 2

Training and Experience: High school diploma / GED required; three years experience as a general tradesworker, or an equivalent combination of training and experience in electrical, HVAC mechanic, landscaping, etc. may be considered.

Licenses and Certificates: Possession of valid Florida driver's license and good driving history. Florida Commercial Drivers License (CDL) desirable. Possession of a public applicator spray license with ornamental, turf and aquatics categories or ability to obtain within 12 months of hire.

09/06, 03/11, 10/13, 12/17

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

TRADESWORKER SIGN SHOP

GRADE: 9

MAJOR FUNCTION

This skilled entry-level position involves various duties in sign fabrication and installation. Essential tasks include the installation and maintenance of roadway and assorted interior and exterior signs; and, assisting with the operation of multiple computer-based sign software and hardware, which includes numerous types of plotters, printers, and vinyl cutting machines. Assignments are generally received from a senior sign tradesworker or supervisor daily, and work is reviewed during performance or upon completion depending upon the nature of performed duties. The employee may be required to assist in other duties, including working with other departments and jobs as assigned.

GENERAL POSITION DUTIES

A successful individual in this position must be able to perform each of the essential duties and responsibilities satisfactorily.

- Installation and continuous maintenance of roadway and assorted signs
- Assist with various equipment, including cutting shears, drill press, and assorted hand tools
- Ability to work individually or with multiple departments and personnel
- Operate light-duty truck with a trailer
- Operate different types of personnel lifts and aerial devices
- Assist with tracking inventory of a small materials warehouse
- Assist with and ensures that all labor, materials, and contract services are assigned onto Maximo work orders
- Use of tools and machinery such as ladders, lifts, and other devices
- Responsible for quality control of work and workplace
- Perform related duties as assigned
- May be required to work nights, weekends, and in times of an emergency

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Knowledge of business English, spelling, punctuation, and arithmetic. Knowledge of the use of hand tools related to sign installation, such as levels, post hole diggers, and assorted hand tools. The ability to be trained on multiple computer systems, such as Microsoft Windows and Office, Google Suite, Autodesk AutoCAD Lt., and plotters.

Ability to make decisions in accordance with departmental regulations, practices, policies, and procedures. Ability to use tact and good judgment in interacting with vendors, the general public, and Port Authority personnel. Proficient in two-way radio communications while in noisy environments. Ability to

TRADESWORKER SIGN SHOP

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MINIMUM QUALIFICATIONS (cont.)

work flexible hours under emergency situations or overtime as needed. Bending, stooping, lifting, reaching, and walking may be required to perform the requirements of this position.

Training and Experience: High school diploma/GED required; two years of experience in sign making or sign installation, or equivalent combination of training and experience preferred.

Licenses and Certificates: Possession of valid Florida Driver license. Obtain certification to operate insulated personnel lift and Maintenance of Traffic (MOT) within six months of hire date.

10/19

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

TRADESWORKER, SYSTEM TECHNICIAN

Grade: 9

MAJOR FUNCTION

Assists the senior systems tradesworker and the systems supervisor with the maintenance of airport's systems equipment, including the cleaning of current and future cameras on a monthly basis, cleaning enclosures, installing conduit, pulling wiring and other tasks as assigned. Performs work assignments verbally and / or in written form.

GENERAL POSITION DUTIES

Work closely with senior tradesworkers as an assistant. Will be required to keep all related equipment clean. Assists in the preventative maintenance of the airport's cameras, electrical enclosures, ground power units, security equipment, perimeter fence equipment, frequency drives, backup power supplies and security/non-security door hardware.

Will be expected to learn the electronic trade by working with experienced technicians on electromechanical operating systems, security system, programmable logic controllers, ground power units, paging system, and the many other systems throughout the airport. Must be able to learn proper record keeping and proper repair methodology. Will be expected to assist the senior technicians with daily calls.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Working knowledge of basic test equipment such as volt-ohm tester, meg-ohm meter, and ammeter. Must have experience using standard hand tools, including variable speed drills, reciprocating saw, hammer drills, wire strippers, etc. Must be able to lift 50 lbs. Must be able to replace on-off switches, minor fixtures, and other minor electrical parts. Must be able to pull wiring through conduit, and perform some simple conduit runs. Must be able to climb ladders, operate scissors lifts, and bucket lifts. Ability to express ideas clearly and concisely, verbally and in writing. May be required to work any shift and weekends.

Training and Experience: High school diploma/GED required; three years experience in the maintenance field, preferably as an electrician's helper. Basic welding preferred but not required. Possession of a valid Florida driver's license required.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT**

TRADESWORKER, TERMINAL

GRADE: 9

MAJOR FUNCTION

This position consists of construction, maintenance and repair work. Will be responsible for repairs, maintenance and operation of AHU's chillers, cooling towers, pumping systems, jet bridges and small equipment in accordance with standard trade practices. Responsible for the alteration and maintenance of equipment and structures. Requires knowledge and skills in one or more of the building or industrial maintenance trades. Assignments are received in oral and written form, and may be accompanied by sketches, diagrams or blueprints. Work is reviewed by a supervisor for conformance and for adherence to established codes and regulations. Work is performed under the supervision of a senior tradesworker, crew chief or supervisor.

GENERAL POSITION DUTIES

Performs general and specialized tasks in the construction, renovation, modification, installation and repair of buildings, mechanical equipment, and fixtures. Replaces broken fixtures; repairs sinks, and toilets. Performs general carpentry work, builds cabinets, shelving, paneling, and framework. Performs tile work, plastering, cement, masonry and block work. Renovates and replaces partitions and flooring. Performs painting of buildings, facilities and equipment. Performs maintenance and repair of roof and air conditioning equipment. Performs electrical repairs to airport terminal structures, boxes, switches and systems; repairs motors and gear boxes; replaces lighting ballasts; removes and replaces wiring and fixtures; removes and replaces panel switch breakers. Maintains, repairs, rebuilds general equipment. Repairs, replaces and adjusts electrical, mechanical, air conditioning and hydraulic systems. Procures parts, supplies and equipment in a timely manner. Performs related work as required. May be required to work any shift and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Working knowledge of the practices, methods, materials and tools of one or more of the building trades and or industrial maintenance trade. Knowledge of the occupational hazards and safety practices. Ability to read, interpret and work from blueprints, rough sketches, and wiring diagrams. Ability to follow written and oral instructions.

**MAINTENANCE DEPARTMENT
TRADESWORKER, TERMINAL
Page 2**

Knowledge, Abilities and Skills (cont.): Must be skilled in the use and care of tools, equipment and materials of the trades to which assigned. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead, bend, stoop and walk as required. Ability and willingness to assume responsibility and to work unusual hours, i.e., evenings, weekends and holidays if necessary. Ability to communicate freely using two way radios, sometimes in very noisy environments. Ability to drive company vehicles.

Training and Experience: High school diploma/GED required; three years experience as an electrician, A/C technician, plumber, carpenter, mason, painter, welder or general tradesworker preferred; or an equivalent combination of training and experience.

Licenses and Certificate: Possession of valid Florida driver's license and good driving history is required. Florida commercial driver's license (CDL) desirable.

09/04, 03/11, 10/13, 01/15

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

TRAFFIC CONTROL LEAD

GRADE: 9-84

MAJOR FUNCTION

The primary objective is to provide direction to subordinates and ensure the effective and efficient movement of motor vehicle traffic and pedestrians, using the threat assessment process and exceptional customer service while making the airport community and general public's safety as a priority. Assist with the fulfillment of the airports responsibilities and compliance with the Transportation Security Administration (TSA) rules, regulations and security directives in support of the airport security plan (ASP).

This position requires inside and outside work with extended periods of standing, sitting, and/or walking in all weather conditions. Employee may work a rotating and/or permanent shift, day or night. The traffic control lead is expected to work independently to guide their team of traffic control specialists, in support of patrol and is responsible to the patrol supervisor.

GENERAL POSITION DUTIES

In support of the department's mission, the traffic control lead shall empower, instruct, assign, mentor, train and supervise a team of traffic control specialists responsible for the safe, convenient and efficient movement of vehicles and pedestrian traffic in the terminal, curb and drive area.

Ensures curbs have adequate staffing/coverage; enforce efforts relating to parking violations, abandoned/disabled vehicles, security and regulatory duties/violations issue citations; and assist individuals with information and/or directions.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of general policies, practices and procedures of the Port Authority, Florida State Statute and Transportation Security Administration (TSA) security directives related to aviation, traffic and the airport or the ability to learn them within a reasonable period of time. Ability to communicate effectively with the general public, maintaining tact and good judgment while promoting exceptional customer service. Ability to establish and maintain pleasant working relationships with the general public and employees at RSW. Ability to maintain composure during emergency situations and to convey information sometimes under adverse conditions. Ability to learn, understand and assist subordinates with basic computer programs and technology.

**AIRPORT POLICE DEPARTMENT
TRAFFIC CONTROL LEAD
Page 2**

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: High school graduation/GED and one year customer service or supervisory experience required. Possession of a valid Florida driver's license is required. Ability to pass the appropriate drug screenings, TSA and police department background checks.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT**

TRAFFIC CONTROL SPECIALIST

GRADE: 6-84

MAJOR FUNCTION

This position assists the Port Authority in its efforts of efficient movement of motor vehicles and pedestrian traffic within areas designate; and with the fulfillment of the airports responsibilities toward unauthorized access into restricted areas. The traffic control specialist is responsible to the traffic control lead.

GENERAL POSITION DUTIES

Under general supervision, ensures the safe, convenient and efficient operation of terminal front passenger loading and unloading areas by monitoring and directing vehicular and pedestrian traffic; and relocating unattended vehicles as per airport security/safety regulations.

Directs traffic flow in the terminal areas while providing assistance and direction, informing passengers of alternates and provides high profile customer service to the traveling public.

Enforce parking regulations and issue citations. Assists law enforcement and other security personnel during emergency and non-emergency situations at the airport.

Observe and report hazards and unsafe conditions inside and outside of airport terminals.

Conduct the recovery, documentation and return of lost and found property to the owner.

Assist individuals with information and/or directions.

Maintain a security post that controls vehicle access into the airport's secured area.

Conduct airport ID and vehicle inspections.

Perform all other duties assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of general policies, practices and procedures of the Port Authority or the ability to learn them within a reasonable period of time. Knowledge of computer data entry procedures, and the ability to learn the computer programs used in a reasonable amount of time. Ability to establish and maintain pleasant working relationships with the general public and employees at RSW. Ability to maintain composure during emergency situations and to convey information sometimes under adverse conditions. Daily shift work will involve standing and walking outdoors up to ten (10) hours with appropriate breaks. Ability to work various shifts, including days, nights, weekends, holidays and overtime as required.

Training and Experience: High school graduation/GED required; successfully pass a physical and drug screening and background investigation. Ability to communicate effectively with the general public, maintaining tact and good judgment while promoting exceptional customer service. Upon employment must possess and maintain a valid Florida driver's license.

**LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AVIATION SECURITY AND TECHNOLOGY DEPARTMENT**

TRUSTED AGENT

**GRADE: 10
FLSA: NON-EXEMPT**

MAJOR FUNCTION

This is a professional position with responsibilities for all aspects of facility security controlled by the aviation security and technology department. To acquire the knowledge and skills necessary to perform the functions of this position, the employee must successfully complete specialized training as a requirement for this position. Work is performed under the director of aviation security and technology.

GENERAL POSITION DUTIES

Performs frontline identification (ID) credentialing functions, such as, process requests for all types of access badges. These functions are performed for air carrier, federal, tenant, concessionaire, contractor and LCPA employees. Process applicant fingerprints and submit biographical data of ID applicants for security threat assessments in the methods required by TSA security directives. The employee is also responsible to enter the ID applicant's data into the card access control system and assign access rights based on operational need, LCPA and TSA requirements. Responsibility for administering training classes for SIDA, non-movement driving and the baggage handling system through the use of a computerized training system. Once background and training requirements are met, the employee will produce and issue the appropriate ID badge. Due to the nature of this work, the employee is responsible for maintaining the storage and confidentiality of large amounts of security sensitive information and personal identifying information. The employee must adhere to all credentialing requirements as set forth in the airport security program and TSA security directives. All work performed by the employee is subject to regular audits by the TSA. Employees in this position are identified to, and by TSA as trusted agents. Must have the ability to maintain confidential information.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and skills: Exceptional customer service skills are required along with the ability to communicate effectively in both verbal and written form. Ability to work independently. Ability to implement required procedures in both computer and photographic equipment. Ability to organize and maintain files. Must display a high level of initiative to ensure proper involvement of those affected by training requirements.

Training and Experience: Must be a citizen of the United States or possess a Naturalization Certificate or I.N.S. Employment Eligibility Verification. High school diploma/GED required and minimum of two years experience in general clerical work. Must successfully pass competency screening, background check and drug screening. Valid Florida driver's license required.

LEE COUNTY PORT AUTHORITY EXECUTIVE OFFICE

EXECUTIVE DIRECTOR

MAJOR FUNCTION

This is responsible work in the administration, planning and directing the various departments which come under the Lee County Port Authority. Work involves responsibility for providing administrative leadership to department heads and employees in carrying out the general policies of the Board of Port Commissioners on all matters affecting the airports and their tenants and in carrying out all programs concerning airport operational procedures and airport development. Work is performed under the general administrative direction of the Board of Port Commissioners who reviews programs for adherence to Port Authority goals and objectives.

GENERAL POSITION DUTIES

Plans, directs and coordinates through subordinate employees the planning, development, construction, enlargement, improvement, maintenance, operating, regulation, protection and policing of the airports; organizes and directs the administrative program within each of the operation units; organizes, assigns and trains personnel; evaluates work performed. Supervises, direct and negotiates terms and recommends approval of contracts for the airports; works with each department in review of budgets and in the maintenance of monetary controls and accounting of appropriations; confers with and advises the Board of Port Commissioners and Special Management Committee concerning Port Authority activities. Keeps informed of and ensures compliance with related governmental regulatory and funding agencies; keeps abreast of trends in the field of aviation and the modern status of the airport; prepares or directs the preparation and administration of regular and special reports. Reviews Port Authority programs in progress; recommends new programs. Represents the Port Authority to the public; attends and participates in various conferences, meetings, seminars, and public hearings. Performs other job-related duties as required by the Board of Port Commissioners. This position requires the employee be on-call 24 hours a day. Due to the nature of the transportation industry, this position will be required to be on site at any time during an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of management as applied to airports and Fiscal Management. Considerable knowledge of modern trends and practices in the field of aviation. Ability to supervise professional, clerical and technical employees in the Port Authority. Considerable knowledge of air terminal maintenance procedures, techniques and problems. Considerable knowledge of property management methods and techniques and of tenant relationships. Considerable knowledge of the laws, rules and regulations in the Port Authority applying to the use of airport facilities and control of air traffic. Ability to direct the program of operations and maintenance of the Port Authority airports. Ability to direct the program of operations and maintenance of the Port Authority airports. Ability to express oneself clearly and concisely, orally and in writing. Familiarity with FAA rules and regulations concerning Airport Operations.

EXECUTIVE OFFICE
EXECUTIVE DIRECTOR
Page 2

Training and Experience: Graduation from a four-year college or university with a degree in aviation management, accounting, business, finance can be substituted for a degree in aviation management, and seven years experience in airport management. Accredited Airport Executive (A.A.E.) desirable.

09/03, 03/11, 10/13

**LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
PLANNING AND ENVIRONMENTAL COMPLIANCE DEPARTMENT**

AIRPORT PLANNER

GRADE 21

MAJOR FUNCTION

This is a professional staff position responsible for assisting the Director of Planning & Environmental Compliance with strategic and general oversight of policy planning and capital/facilities planning associated with Lee County Port Authority facilities. Work requires extensive coordination, cooperation, and communication with various government agencies, jurisdictions, consultants, permitting agencies and other LCPA staff. This position may involve supervision of subordinate staff.

GENERAL POSITION DUTIES

Following is a list of major duties and responsibilities:

- Coordinates & directs multiple / simultaneous aviation programs / planning activities.
- Exercises high level of technical / interpersonal & communication skills / considerable independent judgment.
- Executes multi-disciplinary initiatives / management & implementation of strategies achieving objectives relative to the RSW and FMY Master Plans.
- Develops planning programs & initiatives specific to aviation and non-aviation development at RSW & FMY.
- Oversee preparation and compliance with Airport Master Plans, Airport Layout Plans, Noise Studies, and National Environmental Policy Act documentation.
- Track, review and comment on Lee County land development code, comprehensive plan amendments, and zoning amendments proposed by others.
- Provide technical planning assistance to local jurisdictions regarding airport and community land use compatibility and review/comment on surrounding development plans to ensure compatibility.
- Assist with the administration, preparation, and tracking of Port Authority sponsored local comprehensive plan amendments, zoning amendments, development orders, and other local permitting and planning tasks.
- Assist with public outreach and education programs, community presentations, interactions with southwest Florida communities and individuals with respect to planning, airport noise, and other aviation related matters (may include attendance of meetings during and after normal working hours).
- Work cooperatively with consultants to provide scopes and fees for various permitting and planning projects.
- Coordinate with various LCPA departments in soliciting future comprehensive and zoning needs and works to ensure that proper entitlements are in place to enable property development by LCPA and tenants.
- Participate in coordination with various agencies (i.e., Metropolitan Planning Organization, etc.) to ensure that LCPA priorities are accounted for in planning and related funding programs.
- Work with surrounding jurisdictions to ensure that zoning overlays and interlocal agreements are current and compliant with federal and state requirements.
- Collaborate with the LCPA's noise and airspace project coordinator assisting with LCPA noise and tall structure programs.
- Perform other duties as assigned.
- Contribute to the positive morale of the LCPA.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Excellent communication and presentation skills a must. Ability to effectively communicate, educate and interact with community leaders, neighborhood organizations, and interested parties regarding local land use and airport planning issues, including airport overflights and noise. Must know or become knowledgeable of state, federal and local laws and regulations governing airports. Ability to review and analyze technical reports and papers for completeness and accuracy. Ability to present information clearly in oral and written form. Ability to establish and maintain effective working relationships with state and federal officials, working associates, subordinates and the general public.

Training and Experience: Graduation from an accredited four-year college or university with a bachelor's degree in planning, aviation, or related field. A minimum of one year experience in aviation or planning preferred. A combination of education and experience, which demonstrates ability to perform duties effectively, may be considered. Possession of a valid Florida driver's license required.

07/16, 12/18, 01/20